

**Re-accreditation Report for
National Assessment and Accreditation Council
January 2016**

Submitted by:

**SMT S. B. PATEL ARTS AND SHRI R. N. AMIN COMMERCE
COLLEGE , VASO
(Affiliated to Gujarat University, Ahmedabad)**

Funded & Managed by:

Vaso Education Society

Tal. : Vaso, Dist. Kheda (Gujarat)-387380

**Mr. N. J. Dave
Coordinator**



**Dr. P. K. Patel
Principal**

**NAAC Steering Committee
Email: accvaso@yahoo.com
Website: vasocollege.org**

Introduction: Our Village, Vaso

The village Vaso, where Smt. S. B. Patel Arts & Shri R. N. Amin Commerce College is situated, is in central Gujarat. It is on the railway track of Nadiad – Bhadrachal. The major cities nearby are Nadiad–15 km, Anand–25 km, Kheda–15 km. According to the 2001 census, Vaso had total of around 10,000 inhabitants.

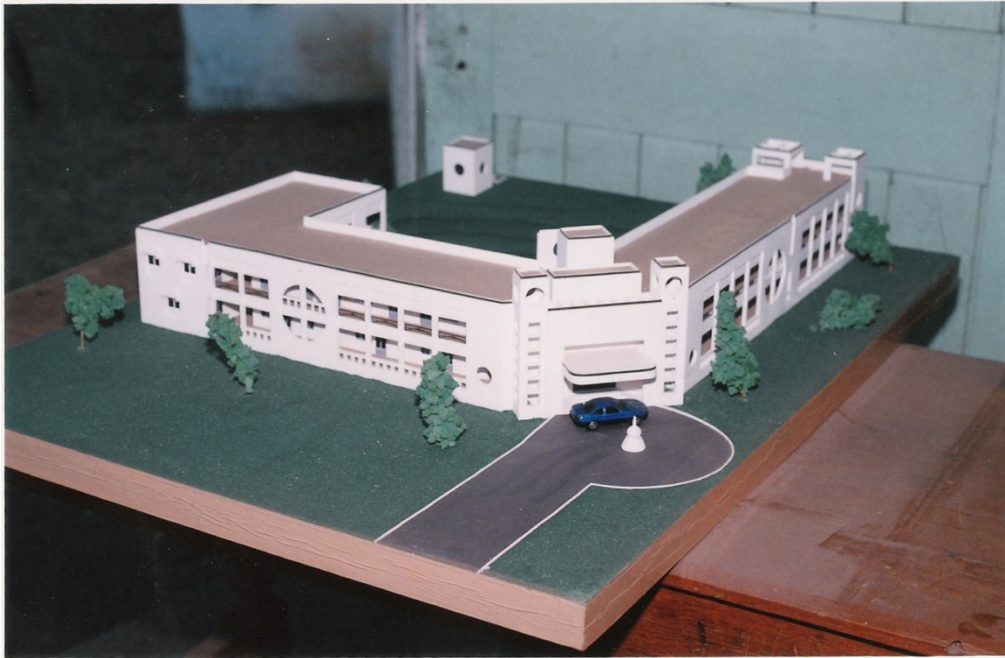
Located in the Charotar region of Gujarat, Vaso has diversity in terms of Socio–Economic equilibrium. The strong and successful agitation against pay hike for MLAs and MPs was laid by well known freedom fighter and Ex. MLA of Maha Gujarat Late Shri Mahendrabhai Gopaldas Desai. Historic Vaso Haveli is also remarkable place of the Gujarat State.

Other notable feature of our village Vaso is that people believe in cooperation and thousands of ‘Patels’ and the people of other communities have successfully migrated to various countries of the world. They are now backbone of the economy of the entire Charotar Region. At the same time, the whole belt is famous for production of tobacco and rice crops.

Although a small village Vaso is, it is proud to have 15 educational institutes managed by Vaso Kelavni Mandal along with the institute under assessment.

Arts & Commerce College, Vaso

Countenance of College



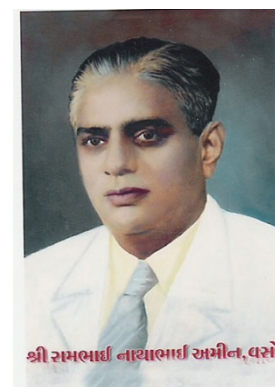
Our Esteemed Donors

Smt. S. B. Patel



Donor of Arts Faculty

Shri R. N. Amin



Donor of Commerce Faculty

OUR PIONEER – SHRI MOTIBHAI AMIN

The journey of our education society starts before 96 years – in the year 1918 by Shri Motibhai Amin – A born teacher of Vaso. He was strongly inspired by the library activities in the former Baroda state. He was a sincere educationalist of Charotar, who established the Vaso Kelavni Mandal under the Patronage of Vaso Yuvak Mandal, Vaso. He was known with the nick name of ‘SAHEB’. The Italian educationalist Mrs. Mary Montessori presented the idea of Pre Primary School (Kindergarten) in 1907. He was inspired with her idea and he started Montessori Education for the first time in 1915 in the state.

For the smooth function of Kelavni Mandal which was established by Motibhai, have produced teachers for new generations which includes,

(1)	Rambhai K. Patel	(Best teacher award winner/ Secretary, Vaso Kelavni Mandal)
(2)	Aapaji Amin	Chartered Accountant/ Ex – Chairman, Vaso Kelavni Mandal)

Today Vaso Kelavni Mandal is successfully manage by the students who gets the education from different institutions managed by Vaso Kelavni Mandal and all the institution are successfully run under the management of Vaso Kelavni Mandal.

MR. DARBAR GOPALDAS – THE IDOL OF DEDICATION

Mr. Darbar Gopaldas was the petty king of Dhasa, Talukdas of Sankli and Rai villages of Surendranagar district was born in Vaso. He was the dedicated soldier of the Indian freedom struggle. He joined the untouchable movement of Gandhiji and called a meeting of untouchables of Dhasa and started social improvement. As he had helped in the non-cooperation movement of Gandhiji, the British authority had captured all the properties of ‘Tyagmurti Darbar Gopaldas’. When he got all his property back from Britishers he had donated his entire property and joined the freedom struggle with Mahatma Gandhi. He had started to give free education in his small state. He liked the Montessori idea of Mr. Motibhai Amin. And 1st Montessori pre primary school in the state was started with the financial help of Darbar Saheb in Vaso in 1915. Vaso Yuvak Mandal converted in the name of ‘Vaso Kelavni Mandal’ in 1918.

At present Vaso Kelavni Mandal manages below mentioned institutes:

(1)	J. M. Amin Bal Mandir	1915
(2)	P. B. Mehta Navi Gujarati Shala	1915
(3)	A. J. High School – Primary	1915
(4)	A. J. High School- Secondary	1928
(5)	A. J High School-Higher Secondary Science	1976
(6)	Jibaba Kanya Vidhyalaya	1970
(7)	Tilak Vyayam Mandir	1923
(8)	M. R. Amin Kanya Vyayam Mandir	1938
(9)	Aacharya Shri R. K. Patel Technical Institute	1980
(10)	D. V. Amin Sewing Varg	1978
(11)	N. C. Amin Navchetan Primary School	1989
(12)	Smt. S. B. Patel Arts & Shri R. N. Amin Commerce College	1993
(13)	Shantaben S. Desai Computer Centre	2004
(14)	K. P. Amin English Medium K. G. Class	2005
(15)	B. A. Patel English Medium Primary School	2007
(16)	V J NJ MJ Advance Industrial Training Center	2013

THE ESTABLISHMENT OF THE ARTS AND COMERCE COLLEGE

The Vaso Kelavni Mandal celebrated its 'Amrut Mahotsav' on 24-06-1993 ,75 years after establishment. On this day Smt. S. B. Patel and Shri R. N. Amin Commerce College was established.

The present phase of development in our college started in 1993. Ours is a Coeducation College with two main faculties of Arts and Commerce. About half of the students commute to the college from surrounding villages. At home they are bound to be involved in domestic chores also. They can, therefore hardly spare any time apart from classroom lessons. These challanges, however, have not prevented them from achieving good results. What sustains and spurs our hope and enthusiasm is the performance of our students which has been, year after year, better than the average results of the university or other surrounding arts and commerce colleges.

The New college building with specious play ground, airy class rooms with necessary infrastructure was constructed on 24-10-2001 surrounded in 6 acres and 2430 sq. Meter built up area and 21,570 sq. meters of open land for future expansion. Management focuses on bridging the gap between student and teacher to motivate our young students to build their future. The activities and programs of the institution got the momentum in the beginning of the academic year.

Coupled with reforms in formal studies, all these have made for a metamorphosis in the atmosphere of college campus. To cope with changing environment and modern technology, institute introduces certificate courses, computer lab, curricular and cocurricular activities.

The new accreditation process has given us a direction and a boost. It will not only show us where we stand, but will also help us in our journey ahead. We welcome it whole heartedly.

D. P. Amin

Jatin R. Patel

Chairman

Secretary

Vaso Kelavni Mandal

Vaso Kelavni Mandal

Executive Committee of Vaso Kelavni Mandal

1. Depakbhai P. Amin (Chairman)
2. Jatinbhai R. Patel (Secretary)
3. Udaybhai V. Patel (Joint Secretary)
4. Atulbhai C. Amin (Joint Secretary)

Preface

We feel honored and elated in submitting the RAR of our college to the National Assessment and Accreditation Council, Bangalore for re-accreditation cycle-II. Ours is one of the premier centers of education and learning in Vaso which is located in Central Gujarat. The first seed of this educational institution was laid by VASO EDUCATION SOCIETY in 1993. This institution proves to be a great blessing to educationally deprived barren land of Vaso. Since 1993, the institution caters to the needs of higher education of the students of Vaso and adjoining regions. In the year 2009, we established the IQAC. The first assessment imparted us with an opportunity to introspect and speculate about our potentialities, capabilities and grey areas. The first assessment also made us aware about the areas where we can further explore our strengths and abilities. Here, I would humbly like to confess that we have tried our best to explore and implement our abilities in the best possible manner for the development and progress of the college. During all these years of post accreditation, we have made diligent and sincere efforts to excel in all facets of academic, administrative, infrastructural and co-curricular activities of the college. The re-accreditation report is a humble and conscious attempt to record and acknowledge the progress made so far.

We have also been transparent in expressing our grey areas where we could have done better. We are fully dedicated to our responsibilities and constantly strive for development, upgrading our institution through various activities inspite of some constraints and limitations. We are no way lacking behind in our ideals, spirit and efforts to cope with the vision and goals of the institution which are in compliance with the NAAC guidelines.

We are thankful to 'Vaso Kelavani Mandal' which is always ready to counsel, guide and support us economically. I am obliged to I.Q.A.C. members who are always ready to suggest innovative ideas for better functioning of the institute. I am also thankful to our energetic teaching and non-teaching staff members. Especially, I am grateful to Prof. Naresh Dave, coordinator of NAAC and Dr. Alpesh Talati whose role was very pivotal during the preparation of RAR.

I firmly and positively, believe that our conscientious and unfailing efforts will surely bring positive outcome and lead us towards our final goal. I and my entire team sincerely hope that the NAAC peer team will also appraise and justify our sincere endeavour. We look forward to receive the peer team warmly at our institution and and get valuable inputs for the betterment of students community and society at large.

Place: – VASO

Date: January 5, 2016

Dr. PANKAJ K.PATEL

(Principal)

Index

Sr. No	Contents	Page No.
1	Introduction: Our Village, Vaso	i
2	Preface	viii
3	Institutional Data	1
4	Executive Summary	16
5	Criterion I	32
6	Criterion II	48
7	Criterion III	94
8	Criterion IV	125
9	Criterion V	150
10	Criterion VI	179
11	Criterion VII	220
12	Evaluation Report of Departments	242
13	Post Accreditation Initiatives	304
13	Annexure	

Self-appraisal Report for National Assessment and Accreditation Council

Part-I Institutional Data

January 2016



**Smt. S.B. Patel Arts & Shri. R.N. Amin Commerce College
Vaso, Kheda, Gujarat, Pin: 387380**

INSTITUTIONAL DATA

1. Name and address of the college:

Name: Smt. S. B. Patel Arts & Shree R. N. Amin Commerce College , Vaso

Address: Post Vaso-387380

City: Vaso

Pin: 387380

State: Gujarat

Website: www.vasocollege.org

2. For Communication:

Designation	Name	Telephone with STD code	Mobile No.	FAX	Email
Principal	Dr. Pankaj K. Patel	(0268) 2585416	9825367344		pankajvasocollege@yahoo.com
Naac Co-ordinator	Naresh J. Dave	(0268) 2585416	9879961448		nareshjdave@yahoo.com

3. Status of the of Institution:

Affiliated College

Yes

Constituent college

Any other (Specify)

4. Type of Institution:

a. By Gender

i. For Men

ii. For Women

iii. Co-education

b. By shift

i. Regular

ii. Day

iii. Evening

5. Is it a recognized minority Institution?

Yes

No

√

If yes specify the minority status (Religious/linguistic/any other) and provider
Documentary evidence

Not Applicable

6. Source of Funding:

Government	
Grant-in-aid	√
Self-financing	
Any Other	

7. a. Date of establishment of the college: 24/06/1993**b. University to which the college is affiliated/or which governs the college (If it is a constituent college)**

Gujarat University, Ahmedabad

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2(f)	26/10/2005	—Nil—
ii. 12(B)	06/09/2006	—Nil—

(Enclose the Certificate of recognition u/s 2(f) and 12(B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC(AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Not Applicable

Under Section / Clause	Recognition / Approval Details Institution / Department / Programme	Day, Month And Year (dd-mm-yyyy)	Validity	Remarks
i.	N. A.			
ii.	N. A.			
iii.				
iv.				

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes

No

If yes, has the College applied for availing the autonomous status?

Yes

No

9. Is the college recognized?

a. by UGC as a College with Potential for Excellence (CPE)?

Yes

No

If yes, date of recognition: N. A. (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes

No

If yes, Name of the agency N.A and Date of recognition : _____ (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Rural
Campus area in sq.mts.	4.45 acres+ 1.55 acres=6 acres
Built up area in sq.mts.	1218.00 sq.mts.(ground Floor) 1212.00 sq.mts.(First Floor)

(*Urban, semi-urban, Rural, Tribal, hilly area, any others specify)

11. Facilities available on the campus (Tick the available facility and provide number or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- **Auditorium/seminar complex with infrastructural facilities**

- Seminar hall

- **Sports facilities**

- **Play Ground**

- **Hostel**
 - ❖ **Boy's hostel**
 - i. Number of hostel
 - ii. Number of inmates
 - iii. Facilities(mention available facilities)
 - ❖ **Girl's hostel**
 - i. Number of hostel
 - ii. Number of inmates
 - iii. Facilities(mention available facilities)
 - ❖ **Working women's hostel**
 - i. Number of inmates
 - ii. Facilities(mention available facilities)
- **Residential facilities for teaching and non-teaching staff(give number available –cadre wise) ———Nil————**
- **Cafeteria—**
- **Health centre –**
Health centre staff—
- **Facilities like banking, book shop are very close to the college.**
- Transport facilities to cater to the needs of students and staff
- Animal house— —Nil—
- Biological waste disposal— —Nil—
- Generator or other facility for management/regulation of electricity are available in the College as per requirements and voltage
- Solid waste management facility: Yes
- Waste water management: Yes
- Water harvesting : Yes

12. Details of Programmes offered by the college (Give data for current academic year)

Sr. No.	Programme Level	Name of the programme / course	Duration	Entry Qualification	Medium Of Instruction	Sanctioned / approved Student strength	No. of Students admitted
1	Under Graduate	B. A. in Gujarati B. A. in Economics	3 Years	12 th Passes (36%)	Gujarati & English	Division 1 120	56
		B. Com	3 Years	12 th Passes (36%)	Gujarati & English	Division 1 120	48
2	Certificate Course	Human Rights	06 Months	12 th Passes (36%)	Gujarati		43
		Tally Acc. ERP 9.0	06 Months	12 th Passes (36%)	Gujarati & English		50
		SCOPE	06 Months	12 th Passes (36%)	English		60
		CCC	06 Months	12 th Passes (36%)	Gujarati & English		22
		DTP	03 Months	12 th Passes (36%)	Gujarati & English		27
		Retail Mgt.	03 Months	12 th Passes (36%)	Gujarati		65

13. Does the college offer self-financed Programmes?

Yes

No

If yes, how many?

14. New programmes introduced in the college during the last five years if any?

Yes	√	No			
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Certificate Programmes	Duration	Entry of Qualification	Medium of Instruction
Human Rights	06 Months	12 th Passes (36%)	Gujarati
Tally Acc. ERP 9.0	06 Months	12 th Passes (36%)	Gujarati & English
DTP	03 Months	12 th Passes (36%)	Gujarati & English

15. List the Departments :(respond if applicable only and do not list facilities like Library, Physical Education as Departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the Departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Particulars	UG	PG	Research
Science			
Arts	2		–
Commerce	1		–
Any Other not covered above			

16. Number of Programmes offered Under (Programme means a degree course like

(B. A., B. Sc., M. A., M. Com...)

a. annual system	
b. semester system	√
c. trimester system	

17. Number of Programmes with

a. Choice Based Credit System	03
b. Inter/Multidisciplinary Approach	00
c. Any other (specifies & provides details)	00

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes No

If yes,

a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)
and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No:

Date :.....(dd/mm/yyyy)

Validity:

c. Is the Institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes

No

19. Does the college offer UG or PG programme in Physical Education?

Yes No

If yes,

a. Year of Introduction of the programme(s).....(dd/mm/yyyy)
and number of batches that completed the programme

b. NCTE recognition details(if applicable)

Notification No:

Date: (dd/mm/yyyy)

Validity:

c. Is the Institution opting for assessment and accreditation of physical Education

Programme separately?

Yes

No

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-Teaching Staff		Technical Staff	
	Professor/ Principal		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
Sanctioned by the UGC / University / State Government Recruited	1	–	03	01	03	–	04	–	–	–
Yet to recruit	–	–	–	–	–	–	–	–	–	–
Sanctioned by the Management / Society or Other Authorized Bodies Recruited	–	–	–	–	01	01	04	00	1	–
Yet to recruit	–	–	–	–	1		6		–	–

***M–Male *F–Female**

* Two Permanent staff transferred to other Colleges.

Two part time teachers recruited by state government

- 1) Accountancy/Commerce
- 2) Economics

• Appointment of 5 Ad-hoc faculty is done by management.

- 1) Accountancy/Commerce
- 2) Statistics
- 3) Sociology
- 4) English
- 5) P. T. I.

• The librarian also appointment by Ad-hoc bases.

21. Qualification of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	–	–	–	–	–	–	
Ph. D.	–	–	02	–	01	–	03
M. Phil.	–	–	–	–	–	–	
PG			02	01	01	–	04
Temporary teachers							
Ph. D.							
M. Phil.					02	01	03
PG					01		01
Part-time teachers							
Ph. D.					–	–	
M. Phil.					01	–	01
PG					01		01

22. Number of Visiting Faculty/Guest Faculty engaged with the College. 04

23. Furnish the number of the students admitted to the college during the last four Academic years.

Categories	2011–12		2012–13		2013–14		2014–15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	28	12	09	02	10	22	14	19
ST	02	00	01	00	01	00	00	02
OBC	92	72	19	10	79	43	85	50
Minority	12	11	11	09	06	15	04	13
General	75	77	107	70	76	71	88	74
Others	02	00	02	00	02	00	00	00

24. Details on students enrollment in the college during the current academic year:

Type of Students	UG	PG	M. Phil.	Ph. D.	Total
Students from the same state where the college is located	102	–	–	–	102
Students from other states of India	–	–	–	–	–
NRI students	–	–	–	–	–
Foreign students	–	–	–	–	–
Total	102	–	–	–	102

25. Dropout rate in UG and PG (average of the last two batches)

UG PG

26. Unit Cost of Education

(Unit cost= total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) Including the salary component
 (b) Excluding the salary component

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes No

If Yes,

a) is it a registered center for offering distance education Programmes of another University

Yes

b) Name of the University which has granted such registration.

c) Number of programmes offered

d) Programmes carry the recognition of the distance Education Council.

Yes No

28. Provide Teacher–student ratio for each of the programme/course offered

B. A. Programme 30 : 1

B. Com. Programme 26 : 1

29. Is the college applying for

Accreditation: Cycle 1 Cycle 2 Cycle 3 Cycle 4
Re–Assessment:

30. Date of accreditation*(applicable for Cycle 2, Cycle 3 and Cycle 4 and re–Assessment only)

Cycle 1: **08/03/2009** Accreditation Outcome/Result–**1.86 C –GRADE**

*Copy of accreditation certificate and peer team report is enclosed as annexure.

31. Number of working days during the last academic year.

232

32. Number of teaching days during last academic year

182

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

16/06/2008

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) 06/10/2010 (Academic Years 2009–10)

AQAR (ii) 21/10/2011 (Academic Years 2010–11)

AQAR (iii) 25/12/2012 (Academic Years 2011–12)

AQAR (iv) 19/01/2013 (Academic Years 2012–13)

AQAR (v) 16/03/2015 (Academic Years 2013–14)

**35. Any other relevant data (not covered above) the college would like to include.
(Do not include explanatory/descriptive information)**

**COLLEGE PARIWAR
PERMANENT STAFF**

Sr. No.	Name	Designation	Subject	Qualification
1	Dr. P. K. Patel	Principal	Sociology	M.A., Ph.D.
2	Dr. B. N. Chaudhari	Associate Professor	Sanskrit	M.A., Ph.D.
3	Smt. A. A. Dave	H. O. D. Associate Professor	Economics	M.A.
4	Shri N. J. Dave	H. O. D. Assistant Professor	Accountancy / Commerce	M.Com.
5	Shri C. N. Parmar	Associate Professor	Economics	M.A.
6	Dr. R. H. Sonara	H. O. D. Assistant Professor	Gujarati	M.A, Ph.D., NET Pass
7	Shri G. I. Bhoya	Associate Professor	Gujarati	M.A., B. Lib.
8	Dr. Sunilkumar S. Shah	Assistant Professor, Adhyapak Sahayak	English	M.A, M.Ed, M.Phil, Ph.D
9	Shri C. H. Jariwala	Part-Time Lecturer	Accountancy / Commerce	M. Com., LL. B., M. Phil.
10	Shri A. P. Macwan	Part-Time Lecturer	Economics	M.A. , B. Ed.
11	Shri P. B. Patel	Sr. Clerk		B. Com.
13	Shri M. K. Patel	Jr. Clerk		B. Com.
14	Shri N. S. Patel	Jr. Clerk		H.S.C.
15	Shri R. J. Valand	Peon		H.S.C.

AD – HOC STAFF

1	Shri V. R. Marwadi	Assistant Professor	Accountancy / Commerce	M.Com., B. Ed.
2	Shri D. K. Patel	Assistant Professor	Statistics	M. Com., B. Ed.
4	Shri A. N. Soni	Assistant Professor	Sociology	M. A., B. Ed., M. Phil.
5	Smt. R. N. Patel	Physical Director	Sports	M. P. Ed., M. Phil.
6	Shri P. N. Wala	Librarian		M. A., M. Lib.
7	Shri K. A. Kachhiya	Comp. Lab. Director		B. Sc., M. C. A.
8	Shri K. K. Baraiya	Peon		B.A.
9	Shri C. B. Rabri	Watchman		
10	Shri L. D. Solanki	Sweeper		

PERMANENT STAFF LEFT

1	Shri J. D. Mungara	Physical Director	Sports	M. P. Ed., M. Phil.
2	Shri Dr. A. S. Patel	Assistant Professor	Hindi	M.A., Ph. D.

DEPARTMENT

Main Subjects
1. Gujarati
2. Economics
3. Commerce
Subsidiary Subjects
1. Sociology
2. Sanskrit
Compulsory Subjects
1. Sanskrit
2. English

Extension and Cocurricular Activites

1. I.Q.A.C.	9. Study Circle
2. N.S.S	10. Student Redressal Cell
3. N.C.C	11. Scope
4. C.W.D.C	12. Computer Lab.
5. Sports	13. Language Lab.
6. Library	14. Certificate courses
7. Examination	15. Career & Placement Cell
8. Alumni Association	16. Parents- Teachers Association

**Self-appraisal Report for
National Assessment and Accreditation Council**

EXECUTIVE SUMMARY

January 2016



**Smt. S.B. Patel Arts & Shri. R.N. Amin Commerce College
Vaso, Kheda, Gujarat, Pin: 387380**

EXECUTIVE SUMMARY

CRITERION: 1 – Curriculum Aspects

The institute has clear vision and mission which provides opportunities to rural students by providing them a platform towards higher education. Our institute believes in providing value based education leading towards all round development of students and society at large. The institute strives its best to achieve the objective of its vision and mission through a range of varied activities and programmes.

The institute offers Economics and Gujarati as principal subject and Economics, Sanskrit, Sociology and Computer Method are taught as subsidiary subjects. The institute tried its best to introduced 'English' and 'Sociology' as principal subject as suggested by NAAC peer team, but considering socio-economic environment of surrounding rural area, we could not get enough strength of students to introduced English and Sociology subject on self-finance basis as sanctioned by Gujarat University.

In Commerce Faculty Advanced Accountancy and Auditing is taught as a principal subject and Statistics is taught as a subsidiary subject.

The institute has started certificate course on "Human Rights" through Arts faculty and certificate course of "Tally Accounting ERP 9" under career oriented programme of UGC through Commerce Faculty of the institute. The institute had also offered various certificate courses such as CCC, CCC in Services, CCC+ in Services, SCOPE, MS – Office etc.

Moreover our academic calendar is issued before the beginning of the academic year. A well structured academic diary is issued to all faculty members for systematic planning and execution of the curriculum which provides faculty member to plan

their academic teaching schedule in advance. It also gives ample opportunities to implement corrective measures timely if needed.

Apart from regular core subjects, the college has also introduces some new subjects providing more options and scope for students to keep pace with changing academic environment. The institute has introduced a range of elective subjects including Indian Constitutions, Leadership Development, First Aid and Emergency Care, Presentation Skills, Health Management and Diet, Fundamentals Rights and Duties, Computer Skills, Research Skills and Methodology, Writing Skills etc. This college provides students wide range of subjects to choose or opt as suggested by NAAC earlier.

The curriculum is prescribed and designed by affiliated University and revised periodically (Approximately every three years). The institute obtains feedback on curriculum from students and if any suggestion received, placed it before concerned board of studies.

Various activities are conducted in the college like General Knowledge Test, Literary Quiz, Activities of NSS, NCC, Cultural Activities, Alumni Association and Parent – Teachers Association aiming at all round development of the students and thus contributes in building a progressive and strong nation and consequently leads them to be a responsible citizen of India.

The institute insists on completing 100 % curriculum during routine academic calendar and if necessary conducts extra lectures so that students need not to attend any private coaching class. We are pleased to announce that 92% students were of the opinion that entire curriculum was covered by faculty members timely and effectively. The feedback analysis is reviewed, discussed, speculated and relevant suggestions are forwarded to the concerned authorities of the college.

Criterion: 2 – Teaching – Learning and Evaluation

The institute promotes higher education to maximum students from rural area and hence our demand ratio is below – 1. We are in a position to accommodate each and every student purely on merits irrespective on caste, creed and category. So institute need not to have any independent admission policy. As the college is located in rural and backward region, we try to accommodate maximum number of students so that we can fulfill our objective of “Education for All” on the basis of the policy of “First Come First Served.” The entire admission process is transparent and it is observed by the college administrative committee. The college facilitates the students to change subjects if he/she demands keeping in mind university rules. The college offers remedial / bridge courses for slow learners who have poor academic result in university exam. We are proud to state that each and every faculty is ever ready to guide the students even outside the class room and even after office hours of the institute.

Informal atmosphere of the institute give students feeling of affinity with their teachers. Students without any hesitation share their academic issue or socio-economic problem. It is institutes policy that a clever student is warmly encouraged and a weak students are given special attention. Predominantly, the institute follows the lecture method but in order to make teaching and learning more interesting and effective, various co – curricular activities are organized by various departments.

Faculty of the college regularly use ICT facility in teaching and learning process as suggested by NAAC peer team.

We are proud to state that even if we have small group of permanent teaching staff, they have attended **16** International, **105** National, **115** State Level / UGC sponsored Seminars, Conferences and Workshops since last accreditation and presented 8 International, **75** National and **25** State / UGC / Other paper during this period.

Government has not fulfilled vacant position of part time / full time permanent faculty, our management has not left single position vacant and shows their commitment towards quality education for rural students. Management have bared financial burden of Rs. **9,89,270/-** (Rs. Nine Lacks Eighty Nine Thousand Two Hundred Seventy Only/-) during last five years.

Following are key factors of institute for better and effective teaching and learning and evaluation system:

- Even though it creates a lot of pressure on administration, financial burden, workload for faculty, institute continues its unique **monthly examination** system for all, among surrounding colleges. It gives opportunity for constant evaluation of students and conducive academic environment.
- Lecture Series is arranged every year by the college in which eminent experts of various subjects are invited for providing guidance and enrich the student's 'Knowledge'.
- Classes of SCOPE examination for English proficiency are conducted and 139 students have cleared level 'A' exam since last 3 years.
- Computer training for faculty member was organized and completed successfully by all permanent teachers including principal.
- The goal of computer literacy and English proficiency for all students set and effective courses and steps taken by the institute.
- All faculty member and non – teaching staff motivated to participate in various seminars, conferences and workshops in their respective subjects.
- The students are provided with guidance, counseling and motivated to understand of importance of assignments and research work.
- The college follows the pattern of examination as determined by the university. The college conduct total no of 2 examinations in each semester and consider attendance, fulfillment of assignment and presentation in the class room to

evaluate them for weightage 30 % of internal marks followed by university exam for remaining 70 % weightage for each semester.

- Student's progress is continuously monitored and communicated to their guardians through parents – teachers meeting if needed.
- Separate laptops are provided to each department of institute and advance facility of ICT is established for better and effective teaching and learning process.
- More and more faculty have been registered for Ph. D. we are happy to state that ratio of **14 % of Ph. D.** faculty against total permanent faculty member have been dramatically increased to **57 %** after NAAC accreditation.
- Similarly **14 %** of faculty members of total permanent faculty doing **minor research project** also increased to **43 %** during last five years.
- Oral and written feedback is collected from students to evaluate faculty and their teaching and learning process. It gives an opportunity to faculty to take corrective efforts if needed.

Criterion: 3 – Research Consultancy and Extension

The management is always eager to promote research consultancy and extension activity in the institute. All faculty members regularly attended and participated in various seminars, conferences and workshops and have presented research papers. Earlier only Principal Dr. P. K. Patel was Ph. D. from our institute but since last five years Mr. B. N. Chaudhary from Sanskrit and Mr. R.H. Sonara from Gujarati department have completed Ph. D. And Mr. R. H. Sonara and Mr. G. I. Bhoja from Gujarati Department and Smt. A. A. Dave from Economics department have submitted their minor research project to concern authority. Dr. Sunilkumar Shah is a recognized Ph.D Guide of Sardar Patel University. So we can say that research, consultancy and extension activities are geared up in institute.

Institute has also introduced subject of “Research Methodology” to promote research activities amongst students. We are proud to state here that 22 students participated in research work and prepared research paper and shown their commitment and abilities to join latest trend of promoting research work. As our institute has Arts and Commerce faculty and located in rural area there is little scope left for consultancy activities. Mr. Naresh Dave, HOD from Commerce Dept. motivates and guides students on honorary ground about the investment strategy in present scenario and many students have started systematic investment activity on small ground.

The institute has conducted 1 National Level Seminar on Environment & Human Rights and received UGC grant of Rs. 100000/–, 2 state level seminars / conferences and received financial assistance of **Rs. 39,500** from Gujarat Sahitya Akadami, Gandhinagar. Our teachers have published 20 research papers, 2 of our faculty member who have published 17 books, 16 books as co–author with ISBN Number have been published since last 5 years. (Unfortunately 2 of our faculty transferred to other institution)

We encourage faculty and provide necessary assistance and moral support. We personally feel that ratio of 54 % Ph. D. Faculty can go up to 100 % in near future by utilizing their potentiality. As our college primarily deals with under graduate classes the attitude and aptitude for research has spurred late. But it is always better to be late than never.

Consultancy: We have a relatively young faculty and our journey towards excellence through research has already initiated and we hope to achieve great excellence in research in the coming days ahead.

The institute is always eager to offer its consultancy to anyone who seeks it in the all the possible manner. Institute offer its infrastructure facility to educational institute and Government bodies to conduct awareness programme. Even if teacher of our intuition do not work on contractual consultancy but they are providing free consultancy services in translating work of various documents from Gujarati to English and from English to Gujarati, Proof reading and publishing souvenir for Management, preparing income tax return, delivered expert lecture in surrounding schools etc. however there is no fixed contract in all these consultancy, no fixed amount is generated.

Extension: Our College has an appreciable record of extension services. The college is not limited to conducting extension activities through NSS and NCC but also organizes various camps like blood donation camp, blood check up camp etc periodically. Various awareness programme on addiction, population, plantation, traffic rules and regulations are also organized periodically.

Criterion: 4 – Infrastructure and Learning Resources

One of the striking aspects of the college is its sound infrastructure and learning resources. The college has well equipped, well ventilated, spacious sufficient class room with proper sitting arrangement. Institute also enjoy facility of well developed eye catching garden, huge sports ground, separate water room, rest room and have 6 acres of land. Institute has separate NSS, NCC, Sports, ladies room, audio – visual lab, computer lab etc. we also take extra care to maintain available infrastructure up to date.

The infrastructure development is continues process in our institute. Institute has constructed huge seminar hall in collaboration with University Grant Commission at a cost of Rs. 45 lack out of which Rs. 25 lack funded by UGC and rest Rs. 20 lack managed by institute with the help of management and private donor, which provide most needed facility to arrange seminar, expert lecture and all other cultural activities. Moreover staff room is developed with individual sitting arrangement with private computer and internet connection and cabin like separation for each faculty.

Internet connectivity is made available to the students, teachers and entire staff through BSNL Broadband connectivity. Very soon, we are also planning to install Wi-Fi connectivity in near future. Teachers are provided with laptop by institution and training programme organizes to increase use of ICT in their teaching and learning process. Most of our class rooms are well equipped with multimedia projectors. The college has a digital English language laboratory equipped with 25 no. of computers. Computers with internet connectivity are placed in the library, administrative office, staff room, computer laboratory and principal's office. The internet facility can be freely utilized for teachers, administrative staff and students.

Our library is enriched with sufficient and qualitative books. We also have subscribed to many important journals and magazines for the enhancement and widening the horizons of knowledge for students and teachers.

During last 5 years 7823 new books and many new journals have been added in the library. Library is now fully computerized equipped with SOUL software as suggested by NAAC peer team. Library has not only text books and reference books but also sizable competitive exam books so that students can prepare themselves for competitive exam. The library has an adjoining reading room and students are encouraged to maximize use of reading room. Reading room and library are kept open for students even after college hours (up to 04:00 p.m.) so rural students can prepare for examination.

Criterion: 5 – Student Support and Progression

The institution keeps students in the center and plan and execute all its activity. We always strive best to provide maximum assistance to students in all possible manners. The institution always keeps in mind to facilitate students who come from rural, economical backward area. There is an exemplary bond of good relationship between the teachers and the student and hence students feel free to approach any of their teachers and discuss and share their problems with unhesitatingly. Even students who have successfully completed their graduation come to the faculty for their career oriented guidance and all teachers eagerly ready to assist them and extend their financial assistance too if needed.

The college takes utmost care in developing inters personal and professional skills among the students by arranging various educational competitions. Elocution, debate, essay writing competitions, quiz competition, general knowledge tests for students, developing English language proficiency through conducting SCOPE exam for them, Educational fair, industrial visit, celebration of self – cooking day, conducting classes for competitive exam etc. are key programme for all round development of rural students. All the enrolled students are covered with accidental death insurance of sixty thousand (60,000/-) and for Rs. 10,000/- (Sum of Rs. Ten Thousand Only) on accidental hospitalization expenses under Govt. group insurance plan.

Considering overall performance of students (academic performance, participation in sports, cultural activity, involvement in NSS, NCC, Class room presentation etc.) two special awards of “Best Students of Arts and Best Students of Commerce, also awarded to the student to promote healthy competition amongst them. The college also encourages bringing forth the inner talents and potentialities of the students by arranging various cultural, extra – curricular and co – curricular programmes including sports and athletic events at various levels providing them with an opportunity to inculcate cultural values, nature and shape their personalities.

All faculty members continuously offer counseling services at socio – psychological level and even at personal level if requested.

Financial assistance to needy students, student’s redresser cell for their grievances, CWDC for college girls, conduct of cultural programme by students etc. are key programme for benefit of students at all level.

Our library is not only the guard of keeping books under lock and key but made good arrangement of open access of most useful books for preparing competitive exam. Every student enjoys facility of wide range of books of competitive exam freely and can use library and reading room even after office hours.

The college has active alumni association which retains point of all our institute events. The alumni association welcomes the freshers; provide guidance and suggestions, when voluntary services in all extension and social activities conducted by college.

Thus we can say college strives its best to make students stay comfortable, hassle free and convenient. Thus along with primal education, the institute even if located in rural and remote our tries its best in developing balance personality amongst the students with concern of fellow human beings. All these combine efforts, will definitely give them opportunities of quality higher education otherwise they might be busy with their laboring or farming activity and could not join with main stream of society of “Education for all”. Considering socio-economic environment or rural area, one should not measure success of institution by % of first class students, success rate in competitive exam, students performance in cultural and sports activity at state level competition but institute tries its best to encourage rural students to come out of their home and village, face challenges of higher education and increase their participation in higher education and face problem more confidently and become responsible citizen of India.

Criterion: 6 – Governance, Leadership and Management

The institution is affiliated with Gujarat University; it is directly governed by the rules of the affiliated university, commissioner of Higher Education, the UGC and Vaso Kelavani Mandal. The management of the college is enthusiastic, supportive; education oriented and constantly strives for new initiatives in various sectors. Management has an ever growing vision of expansion and progress sustaining the standards of quality in all the spheres. Overall atmosphere in institute is so homely that majority work can be smoothly performed by informally. We have very smooth and systematic internal coordinating and monitoring mechanism. The college management offers enough autonomy to the principal and positively supports the college administration in best possible way.

There is frequent communication and even formal and informal discussion between the four peelers of the institution e.g. the management, the principal, the teaching staff and administration staff. These enable the management to review and monitor the activities continuously. Decentralization of authority and participative management has helped us to run the institution effectively in line with our mission and vision. Regular departmental meeting, staff meeting and meeting with management provides opportunity to take supportive action timely and effectively.

The institution received enough grants from UGC for development of infrastructure facility, to enhance use of ICT in teaching and learning. As management is education oriented, even if we do not have enough permanent teaching staff, not a single position kept vacant. Due to this management bares financial burden of Rs. **9,89,270/-** (Rs. Nine Lack Eighty Nine Thousand Two Hundred Seventy Only/-) during last five years to pay salary to ad-hoc staff shows commitment of management towards quality education. Various committee headed by principal and permanent teaching staff provides scope for smooth functioning of various activities. We are proud that institution successfully organize zone level youth festival of

Gujarat University successfully. Even if we have only 7 permanent faculty due to commitment of teaching and non – teaching staff and positive attitude of management. 22 no. of institutions are functioning under a management.

The management plays prominent role in formation and implementation of quality process and action plans. Management creates supportive environment where everyone associated with the institution contributes their best in the growth and development of education process.

We have established IQAC. Almost all decision taken by IQAC though thralls discussion on various topics. Everyone gives their opinion and we can communicate majority decision on informal way because we are lucky that we have very small group of staff. So everyone is part of decision taken by committee by one way or other. All the academic and institutional initiatives are planned and executed keeping quality as the bench mark. Any endeavor first passes through IQAC. The IQAC has contributed significantly and efficiently in institutionalizing the quality assurance process in various academic as well welfare programmes of the institution.

Words are not enough to describe quality and positive attitude of principal. Young, enthusiastic and self motivated principal always ready and eager to introduce new courses and face challenges with their available sources. Most importantly he sets an example by his self behavior and motivates other staff for research work. He always reminds all staff member about the importance of research work in academic field. He always keeps live contact with the principal of surrounding schools and colleges. So that what's going on in college can be communicated in advance with possible students of college.

In short, we can say Governance, leadership and management is one of the best parts of our institution.

Criterion: 7 – Healthy Practices

Our institute under the management of Vaso Kelavani Mandal, which is pioneer of Montessori activity in Gujarat, which has initiated and maintained many health practices. All four peeler of the institution try to inculcate and nurture humane and civic values and responsibility. Our college is deeply concern and is sensitive to the various issues of the society and region of its location. Our institution aim to implant importance of higher education in economically and socially backward people. We deeply concern various environmental issues tormenting us today. The college actively conducts various programmes related to environment awareness and thus motivates the students to be eco – friendly. The college always believes that in the creation of any great man lies the seed of a good human being first.

The institute tries to offer as many subject as possible though semester base system as suggested by NAAC peer team earlier. We organize all our activity in such a way that each and every student have proficiency in English and have computer literacy to face challenges in their life. Various skill oriented subject and foundation course introduced. Certificate course on Tally Accounting ERP 9 and Human Rights etc. started for commerce and Arts faculty respectively.

It is obvious to conduct one more examination added financial burden to institute and added workload to faculty also. However, institute conducts 2 examinations in each semester. (4 in a year) against 1 examination suggested by University. We not only conduct more examination but make sure each and every exam is taken with quality.

No Copy Case registered since establishment of institution. We always prefer Quality over Quantity.

ICT based teaching methodology gear up and all class rooms are well equipped with required ICT facility.

In this world of technological advancement and materialistic approach, the human sensitivity is almost lost to a great extent. Thus we nurture our students with human sensitivities apart from the formal education along with computer literacy and English proficiencies through various departmental programmes.

Thus through our healthy and innovative practices we would like to shape and produce ideal citizen and true human beings in the real sense of the term.

CRITERION: 1 – Curriculum Aspects



**Self-appraisal Report for
National Assessment and Accreditation Council**

Part-II

Criterion I: Curricular Aspects

January 2016



**Smt. S.B. Patel Arts & Shri. R.N. Amin Commerce College
Vaso, Kheda, Gujarat, Pin: 387380**

Criterion: 1 – Curriculum Aspects

(1) Curriculum Planning and Implementation:

1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

The Vision of the College ::

To build a progressive and strong nation, promote participation of the rural student in present trend by imparting value and quality based higher education and all round development of students.

The Mission of the College ::

To provide conducive academic environment and set up constant evaluation system to empower the female students especially, implement curricular and co – curricular activities for personality development of the rural students resulted in a strong and progressive nation.

The vision and Mission of the institute is communicated to the students through the display board at importance places like the entrance gate college lobby, at library etc. and often the vision and mission of the college is orally mentioned at various occasions and events of the college.

We also mention Vision and Mission on the academic diary which is prepared and maintained by faculty to record their academic planning and teaching schedule.

Vision and Mission also display on home page of institutional website.

Goals and Objectives:

- To facilitate the students with ideal academic environment.
- To implement constant evaluation system and consultancy to the student.
- To organize Curricular Activities like Seminar, Conference, Workshop, Expert lecture etc and motivate Faculties for Research.
- To promote collegiate women Development Programme for Women Empowerment.

- To inculcate values and ethics among students through focused programmes.
- To nurture the natural talents of students so that their capacities would bloom fully.
- To organize the natural talents of students so that their capacities would bloom fully.
- To organize value added courses and professional training to increase employability of students and serve the society.
- To work for all round development of women for comprising almost half of the country's human resources and thereby to contribute to the progress of the nation.
- To provide facilities that reflects changing environment and technology.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum ? Give details of the process and substantiate through specific example(s).

As the institution is affiliated to Gujarat University, consequently it has to follow the curriculum fixed by the University. In depth discussion on various aspects of curriculum takes place at IQAC meeting and if any particular curriculum found to be lengthy or hard, we arrange one more extra lecture in our weekly time table to give justice to that particular syllabus.

Teachers are motivated to attend various workshop and seminars related to their respective subjects and curriculum structure on topics. The action plan of the curriculum is planned based on HOD meeting and in the beginning of every academic semester, all the faculty member prepare on unit wise weekly, monthly and yearly academic plan which includes unit wise time schedule, propose guest lecture on various topics and what extra care needed to completed curriculum timely and effectively students feedback on curriculum shows that 92 % students believes that faculty complete entire curriculum timely and effectively in their respective subjects. Students are motivated to display topic oriented article on wall magazine. Thus the

institution ensures the active and effective implementation of the curriculum in a positive and smooth manner.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and / or institution) for effectively translating the curriculum and improving teaching practices?

University arranges departmental workshop related to the subjects and its curriculum to discuss how to effectively transact the curriculum and improve teaching practices. The institution on the other hand provides laptop with internet facility and ICT equipped class room for effective teaching practices. Institute immediately provide new books to the teachers and students if syllabus is changed. All faculty members have liberty to purchase necessary reference book if he or she finds any book important for department . The institute provides complete set of text books on sharing basis between two students at very nominal charges.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

As an affiliated college we have to follow the curriculum designed by the Gujarat University. However it is equally important that the principal Dr. P. K. Patel is a co-opt member of Board of Studies of Hemchandracharya Uttar Gujarat University and Member of Syllabus Committee of Knowledge Consortium of Gujarat (KCG) for Sociology Subject. All faculty members take feedback from students and send suggestion to concern BOS for necessary action.

Member of BOS decides the curriculum and topics in detail in which faculty member can suggest and send suggestion letter to implement action if it is necessary.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum ?

The institution network and interact with beneficiaries such as industry, research bodies and University in effective operationalisation of the curriculum by arranging visit to local small scale industries, conducts informal discussions, implemented certificate course on Tally Accounting ERP 9. Moreover faculty members actively participate in KCG training, workshops and training held by Academic Staff College of Gujarat University to sustain and enhance the quality of the curriculum. We frequently discuss these things in our IQAC meeting.

1.1.6 What are the contributions of the institution and / or its staff members to the development of the curriculum by the University? (Number of staff members/departments represented on the Board, of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

Dr. P. K. Patel, the Principal is a co-opt member or Board of Studies of Hemchandracharya Uttar Gujarat University and he is a member of BOS of KCG for sociology dept. Moreover Prof. Chirag H. Jariwala and Prof. Naresh J. Dave have put their suggestions with BOS of Commerce Dept. The syllabus of First and Second Semester of Commerce Programme for Accountancy subject find very lengthy and difficult to the students. Feedback received from students regarding this part forward with BOS of Commerce for their kind consideration in future planning of curriculum.

Dr. P. K. Patel has designed common curriculum for Sociology subject of syllabus of KCG. Dr. P. K. Patel is a co author of text book of sociology of Pathya Pustak Mandal of Govt. of Gujarat.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it ? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

Yes, Dr. Pankaj K. Patel, the Principal of the institute has developed and designed complete curriculum of sociology subject of forth coming common syllabus of KCG. Prof. Chirag H. Jariwala is a co author of various text book of Commerce Subject and plays important role in implementation of curriculum.

Curriculums of Certificate Course of “Human Rights” and “Tally Accounting ERP 9” have designed, developed and implemented by coordinator and faculty member of concern courses which is sanctioned by Gujarat University and UGC.

1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

- Prescribed syllabus of Under Graduate is strictly followed by the institute.
- Feedback on curriculum is taken from students, parents and alumni.
- The institution conducts extra lecture for weak students.
- The institute introduces 1 extra lecture per week for paper of Financial Accountancy as student’s feedback suggests that this syllabus is lengthy and relatively difficult.
- We give preference to such a syllabus which is more relative to on objective. E.g. Tally Accounting ERP 9.0, Computer Skills etc. for all round development of rural student.
- Overall performance of the institution is analyzed in the form of result and rank obtained at the University Examinations and Student success in life.
- All faculty members divide curriculum unit wise and strictly follow academic calendar.

1.2 Academic Flexibility:

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc., offered by the institution.

The institution offers Bachelors Programme in Arts and Commerce Faculty. We offer Gujarati and Economic as main Subject in Arts Faculty and Advanced Accounting

and Auditing in Commerce Faculty. We also offer various computer courses under Baba Saheb Ambedkar Open University. E.g. CCC, CCC in Services, CCC+ in Services, etc. Moreover, institute offer certificate course on Human Rights & Tally Accounting ERP 9.0 sponsored by UGC under Career Oriented programme. In this way the institution tries to materialize and concretize the goals and objectives stated by the institution.

The Goals / Aims and Objective of the institute are stated below:

- To provide fair, ample and equal opportunities of qualitative education to all the students irrespective of their social, cultural, economical, religious, caste, seat, regional and gender differences.
- To nurture rural students participation in the present trend by imparting and inculcating values and quality base higher education for all round development of students.
- To promote female education in order to encourage them to achieve higher education and extending all the support for their educational social and personal growth.
- To cultivate basic moral, ethical and spiritual values along with developing taste for modern art look and accepting technological advancement as a part of growth and development.

The institute conducts following course to realize Goal and Objectives set by institute:

Sr. No.	Course	Duration	Justification
1	CCC	6 Months	For Computer Literacy
2	SCOPE	6 Months	For English Proficiency
3	Human Rights	6 Months	For Being a Responsible Citizen
4	Tally Accounting ERP 9.0	6 Months	To meet Industry Demand
5	Retail Management	3 Months	To meet Industry Demand

We are happy to state that recommendation of NAAC Peer Team to introduce more courses is fulfilled to great extent and we assure you we will try our best to offer more and more subject courses for all round development of rural students and true human beings in the real sense of the term.

1.2.2 Does the institution offer programmes that facilitate twinning / dual degree ? If 'Yes', give details.

No, but institute offers various certificate courses like CCC, Human Rights, Tally Accounting ERP 9.0, SCOPE, CCC+ can be pursued by the student along with their regular degree programmes like of B. A. and B. Com.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability.

Institute offers range of core and elective subjects suggested by University and opted by college. We offer variety of subjects under soft skills and foundation courses during their B. A. and B. Com. Programme. The institution conducts all programmes under choice base credit system. Credit transfer and accumulation facility is not implemented in our state university. It is under consideration.

The institute offers two main subjects e.g. Gujarati and Economics and offer Economics, Sociology and Sanskrit as First Subsidiary Subject and Computer Method and Sociology as Second Subsidiary Subject.

For skill development and to improve potential for employability, institution offers SCOPE and Certificate Courses of Human Rights, Tally Accounting ERP 9.0 under cop of UGC and Retail Management with collaboration of National Institute for Entrepreneurship and Small Business Development (Ministry of Micro, Small & Medium Enterprises, Govt. of India)

Our principal believes that every student should have computer literacy and English proficiency when she/he completes UG programme and all efforts are focused accordingly. So that they can compete other students and have better employability.

1.2.4 Does the institution offer self-financed programmes? If ‘yes’, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

Institute offer some course on Semi Self Finance Basis (in Collaboration with UGC or other institution)

Self Finance Courses

Sr. No.	Course	Fee	Admission	Curriculum	Teacher's Qualification	Salary
1	CCC	4,200/- (M) 2,380/- (F)	Open for All College Student	Self Design	B. Sc., M. C. A.	5,000/- pm
2	Spoken English	500/-	Open for All College Student	Self Design	M. A., M. Phil.	3,000/- per batch
3	SCOPE	200/- SSF	Open for All College Student	Self Design	M. A., M. Phil.	No separate salary paid. As ad hoc faculty conduct class
4	Tally Acc. ERP 9.0	200/-	College Students Preferably third Year students	Self Design	M. Com., B. Ed.	4,000/- p.m.
5	Retail Mgt.	Nil	College Students Preferably third Year students	Self Design	M. Com., M. B. A.	6,000/- Per batch

Institute also conducts some other certificate courses in collaboration with UGC and other institute with financial support from them. Admission procedure is very simple. We distribute forms and collect fees as per fee structure. Please note that we charge very nominal fee for self finance course because other institute charge very heavily

for such courses. E.g. for Tally Accounting ERP 9.0 we charge only Rs. 200/- per student while private institute charge Rs. 3,600/- to Rs. 4,000/- per courses.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries.

Yes, we have other additional skill oriented programme relevant to regional employment market.

- (1) Retail Management Course in collaboration with National Institute for Entrepreneurship and Small Business Development (Ministry of Micro, Small & Medium Enterprises, Govt. of India) for Commerce Students.
- (2) Human Right Certificate Course sponsored by UGC for Arts and Commerce Students.
- (3) SCOPE for proficiency in English, which offers a certificate by Cambridge University and organized by Govt. of Gujarat.
- (4) CCC for Computer Literacy.

Moreover, under CBCS several skill oriented courses have been accepted by the institution like Presentation Skills, Leadership, Computer Skills Writing Skills and Personality Development etc. which prepare learners for regional employment market.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice” If ‘yes’, how does the institution take advantage of such provision for the benefit of students ?

No our University does not give us such kind of flexibility.

1.3 Curriculum Enrichment:

1.3.1 Describe the efforts made by the institution to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals and objectives are integrated?

Our University provides us curriculum on various academic programme and institute also have introduced variety of certificate courses like SCOPE, CCC, Human Rights, Tally Accounting ERP 9.0, Retail Management etc. to integrate institute's goal of overall development of rural students and academic programme of university.

1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market ?

Our curriculum design is introduced by Gujarat University. Faculty members give valuable suggestion to Board of Studies. Our Principal is a co opt member of Board of Studies and he has designed syllabus of sociology for "Gujarat State Pathya Pustak Mandal". Hence they offer their valuable suggestions, opinions, reviews and share their experiences and even practical difficulties in the Board Meeting and offer their contribution in modifying, enriching and organizing the curriculum.

In the college, the lecturer is not limited to their work in class room lectures. Faculty arranges oral and practical tests, surprise test according to the syllabus to cater to the needs of the dynamic employment market. Faculty also conducts lectures for competitive exams for the students.

We take feedback from students and alumni about the curriculum. All students have to go through various soft skill and foundation courses.

Various topic related to curriculum e.g. in which subject we are falling behind to our scheduled, which subject need special attention etc. Discuss during student Union Meeting (Meritorious Students representing each class). These students are intermediaries between their class and the head of the institution and they are the mouth pieces of their comrades, suggestions received from Alumni and Parent meeting. Accordingly necessary academic courses introduce to cater to the needs of the dynamic employment market.

With the introduction of the CBCS a number of foundation courses, skill oriented courses, core courses, add – on course and enrichment courses have been introduced to equip the students with multi talents required in today’s world.

BISAG programme by “Sandhan”, prescribed by Higher Education Dept. of GOG, Gandhinagar.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate change, Environmental Education, Human Rights, ICT etc., into the curriculum ?

The Institution makes the following efforts to integrate the cross cutting issue such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc.

- (1) We have established Collegiate Women Development Cell (CWDC) which addresses gender related issues, if necessary. Various lectures on Health Awareness organized by this cell. Different Woman’s issues can be discussed with in charge madam Mrs. Aaditi Dave freely in person for any girl students of the college.
- (2) Faculty members are motivated for their participation in various seminars on climate change and encourage them for paper presentation.
- (3) Foundation Courses on Environment Science for Sem. 2 students of Arts programme and Environmental Studies for Sem. 2 students of Commerce introduced for environmental awareness.
- (4) The institute conducts certificate course on “Human Rights” with collaboration of UGC.
- (5) We celebrate voter’s awareness day, tree plantation programme for environment education.

Celebrate world’s population Day on 12th July by organized group discussion, faculty lecture, paper presentation on wall magazine etc.

(6) Special lecture organized on “Woman’s feticides”, “Save Girl Child” and Certain Competition on various such topics also organized for climate change and Environment Awareness.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students ?

(1) Moral and Ethical Values:

Our Vision and Mission statement indicate that we have given most important to imparting and inculcating values and quality have higher education and all round development of student to build strong nation. We have implemented following programmes for that:

- To boost Moral and Ethical standards of our students, we endeavor to commence our day with daily prayer before the beginning of the college work.
- To strengthen spiritual values, lecture of Brahmakumairs, Swami Sachchinanda, etc. organized in the institution.
- Celebration of Guru Purnima Day, Raksha Bandhan Day, Yoga Day, Voters Day etc. organized for moral and Ethical Development of Students.

(2) Employable and Life Skills:

Various Skill base subjects like presentation skill, leadership, computer skill, Photoshop are introduced for development of life skill and better employability of student.

For proficiency in English, SCOPE and for Computer Literacy, Computer Skill, CCC, Computer Method etc. are taught to students which develop their skills and more chances of employability.

(3) Better Career Options:

Institute has introduced special career oriented programme in collaboration with UGC on Tally Accounting ERP 9.0 for Commerce Students and Human Rights for interdisciplinary certificate course successfully organized. Diploma

course on Retail Management is also conducted by institute for better career options.

NSS and NCC are other two main activities for creed build up of students. Many NCC Students joined Indian Army and Various Police Dept. to build their career.

We display various articles related to career opportunity on our wall magazine. So interested students can take advantage of it. Lectures on career guidance are also serving the purpose directly or indirectly.

(4) Community Orientation:

A large number of community activities carried out by institutions besides NSS and NCC. Blood Donation Camp, Traffic Awareness Rally, Road Safety Awareness Rally, Tree Plantation, Rally on Beti – Bachao, Beti Vadharo, etc. programme carried out by institute for community services.

1.3.5 citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum ?

Institute has formed platform of Ranke Students name “Study Circle”. Selected Students meet in the middle of each semester and discuss completed curriculum and remaining curriculum, express their view if they find any difficulty related to curriculum in this meet and Principal Take necessary action on it. For example representative of 1st Semester of Commerce express their concern about lengthy syllabus of Financial Accountancy. Accordingly, we have allotted 4 lectures per week instead of 3 lectures required by law. So faculty can give justice to the subject. Other stakeholder likes Alumni, Management Parent Express their concern formally and informally in various meet and necessary actions are taken. We have purchased required reference book as per feedback received from above mentioned stakeholders. IQAC keep close eye on curriculum and ensure necessary action taken timely and effectively.

1.3.6 How does the institution monitor and evaluate the quality of its Enrichment programmes ?

- (1) IQAC reviews and monitors the quality and ensures measures for improvements in every academic programme.
- (2) “Study Circle” provides feedback about lapses and necessary action required for enrichment of programmes.
- (3) Seminars, Workshops, Assignments and Class Tests are organized.
- (4) Institute encourage faculty and students for research work.
- (5) Institute hosts various cultural and Sports Events.
- (6) Periodic Guest Lectures for Different subjects are also organized.
- (7) Formal and Informal feedback received and reviewed for enrichment of any programme.

1.4 Feedback System:

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University ?

As we have mentioned earlier in the report that Gujarat University framed the syllabus and our institute has to follow it. Each Faculty Member of the institute strictly follows the curriculum by weeks and 6 months planner.

The Principal Dr. P. K. Patel is a co opt member of Board of Studies of Sociology for Hemchandracharya North Gujarat University and he has design entire syllabus of subject for Sociology.

Our faculty member expresses their concern about syllabus to Board of Studies.

Curriculum of various certificate courses is design by faculty and some have been approved by Gujarat University.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum ? If ‘yes’, how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes ?

Yes, College has developed feedback system formally and informally. Students give feedback on curriculum in printed format and also give their suggestion. Informally in various meeting and even in class room, we discuss suggestion received in an IQAC meet. We also discuss various aspect of curriculum in department meeting and if any faculty find any problem in completing any syllabus, other faculty member extend his support at best possible way. Various soft skill and foundation courses introduced as suggest by Gujarat University.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years ? What was the rationale for introducing new courses/ programmes ?)

Computer Literacy and English proficiency is need of the era. To keep the students in place with the changing world and demand of the industry. Practical knowledge of Accountancy is equally important with these rationale institute started below mention programme / Course:

- (1) Certificate Courses on “Human Rights”
- (2) Certificate Courses on “Tally Accounting ERP 9”
- (3) Courses on Retail Management in collaboration with National Institute for Entrepreneurship and Small Business Development (Ministry of Micro, Small & Medium Enterprises, Govt. of India) for Commerce Students.
- (4) Various Soft Skill and Foundation courses like computer skill, computer method, presentation skill, leadership development etc.
- (5) For English proficiency SCOPE
- (6) Institute try its best to introduced English and Sociology as core subject in BA Programme, but unfortunately could not get enough student strength to conduct this course on self – finance basis.

CRITERION 2 TEACHING LEARNING AND EVALUATION



Self-appraisal Report for National Assessment and Accreditation Council

Part-II

Criterion II: TEACHING LEARNING AND EVALUTION

January 2016



**Smt. S.B. Patel Arts & Shri. R.N. Amin Commerce College
Vaso, Kheda, Gujarat, Pin: 387380**

CRITERION –II
TEACHING LEARNING AND EVALUTION

2.1 Student Enrollment and profile :

2.1.1 How does the collage ensure publicity and transparency in the admission process ?

- 1) Our students and alumni are true ambassador who publicize the reputation of our college.
- 2) The institute and faculty are proactive so they contact target student well in advance by visiting their school and arrange lecture for them so they are well aware of our institute and different facilities and various program offered by our institute.
- 3) The news, achievement and major events are published in news paper and monthly magazine of our management called “Vaso Masik Patrika ”.
- 4) Admission form with detail of all programs offered are available for any student in administrative office and an honest and sincere effort is made to accommodate the students in various courses based on availability of seats.
- 5) Various courses offered, fee structured and starting date of various courses / programs displayed on electronic board at the foyer of institute.
- 6) Faculty member takes lecture in schools so possible students know well about quality of lecture when they joined college.
- 7) As soon as Education board announces H.S.C. result, principal and faculties contact each school and distribute our pamphlet which contain necessary information about institute.
- 8) Even if demand ratio is below 1 in an institute we follow all required rules of university for admission.
- 9) We try our best to enroll maximum students for that all our faculty try door to door contact of successful student of H.S.C. exam.

- 10) Alumni are requested to motivate rural student for higher education.

2.1.2 Explain in detail the Criterion adopted and process of admission to various programs of the institute.

The students are admitted as per merit prescribed by the university. Since the college is located in rural, backward area majority of students who seek admission are first generation learners. This is the reason that the college attempts to maximize the enrollment of students in first year of programs. However we take in consideration of merit and check original mark sheet before they are admitted on first comes first serve bases.

For certificate causes , we give priority to last year student particularly for “Tally Accounting ERP 9.”

Forms are scrutinized and students are given necessary guidance regarding choice of subjects.

Many students have their unique problems. We recognize this and institute works true to its mission of providing maximum help to women to look after all special need of women. Thus it gives admission to girls / women who want higher education long after passing H.S.C. divorces, deserted and employed women as well as widows are also specially facilitated for higher education.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programs offered by the college and provide comparison with other collage of the affiliating university within the city / district.

The institute follows the cut of percentages as indicated by the University on the time of admission in first year of PG programs. The other collage of the affiliating university within the district also follows the same Criterion.

As the institute is situated in remote and backward area all students who have completed H.S.C. examination are given admission so situation for selection of students do not arise. However we can say that the minimum percentage of marks for admission at entry level is 36 %.

For certificate courses, we can consider student's interest first.

2.1.4 In there mechanism in the institution to review the admission process and student profiles annually ? If ' yes ' what is the outcome of such an effort and how has it contributed to the improvement of the process ?

As our admission process is transparent. We do not need special mechanism to keep close eye on it. However necessary guidance is provided by principal and faculty in selecting their subject considering students interest and results of H.S.C. exam. Students have liberty for choosing subject as per their liking without any pressure from institute. Students' profile is maintained by administration office. After taking in to consideration of academic record, remedial classes, special extra classes organized by concern faculty. This record helps to improve students' performance in exam, student's participation in cultural activities etc.

2.1.5 Reflecting on the strategies adopted in increase / improve access for following categories of students, enumerate on how the admission policy of the institution and its students profile demonstration / reflect the national commitment to diversity and inclusion.

The admission policy of the institution is very transparent. The quota for admission is fix for each of the above mentioned categories which is strictly observed and carefully considered during the admission process if need.

The institution strictly ensures that all the students belonging to these diversion categories are admitted and nobody is deprived of his / her right to higher education.

The following table is convincing enough of how an institution takes into account significance of the spread of higher education to all the social and economical categories of the society and thus ensure the all round social department and welfare all the students belonging to these communities. Moreover, (economical backward students) institute provides financial support (arrange fee for them) to (economical backward students) widows, women are given special attention for any if they have difficulties.

The actual position of student's profiles is an institution tells the real situation on above mater

Class	Proposed %	Actual % of enrollment
SC	7%	9.4%
ST	15%	0.5%
OBC	27%	38%
Differently able	2%	0%
Minority	–	4.8%
Women	–	45%
Open	51%	46%

Note : No reservation proposes for Women and Minority. Our demand ratio is 1:1 so we do not have such problem.

As there is no great rush for admission, we do not have to take special action for this. Admission is open for all without taking consideration of cast, creed and religion. No complain has been received since last 20 years on this ground.

2.1.6 Provide the following details for various programs offered by the institution during the last year and comment on the trends. i.e. reason for increase / decrease and action initiated for improvement.

UG :

Programs	Number of application	Number of students admitted	Demand ratio
B.A. Programs			
2011 – 12	99	99	1 : 1
2012 – 13	72	72	1 : 1
2013 – 14	61	61	1 : 1
2014 – 15	75	75	1 : 1
B.Com. Programs			
2011 – 12	60	60	1 : 1
2012 – 13	69	69	1 : 1
2013 – 14	60	60	1 : 1
2014 – 15	80	80	1 : 1

<u>Certificate Course</u>			
Human Rights			
2011 – 12	58	58	1 : 1
2012 – 13	68	68	1 : 1
2013 – 14	54	54	1 : 1
2014 – 15	43	43	1 : 1
Tally ERP 9			
2011 – 12	NA	NA	NA
2012 – 13	NA	NA	NA
2013 – 14	NA	NA	NA
2014 – 15	40	40	1 : 1
Retail Management			
2011 – 12	NA	NA	NA
2012 – 13	NA	NA	NA
2013 – 14	NA	NA	NA
2014 – 15	65	65	1 : 1
CCC			
2011 – 12	58	58	1 : 1
2012 – 13	68	68	1 : 1
2013 – 14	54	54	1 : 1
2014 – 15	43	43	1 : 1
SCOPE			
2011 – 12	23	23	1 : 1
2012 – 13	69	69	1 : 1
2013 – 14	70	70	1 : 1
2014 – 15	61	61	1 : 1

Institution offers financial supports, various scholarships, and efforts are made to increase transport facility etc to increase student participation in above course. Subject free books, conveyance allowance, canvassing, lecture invitation to participate in various programs to participate of surrounding school etc taken by institution.

2.2 Catering to student diversity:

2.2.1 How does institution cater to the needs of differently – able students and ensure adherence to government policies in this regard?

Institute ensures admission to all differently able students. For physically handicap, we provide special facility for her / his convenience by providing special class room, exam room. We have constructed ramp for such student's right from beginning of college.

For the socially 'differently able' the college has a mechanism to find out employed and married students and encourage them for higher studies. They are in special case allowed to go after three lectures so that they can fulfill their financial as well as social responsibility along with learning.

Institute also has one wheel chair for easy mobility in the college building for such students.

Needless to say that all colleagues are always ready to extend their hand of help to such students and take responsibility to take care of such students even on study tour and picnic from institute.

2.2.2 Does the institute assess the student's needs in terms of knowledge and skills before the commencement of the program? If 'yes' give details on the process.

At the admission of admission every students also fill up form containing various activities of institute under various "DHARAS" such as

- 1) Gyan Dhara
- 2) Sarjanatmak Abhivyakti Dhara
- 3) Khel– Kud, Yoga Dhara
- 4) Kala Kaushaly Dhara
- 5) Geet – Sangeet, Nrutya Dhara
- 6) Samudaik Seva Dhara
- 7) Natya Dhara etc.

Each student needs to select any two Dharas of his / her choice. We analyse whole form and identify group of student for each activity and targeted students are offered to participate in such cultural activity to represent their institute, more over the institute arranges literary activity, essay writing, debates, workshop for creativity, cultural activity like one act play, slat, mime, music, dance and painting compaction to assess the inner talents of the students.

The facility assesses the student by asking subject related question during their lectures to identify slow, average and advance learners.

The principal arranges meeting with students before filling up admission form and informally gather information and suggest them best suitable programme for them.

The students' knowledge, skills and abilities are assessed by holding periodical test, surprise test and interactive sessions thrash students counseling and group discussions.

We celebrate “well come day” each year for new comers and inform them about various programme, activities, system etc. and also motivate them to say what they want for institute.

The introductory lectures are an attempt for them to comprehend the subject they have opted for, before enrollment they can change the group of subject under the guidance of a faculty.

2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice ?

Computer literacy and fluency in English is must in any programme in present scenario to bridge the gap between reality and requirement. Institute offers SCOPE (society for creation of opportunity proficient in English) and (Tally accounting ERP 9) under course development sponsor by U.G.C. with their Moto.

The institute has introduced U.G.C. sponsored remedial coactive program in the subject of accountancy, statistics, English, commerce communication etc.

Detail of no. of Students benefited from remedial classes

Year	Accountancy	Statistics	English	Commercial Communication
2011 – 12	33	30	28	28
2012 – 13	26	31	25	29
2013 – 14	28	34	24	24
2014 – 15	34	36	25	25

The college has arranged extra lectures for these groups of students who are slow learners and need more support.

All faculties are ready to solve any difficulties even after office hours. Any students can contact faculty member in their free period to solve their problems.

Set of university exam paper of last year is provided as assignment and assessed by faculty.

Guest lecture of subject experts are arranged at regular intervals to bring clarity to their concept of curriculum and bridge the gap of knowledge.

Individual guidance and students' counseling is continuous process in an institute. Faculty provides motivation for undertaking assignments, debate, quiz and other creative activities like preparation competitive examination etc.

The college library also fulfills the requirement of the students in the form of books, journals, magazine, reference books, etc.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc. ?

In an institute equal opportunities are given to all students without taking creed, cast or race into consideration.

Institute has C.W.D.C. which arranged various programs to promote women's participation. Any girl can put her any problem on his platform which include their health problem, gender related include their health problems, gender related problem etc. as our institute is located in rural area. We are proud to say that no problem related to gender has been registered since last 20 years. However we have students redressed cell where any student can register their complain.

The college celebrates women's day, environment day, tree plantation day to make the students aware and sensitize towards gender and environment. Team of leady doctors are invited and make student counseling (girl student) so any girl student can express her physical or medical problem with them.

The institute office courses like "environment studies", "environment science" where class discussion are held on sensitive topic like gender, inclusion, environment.

Aponte from these, different wings like NCC, NSS and CWDC a great deal in creating such awareness.

In an institute all boys and girls students work together without any dispute like a family. Peaceful atmosphere and environment is key feature of an institute.

Lecture on women empowerment, health awareness periodically organize in institution.

2.2.5 How does the institution identify and respond to special educational / learning need of advanced learner ?

We have started to find advance learner right from admission time. Highest scorer from each division are automatically selected as member of study circle. This committee keeps close eye on academic and curriculum progress in institute.

Faculty member also answers subject related question, organize general knowledge test , keep close eye on students' participation in various activities , performance in monthly test are key factor to identify advance learners.

Considering academic performance participation in NCC, NSS, Sports, Cultural activities, Best students from art and best student from commerce are selected for two special award for best student of art and best student of commerce and honored during celebration of annual day.

Advance learners are offered special library facility, additional reading material and reference books provide to them and motivate them to appear in competitive exam.

List of scholar students is displayed permanently at an entrance so that other students self motivate for better performance.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the program duration) of the students at risk of drop out (students from the disadvantage sections of society, physically challenged, slow learners, economically weaker section etc.) ?

Due to lower students' strength in class room, we have been able to give personal attention to each student. Faculty is in constant touch with students throughout academic programme and has more close observation of students. There are so many options to trace out the students at risk of drop out like irregular class room attendance, poor performance in the internal examination and class tests, lack of interest in their respective class room , poor participation in various activities of

institution etc. such students are identified and called for personal meeting first with faculty and later on with principal. Humble and honest efforts are made if he/ she have any financial or academic reason. But some students drop their study for their social problems.

As marriage age is relatively low in their communities from where girls come. They drop their studies after marriage either because of they located away or family members resist the continuation of education as they are not open minded for their social belief.

2.3 Teaching – learning process :

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plane, evaluation blue print, etc.)

The academic calendar of the college is prepared in accordance with the affiliation university and copy of the same is provided to each faculty.

It is said that well beginning is half done. Advance planning is key to success. Accordingly academic diary is provided to each faculty and they have to plan all their departmental activities at the beginning of the semester include curriculum planning, examination planning and the dairy activity. Every one keeps in mind the academic calendar provide by university.

Before the commencement of the academic session formal meeting is arranged with teaching staff and principal express his concern on timely and effectively implement academic calendar.

Department head distributes various subject and topic with their college after taking in to consideration of their concern and suggestion. Faculty gives this information to students so they know well advance about who will teach and when will teach.

Middle of the semester, meeting and study circle held and discuss about the curriculum and if any suggestions are received from class representative, necessary actions are taken to update the curriculum .

Moreover principal also makes his academic planning which includes examination date, celebration of various days; organization of study tour, annual day celebration etc. and try to execute all activities per planning.

How the institute has been successful in adhering to the time table can be seen by glance at the following tabular report for the last year.

Academic Calendar Report

Sr. No.	Particulars	2014–2015	
		Calendar Date	Actual date
1	First Day of the College.	16/6/2014	16/6/2014
2	I.Q.A.C. Meeting	20/6/2014	20/6/2014
3	Formation of committees, Welcome Day	1/7/2014	2/7/2014
4	Implementation of new Time Table	10/7/2014	10/7/2014
5	Student Union Meeting	15/7/2014	15/7/2014
6	Orientation of various activities (N.S.S/N.C.C/ Sports /C.W.D.C.)	23/7/2014	23/7/2014
		26/7/2014	28/7/2014
		31/7/2014	1/8/2014
7	Medical checkup for F. Y. Students.	1/8/2014	1/8/2014
8	Celebration of Independence Day.	15/8/2014	15/8/2014
9	Preparation of various events for Youth Festival Literary Event Drawing Competition Quiz Competition	21/8/2014	22/8/2014
		23/8/2014	23/8/2014
		28/8/2014	28/8/2014
10	Process of Enrollment work.	31/8/2014	30/8/2014
11	Celebration of Teacher's Day.	5/9/2014	5/9/2014
12	Declaration of Internal Exam 1.	8/9/2014	8/9/2014
13	Monthly Test	8/9/2014 to 10/9/2014	8/9/2014 to 10/9/2014
14	Co-operative Training workshop	15/9/2014	16/9/2014
15	Celebration of Mahatma Gandhi Jayanti	2/10/2014	1/10/2014
16	Start of Internal Exam 1.	7/10/2014	7/10/2014
17	Feedback Day-1.	17/10/2014	17/10/2014
18	Diwali Vacation.	19/10/2014 to 9/11/2014	19/10/2014 to 9/11/2014
		10/11/2014	10/11/2014
19	Start Second Term	10/11/2014	10/11/2014

Sr. No.	Particulars	2014–2015	
		Calendar Date	Actual date
20	I.Q.A.C. Meeting	19/11/2014	19/11/2014
21	University semester examination SEM.5 B.A./B.Com SEM.3 B.A./B.Com SEM.1 B.A./B.Com	24/11/2014 TO 23/12/2014	24/11/2014 TO 23/12/2014
22	N.S.S. CAMP	25/12/2014 TO 1/1/2015	25/12/2014 TO 1/1/2015
23	Start academic Sem.2,4,6.	26/12/2014	26/12/2014
24	8 th Lecture Series Of “MOTIBHAI AMIN”	22/1/2015	22/1/2015
25	Celebration of VOTER’S DAY	24/1/2015	24/1/2015
26	Celebration of REPUBLIC DAY	26/1/2015	26/1/2015
27	Parent’s Meeting	31/1/2015	31/1/2015
28	Monthly Test	9/2/2015 to 12/2/2015	9/2/2015 to 12/2/2015
29	Declaration of Internal Exam 1.	18/2/2015	18/2/2015
30	Celebration of DAY’S Group day Jeans day Sarees and Tie day Chocolate Day Self Cooking Day	18/2/2015 19/2/2015 20/2/2015 21/2/2015 25/2/2015	18/2/2015 19/2/2015 20/2/2015 21/2/2015 25/2/2015
31	Educational Tour	27/2/2015	27/2/2015
32	Vyasan mukti day	10/3/2015	10/3/2015
33	Internal Examination	16/3/2015 to 25/3/2015	16/3/2015 to 25/3/2015
34	Feedback Day	26/3/2015	26/3/2015
35	Annual day	27/3/2015	27/3/2015
36	University semester examination SEM.6 B.A./B.Com SEM.4 B.A./B.Com SEM.2 B.A./B.Com	16/4/2015 To 15/5/2015	16/4/2015 To 15/5/2015
37	Summer Vacation	27/4/2015 to 14/6/2015	27/4/2015 to 14/6/2015

2.3.2 How does IQAC contribute and improve the teaching – learning process ?

Meeting of IQAC held three times (beginning of the year, middle of the year and end of the year) in year. After taking in to consideration opening all stake holders, IQAC plan, review analysis all activity. The university exam results are assessed and analyzed subject wise .the IQAC advice the faculty to maximize the use of I.C.T. in

their teaching and learning process, IQAC also advise to management to make necessary teaching learning infrastructure facility available.

IQAC monitors the academic activities and arranges periodical meeting with staff students union. Alumni association and parents association and necessary action plan for suggestion received from them. Positive and negative side of each activity and program is discussed in IQAC first and then implement outcome also reviewed by IQAC.

2.3.3 How is learning made more students – centric? Give details on the support structures and systems available for teacher to develop skills like interactive learning, collaborative learning and independent learning among the students ?

Keeping in mind the interest of students the faculty members build their activities along with the regular learning process e.g. students prefer subject of law to taught with power point presentation while account should be taught in class room with more blackboard work. The teacher strictly takes into consideration the intellectual, social and cultural background of the students while preparing and delivering their lecture, optimum care is taken that the student should follow the discusses deliver in their respective lecture.

Teaching with aids like LCD projector, multimedia, video documentary followed by brain storming session prove quite advantageous.

Class room presentation, interactive session, group discussion, class room open sessions are for joint and elaborative learning. More over project work and assignments are also provided to the students for both collaborative and independent learning among the students.

Various competition Debates, Elocution, Quiz, Rangoli, Mahendi, Poster making, On the Spot Painting etc. are arranged to develop different skills among students.

Our faculty always believes that teaching learning is two ways process so they not merely deliver the lecture but also activate and motivate the students by putting questions before them. This ensures not just the learning of the subject, but learning the skill of questioning and debate / discussion and can appear in interview more confidently.

Faculty encourages the students to come on stage and solve the problems given by faculty presence so faculty can know what are the real difficulties of students and help to reduce their stage fright and boost their self confidence.

Teaching learning process has become more student centric with addition of language lab and computer center.

Faculty members are allowed to participate in training, seminar, workshop, paper presentation and field work under faculty development program. During last 5 year faculty member have attended 236 faculty development program.

2.3.4 How does the institution nurture critical thinking, creatively and scientific temper among the student to transform them into lifelong learners and innovators ?

In order to nurture critical thinking, creatively and scientific temper among the students the college at must care in involving the students in almost all the events and function of the institute . Many times our students are shouldered with responsibility of leadership roles in conducting, comparing the functions and events. Students are motivated to participate in various university sponsored camps, sports event etc. to develop creative, friendly and socially adjustable perspective.

Topics related to ethics, moral values, life oriented talks, modern trends, challenges and requirements are covered during teaching learning process.

Students are motivated to write creative writing, and some have been displayed on wall magazine. Students are advised to write their own script to participate in cultural events like skits mime etc. many time institution wins competitions also and

discusses burning topics like addiction of drug, injustice to the female gender, child labor, wrong beliefs etc. these help to nurture critical thinking, creativity and scientific temper among the students to transform them into like long learner and innovators.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching?

The institute received grant of Rs 21 lacs. Out of which Rs 11 lacs have been disbursed to enhance technologies and I.C.T. facility in institute. LCD projectors in each class rooms, LCD display board at foyer, 20 computers are purchased from above grant, and following technologies are available.

- Large seminar hall with audio– visual facility.
- Wi-Fi facility available for each staff.
- More than 25 Computers and 4 Laptops are available.
- The institution has 16 broadband connections.
- All class room is hi – tech with LCD projectors.
- The institute has own computer lab with internet facility and all students are allow to use this lab for their studies.
- Library enjoys facility of “SOUL” and INFLIBNET software.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, experts lecture, seminars, workshops, etc.) ?

The principal conveys the invitation received from other colleges to attend seminars/ conferences /workshops to all faculty members and also display the same on notice board for students. The institute motivates all faculty member and students to attend such seminars / conferences.

Moreover institute also organizes such seminars/ conferences /workshops periodically. Number of 4 state level seminars/ conferences /workshops were

organized by our institute during last 5 years. 10 workshops were organized for student during last 4 years. Each and every department organized expert lectures at least once in a year. General expert lectures for all students are organized more frequently. Where blended and interdisciplinary learning takes place. General lectures are organized during last 5 years. Students are given minor research project and they survey accordingly and prepare their report. 158 Students have made 22 minor research projects during last two years.

Faculty members not only attend the seminars/ conferences /workshops but also present their papers.

Faculty	Seminar/conference/workshop Participated	Paper Presentation
Commerce	46	42
Economics	42	16
Gujarati	72	16
Sanskrit	23	11
Sociology	31	8
Hindi	10	8
Sports	12	6

Faculty members visit surrounding schools to deliver subject lecture to establish contact with future students for college.

- ❖ The principal has delivered lecture in **SANDHAN**.
- ❖ Faculty members also participate in faculty development program of academic staff college.

2.3.7 Detail (process and the number of students / benefited) on the academic, personal and psycho – social support and guidance service (professional counseling / mentoring / academic advice) provide to student?

The institute has C.W.D.C where all girls' students can express their problems and in charge professor give proper guidance to them. Students circle is another platform for students to get guidance for their problem. Teachers take personal care and give individual attention personal, financial, social and academic problems of students.

The career counseling cell of the institution takes social care of students' professional opportunities. The institute has also tried to arrange classes for preparation of competitive examination.

Following are the brief summary of various activities and number of students benefited last year.

- 1) C.W.D.C – All girl students each year.
- 2) The career counseling cell – 7
- 3) Competitively examination – 8
- 4) Personal counseling – 9

List of number of some students benefited.

Sr. No.	Name of students	Guidance sought for	Guidance offered by
1	Purohit Krishna S.	Academic Matter	A. A. Dave
2	Vohra Ashiyana A.	Personal Matter	R. H. Sonara
3	Solanki Indravadan U.	Co-curricular Matter	C. N. Parmar
4	Chauhan Sanjay P.	Academic Matter	N. J. Dave
5	Chuahn Miteshkumar N.	Co-curricular Matter	C. H. Jariwala
6	Bhavsar Jesal N.	Carrier Counseling	N. J. Dave
7	Parmar Mahendra M.	Personal Matter	G. I. Bhoya
8	Joshi Pruthvi N.	Academic Matter	C. N. Parmar
9	Patel Jay A.	Co-curricular Matter	N. J. Dave
10	Mahida Mayur R.	Personal Matter	V. R. Marwadi
11	Rana Bhumika N.	Carrier Counseling	C. N. Parmar
12	Patel Drupaliben K.	Academic Matter	N. J. Dave
13	Thakkar Esha B.	Academic Matter	A. A. Dave
14	Patel Vrunda G.	Personal Matter	A. P. Macwan
15	Mahida Kirti A.	Co-curricular Matter	B. N. Chaudhari
16	Solanki Rajesh N.	Carrier Counseling	R. H. Sonara

Special guest lectures on addiction, women student's health problems were organized To develop cooking skill 7 days work shop in collaboration with "Bagayat" Department of government of Gujarat was organized for last two years which are for academic, personal, psycho – social and professional support to students.

2.3.8 Provide details of innovative techniques approaches / methods adopted by the faculty during the last four year? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practice on students learning?

The innovative teaching approaches / methods adopted by the faculty during last 5 years are listed below.

- 1) Each department has laptop and teacher prepare their teaching learning materials and set question papers.
- 2) The first step is advanced academic planning and same is communicated with students. These ensure that most students know well in advance what they will learn in next lecture.
- 3) Faculty discusses the topic with example and put questions before the students. Students are invited on stage for presentation which promotes interactive methods.
- 4) Teachers use power point presentations and LCD.
- 5) Students are taken to educational tours, industrial visits, field trips.
- 6) Question banks, assignments copy of university exam papers are provided to students.
- 7) Quiz competitions are organized to identify advance learner.
- 8) Computer training program for faculty.
- 9) I.Q.A.C always insists for better use of I.C.T in teaching and learning process.

The impact of such innovative practices on students learning is that many of them are thrilled and excited with these new adoptions. It has generated some curiosity and interest among the students in learning. Since large number of students belong to rural area, it would take some time for them to adjust and cope up with the new methods and techniques. But it is sure those has positive impact on their confidence and improve their participation in various activities of the college.

2.3.9 How are library resources used to augment to teaching – learning process?

The library resources such as books, journals, magazines, dictionaries, encyclopedia and reference books are available for all faculty members as well as for student. All journals and magazines and new books are displayed on the rack and every one can use these to engage in the teaching learning process. The library is the place where the teachers and students can sit and pursue their studies for hours together peacefully.

Library is kept open up to 4 p.m. (even after office hours) for benefit of the students. Complete set of textbooks offer between groups of 2 students under “Book Bank Yojana” at very nominal charge.

Faculty insists the student for maximum use of library facilities. The principal appreciates and takes note of students who use library even after office hours.

Collage subscribes **25 Magazines, 10 Journals**, and collage library has total **16649 Books**. Librarian also familiarizes students if they show little interest and counsel them how to use the library at the beginning of each year. All this facts contribut the teaching learning process on one form or the other.

Sr. No.	Year	Library	Visit of the students	
		Visit of the faculty members	For books	For reading
1	2011–12	4	19	16
2	2012–13	6	22	18
3	2013–14	7	24	19
4	2014–15	8	27	21

2.3.10 Does the institution faces any challenges to completing the curriculum within the planned time frame and calendar? If “yes” elaborate on the challenges encounter and the institutional approaches to overcome these.

The institute provides academic dairy and accordingly all faculty member planned their curriculum considering working days in each month. So advance planning and teaching skills of faculty plays important role for avoiding such challenges to happen. However some changes in the schedules of the university time table for exams, election announcement, natural calamities like excessive rain, earth quack, etc. sudden announcement of holidays by government happens then defiantly we face such challenges in completing the curriculum within the time frame.

To overcome such challenges we have established unique practice of proxy arrangement in absence of faculty.

Some times a unique challenges need to face when academic poor students ask to the faculty to discuss some points once again for better understanding particularly in the subject of accountancy then curriculum planning gets disturbed but to overcome this problem faculty arranges extra lectures to cover up such difficulty.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning ?

The institute monitors and evaluates the quality and teaching learning in the following ways:

- 1) The institute has adopted the feedback system .The institution takes feedback on teaching learning process at the end of each term.
- 2) The institution has grievance redressed cell where students can drop their grievance and suggestion in the suggestion box. (called Manobhav box) even without mentioning their name if so needed. The members of this cell short out and analyze the grievances/ suggestions and give the report to the head of the institution.
- 3) The summary of feedback forms / report and report of grievance redressed cell are discussed during the IQAC meeting and necessary steps are taken to improve the quality of teaching learning process.
- 4) Every subject wise and teacher wise result are prepared and analyzed. If the result of certain faculty member shows some abnormality the head of institute calls him /her personally and works with him / her to improve the quality of teaching .Thus the teaching learning process is monitored in an effective way. This process has produced very encouraging results.
- 5) The principal suddenly visit the class room to monitor teaching learning process during his free time.

2.4 Teacher Quality :

2.4.1 Provide the following details and elaborate on the strategies adopted by college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teacher							
D.Sc. / D.Litt.							
Ph.D.			3		1	–	3
M. Phil.							
PG			3		1		4
Temporary teacher							
Ph.D.							
M. Phil.					2		2
PG					2		2
Part time teacher							
Ph.D.							
M. Phil.					1		1
PG					1		1

At the end of academic year a tentative work load for the next academic year is calculated. The university and the government have made specific rules of filling up the vacancies of faculty. As per the rules, prior permission of the government is must before recruitment.

After the government NOC state level centralized selection is made by the commissioner at office of higher education Gandhinagar. The candidates are selected on the UGC accepted norms and qualification.

The committee has representation from the government, university and the management as well as subject experts from the list prepared by university. These rules and regulations of the university as well as the government are strictly observed during the selection of the faculty.

The principal consults with the management scrutinizes the applications and check the merits applicants. The best and meritorious applicants are selected in the interview. The institution firmly believes that only quality teachers can build the foundation of the students as well as the institution.

2.4.2 How does the institution cope with growing demand / scarcity of qualified senior faculty to teach new programmes / modern area (emerging area) of study being introduced (Biotechnology, IT, Bio information etc.)? Provide detail on the effort made by the institution in this direction and the outcome during the last three years.

The institute has introduced two certificate courses last year. Certificate courses on tally accounting ERP 9 and certificate course on retail management. The institute has managed to appoint to qualified faculty on its own. The expenditure of this programs and salary of such faculty is incurred either from grant received from UGC or board by management.

Senior teacher from commerce faculty Mr. Naresh J. Dave keeps close eye on both these courses and co- ordinate everything to run this course smoothly and effectively.

Certificate course	Name of visiting faculty
Retail management	Maulik Purohit
Tally account ERP 9	Vijaybhai Marwadi
Human rights	Prof. Nileshbhai Barot

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

To organize and to participate in staff development program is continuous process in our college.

Teaching / learning methods / approaches :

1) Teaching method of chalk and duster was dominant before the NAAC accreditation but after the recommendation received from NAAC committee in year 2009 to improve I.C.T. in teaching learning process , almost all faculty adopted maximum use of I.C.T in their teaching method. All the classrooms were well required and become smart class – rooms.

2) Handling new curriculum

University has adopted C.B.C.S. therefore we have also introduced some new curriculum computer skill, presentation skill, photo shop, computer method, etc. For computer literacy to student.

3) Audio visual multimedia :

College has one computer lab which has more than 27 computers and out of 13 computer has LAN with internet facility.

Institute also has language laboratory with another 25 computer and all are LAN with Internet facility and well equipped with L.C.D. Projector.

Institute has wide seminar hall with all audio visual multimedia system so institute can arrange any program for all the students of collage together (400 seat capacity).

So, our regular teaching co-curricular and extracurricular training are done with audio visual multimedia.

Percentage of faculty

Faculty Training Programmes	2011 – 12	2012 – 13	2013 – 14	2014 – 15
1. Invited as resource person in workshop / seminar / conference organized by external professional agency.	15%	15%	15%	15%
2. Participate in external workshop / seminar / conference recognized by national / international professional bodies.	100%	100%	100%	100%

3. Presented papers in workshop / seminar / conference recognized by professional agencies.	100%	100%	100%	100%
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2.4.4 What are policies / systems are in place to recharge teacher?

1. The teachers are motivated to undertake UGC minor research project and we are glad to say that 3 faculty out of 7 faculty members have undergone for minor research project.
2. Teachers are constantly encouraged to register for Ph.D. course. 3 faculty members have completed Ph. D. and 1 Faculty member is at the final stage of completing Ph. D.
3. Teachers are allowed and motivated to participate in various workshop / seminar / conference and 100 % faculty member contribute for same. Faculty members have attended **236** total workshops / seminars / conferences. Not only attended but also have presented **108** papers.
4. The institute offers leave to faculty members for research work.

2.4.5 Give the number of faculty who received award / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance / achievement of the faculty.

No, our teacher has not received such award / recognition at state, national and international level. However student's satisfaction level for quality of faculty is very high.

2.4.6 Has the institution introduced evaluation of teachers by the students and external peers? If yes, how is the evaluation used for improving the quality of the teaching – learning process?

Yes, the institute has set mechanism to get feedback from students on individual teacher at the end of every term. The feedback forms are taken before the last

examination so the students can give their opinion freely, fearlessly and taking into consideration of their three year experience. We request them to consider

- Presentation Method of topic in class room
- Motivation by teachers for creating interest in subject
- Ability to convince
- Discussion of other topics
- The level of Knowledge
- Level of dedication of Faculty etc.

And give desired marks out of 100 to each faculty and after necessary analysis outcomes bring to notice of faculty. If any faculty gets lower marks, the head of the institute calls the faculty for personal meeting and discusses the matter how to improve performance.

Student's satisfaction level for B. Com. Programme

Sr. No.	Name of Prof.	%
1	C. H. Jariwala	74.65 %
2	Dixit Patel	87.00 %
3	A. P. Mackwan	80.69 %
4	Vijay Marwadi	85.26 %
5	N. J. Dave	91.09 %

Student's satisfaction level for B. A. Programme

Sr. No.	Name of Prof.	%
1	Dr. P. K. Patel	80.00 %
2	Dr. R. H. Sonara	86.30 %
3	G. I. Bhoya	88.66 %
4	A. A. Dave	95.37 %
5	C. N. Parmar	95.11 %

6	A. P. Mackwan	89.20 %
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Analysis of Student's Feedback on Various Aspects of Curricular, Co – curricular, extra – curricular activities shows following result:

Q. 1 Satisfaction Level of Curriculum:

B. Com.		
Fully Satisfied	Satisfied	Not Satisfied
65 %	30 %	5 %

B. A.		
Fully Satisfied	Satisfied	Not Satisfied
82%	18%	0%

Q. 2 Preparation of Faculty:

B. Com.		
Very Good	Average	Bad
93 %	7 %	0 %

B. A.		
Very Good	Average	Bad
91%	09%	0%

Q. 3 Satisfaction Level of Student for teaching methods adopted by faculty other than Lecture Method (Group Discussion, Quiz, Study Tour, ICT etc.):

B. Com.		
Fully Satisfied	Satisfied	Not Satisfied
77 %	23 %	0 %

B. A.		
Fully Satisfied	Satisfied	Not Satisfied
88%	12%	0%

Q. 4 Completion of curriculum:

B. Com.		
90–100 %	75–90 %	Less than 75 %
65 %	30 %	5 %

B. A.		
90–100 %	75–90 %	Less than 75 %
81%	17%	01%

Q. 5 Freedom to choose subject?

B. Com	
Yes	No
91 %	9 %

B. A.	
Yes	No
98%	02%

Q. 6 Availability of Reference Book?

B. Com	
Available	Fully Not Available
95 %	5 %

B. A.	
Available	Fully Not Available
88%	12%

Q. 7 Satisfaction Level of Internal Evaluation System:

B. Com.		
Absolutely Good	Need to Change	Bias
88 %	12 %	0 %

B. A.		
Absolutely Good	Need to Change	Bias
74%	21%	05%

Q. 8 Do you receive assignment timely and duly checked with necessary suggestion?

B. Com	
Yes	No
91 %	9 %

B. A.	
Yes	No
93%	07%

Q. 9 Do you have system for proper grievance redressal?

B. Com	
Yes	No
98 %	2 %

B. A.	
Yes	No
88%	12%

Q. 10 Name of Most favorite professor?

B. Com	
Name of Faculty	Percentage
N. J. Dave	71 %
Vijay Marwadi	10 %

B. A.	
Name of Faculty	Percentage
Dr. R. H. Sonara	24 %
G. I. Bhoya	24 %

Dixit Patel	14 %
C. N. Parmar	2 %
A. P. Macwan	2 %
C. H. Jariwala	1 %

A. A. Dave	24 %
C. N. Parmar	20 %
A. P. Macwan	8 %

Q. 11 Satisfaction level for work of Administrative Office?

B. Com.		
Fully Satisfied	Satisfied	Not Satisfied
88 %	12 %	0 %

B. A.		
Fully Satisfied	Satisfied	Not Satisfied
93%	07%	0%

Q. 12 Faculty's approach for co – curricular activities?

B. Com	
Motivational	Anti Motivational
95 %	5 %

B. A.	
Motivational	Anti Motivational
98%	02%

Q. 13 Satisfaction Level for Extra – curricular activities like NSS, NCC, CWDC, Cultural and Sports?

B. Com.		
Fully Satisfied	Satisfied	Not Satisfied
68 %	30 %	2 %

B. A.		
Fully Satisfied	Satisfied	Not Satisfied
79%	21%	0%

Q. 14 Satisfaction Level for availability of reference book, periodicals, magazines and journals?

B. Com.		
Fully Satisfied	Satisfied	Not Satisfied
65 %	30 %	5 %

B. A.		
Fully Satisfied	Satisfied	Not Satisfied
79%	21%	0%

Q. 15 Satisfaction Level for ICT Use by Faculties?

B. Com.		
Fully Satisfied	Satisfied	Not Satisfied
56 %	42 %	2 %

B. A.		
Fully Satisfied	Satisfied	Not Satisfied
79%	12%	09%

Q. 16 Do you get enough financial aid and Scholarship timely?

B. Com	
Yes	No
88 %	12 %

B. A.	
Yes	No
100%	0%

Q. 17 Do you want to keep contact with institute after your graduation?

B. Com	
Yes	No
98 %	2 %

B. A.	
Yes	No
100%	0%

Q. 18 Satisfaction Level of available infrastructure?

B. Com.		
Fully Satisfied	Satisfied	Not Satisfied
93 %	7 %	0 %

B. A.		
Fully Satisfied	Satisfied	Not Satisfied
95%	03%	02%

Q. 19 How will you rate your institute in general?

B. Com	
With Proud	With Negative Bias
100 %	0 %

B. A.	
With Proud	With Negative Bias
100%	0%

Since the NAAC accreditation, our college regularly exercise the teacher performance appraisal method by providing related questionnaires to the students and analyze their response and use their response feedback to improve the general performance and quality of the individual teachers and make necessary changes in the gray areas. Where the need and urgency is felt.

The head of the institute informally take feedback from student about class given performance of each teacher.

The feedback / response received from the students serve as a prime indicator of their performance.

2.5 Evaluation Process and Reforms:

2.5.1 How does the institution ensure that the stockholders of the institution especially students and faculty are award of the evaluation processes?

The evaluation process is decided by the concern university. The institute also has unique examination system. Orientation program in the beginning of the year is organized for new comers and they are informed about the evaluation system of the institution.

The stake holders of the institution are constantly informed about the evaluation process both in formal and informal manner. Necessary program of examination is displayed on notice board prior to examination.

The institute allows faculty member to take the answer books home for assessment positive qualities of answer sheet are highlighted openly in class room and common mistakes are brouth to their notice by each faculty.

Students are encouraged to present oral presentation, submit assignments; presentation must for each student assessment in class room of internal marks. Master mark sheet file kept and all records of every examination maintained.

Paper style prescribe by university is kept in mind for internal examination and papers are set accordingly. The university circular brings notice to concern faculty and students.

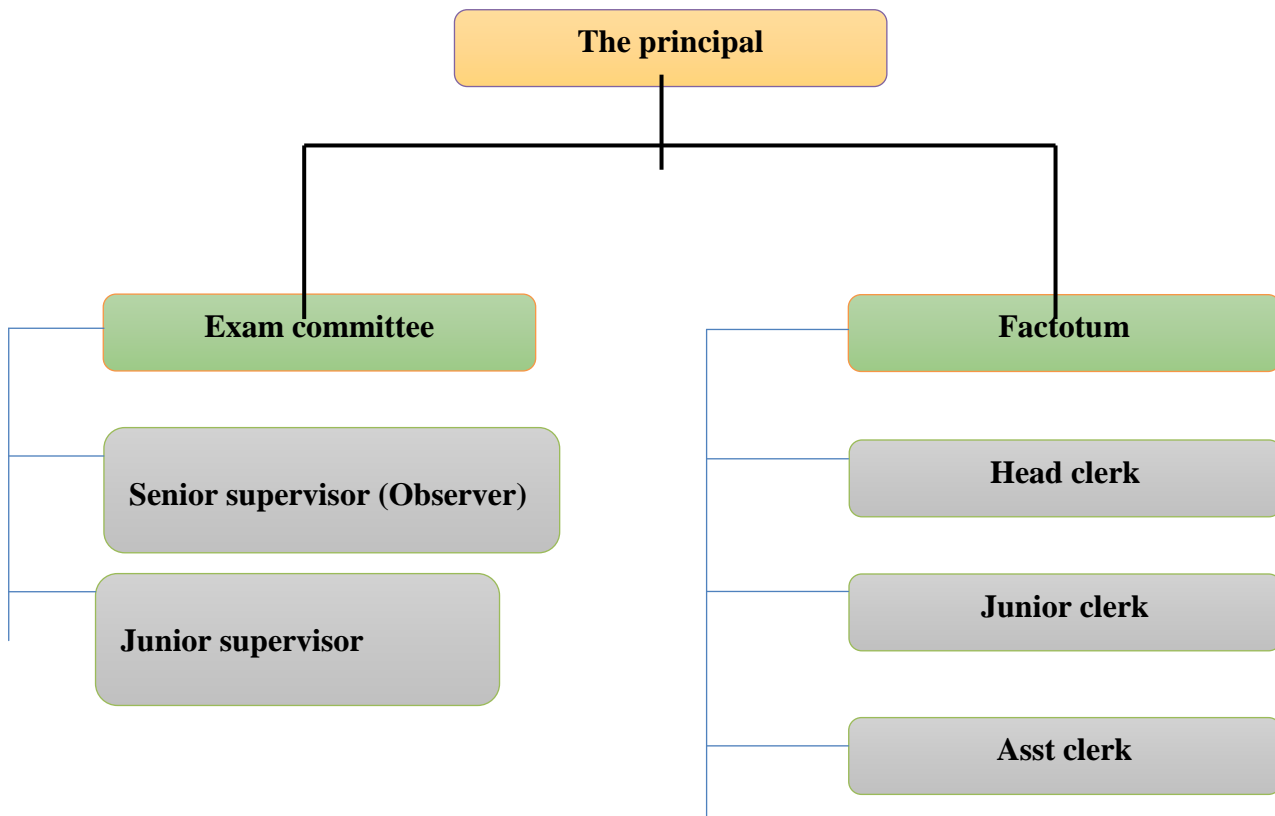
2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

All the evaluation reforms introduced by the university have been adopted and followed by the institute.

1. Our Gujarat University has reformed the evaluation system with the inception of CBCS and semester system.
2. Formerly university had decided to give 70% weightage to external exam conducted by university and 30 % weightage for internal marks. Out of 30 marks, 25 marks were for internal examination and 5 marks for attendance of students. Now the ratio of 70 : 30 remains same but out of 30 marks, 15 marks were for internal exam result, 5 marks for attendance behavior, 5 marks for assignment and 5 marks for presentation were allotted. Some reforms are student centric and institute has adopted these reforms.
3. As far as institution is concerned it has initiated its own reforms. Students are made aware of their errors so that they can improve their performance in the university examination.

The college has initiated some reforms of its own for examinations which are listed below:

- Most important reform introduced by our college is that university has proposed to conduct one internal exam of 50 marks during each semester against that our college conduct 2 internal exams of 50 marks each and consider average of these two exams. Thus our students are well prepared for final exam and they have one extra exam for practice.
- Latest and most revolutionary reform introduce by institute this year. Accordingly we have started to conduct one internal exam of 50 marks absolutely on computer. Each student is given log in ID and they have to clear computer generated paper (consists of M.C.Q.) and result is declared immediately.
- The principal arranges a meeting with the staff before the commencement of the final examination and discusses about all the concerned area about examination for its smooth functions.
- The college has developed a four layer structure for the smooth functioning and distribution of the examination work.



- The college facilities the students with retest for these genuine students. Who could not appear in the examination due to personal serious illness or students participation in college sponsor any program (NCC, NSS, cultural activities, etc?)
- If any student not satisfied with his / her result, faculty member shows answer sheet to make them aware of their mistakes so that they can avoid them in the future and score better marks.
- The college ensures transparency, accuracy and diligence in all the facets of the examination.
- There is three level verification of the marks by the clerks, teachers and the principal prior submitting it to the university examination cell.
- The institution uploads internal marks on its website.

The outcome:

- ❖ Examination is conducted very smoothly and peacefully without any malpractices.
- ❖ We are proud that there is no single copy case was filed during university examination since last 21 years.
- ❖ In order to ensure effective implementation of the evaluation reform of the university and these initiated by the institution of its own, the college has formed a separate.

2.5.3 How does the institution ensure effective implementation of the evaluation reform of the university and those initiated by the institution on its own?

- Every reform related to examination first discussed in I.Q.A.C. and then exam committee.
- The exam committee of the institution intimates the faculty about the reforms initiated by the institution on own.
- Exam committee takes utmost care for properly and strictly executed students interest is the prime importance for any reforms.
- All faculty members' activity involve in various exam duties and keeping constant vigilance during the examination through various layers of authorities is strictly followed to prevent any.

2.5.4 Provide details on the formative and summative evaluation approaches adapted to measure student's achievement. Cite a few examples which have positively impacted the system.

The formative and summative evaluation approach adapted to measure students' achievements.

- The university has set a scheme of marks and even weightage of marks per question and per unit in the question paper for each subject. All faculty members

strictly followed the formative and summative evaluation approaches and set the paper strictly following the same weightage and pattern directed by the university.

- Moreover department organized quiz and group discussion in the class room, students are provided set of last 2 years university exam paper as assignment and written assignments are checked by concern faculty. The positive outcome is that due to such initiative students become more confident and competent in their respective subject which enable them for better performance in their written examination ahead.
- Each student must have to come on stage in the class room for presentation on any topic and some is evaluate and part of the internal marking system.

2.5.5 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course / program? Provide an analysis of the students result / achievement (program/ course wise for last four years) and explain the difference if any and patterns of achievement across the program / course offered.

The institutions adopted the following methods to fulfill the above goal.

- ❖ In our institute, there is a good report between the teacher and the students. A personal touch and care is maintained by the teachers for the student. They are in constant contact hence the students are intimated of their progress and performance clear and active students can be easily identified.
- ❖ Those students who remain absent for long period, parents of such students are contacted by phone and intimate them for their class room absent and poor performance in internal exam.
- ❖ Details analysis of **OVERALL COLLEGE RESULT** is as under.

YEAR: 2011 – 12

	B. A.		B. Com.	
	College result	University result	College result	University result
FY	81%	Not available	63%	Not available
SY	96%	Not available	98%	Not available
TY	86%	Not available	81%	Not available

YEAR: 2012 – 13

	B. A.		B. Com.	
	College result	University result	College result	University result
FY	67%	Not available	21%	Not available
SY	94%	Not available	40%	Not available
TY	87%	Not available	63%	Not available

YEAR: 2013 – 14

	B. A.		B. Com.	
	College result	University result	College result	University result
FY	46%	Not available	73%	Not available
SY	75%	Not available	47%	Not available
TY	89%	Not available	73%	Not available

YEAR: 2014 – 15

	B. A.		B. Com.	
	College result	University result	College result	University result
FY	50%	43%	63%	53%
SY	75%	57%	98%	51%
TY	74%	45%	81%	47%

❖ Detail analysis of **SUBJECTWISE COLLEGE RESULT** is as under:

B. A. Programme

Year: 2014 – 2015

F. Y. B. A.		S. Y. B. A.		T. Y. B. A.	
Subject	Percentage	Subject	Percentage	Subject	Percentage
English	57%	Eng.	87%	English	85%
Com. Sanskrit	79%	Sans. Eco	83%	Guj.(311)	93%
Sanskrit (EC)	89%	Guj. (211)	97%	Guj.(312)	82%
Gujarati (111)	60%	Guj. (212)	90%	Guj.(313)	89%
Gujarati(112)	92%	Guj. (213)	82%	Guj.(314)	89%
Eco (111)	82%	Eco (211)	92%	Guj.(315)	93%
Eco (112)	72%	Eco (212)	92%	Eco.(311)	90%
Sociology	80%	Eco (213)	99.99%	Eco.(312)	80%
Sociology(112)	80%	Socio (211)	100%	Eco.(313)	95%
		Socio(212)	100%	Eco.(314)	100%
				Eco.(315)	90%

B.Com Programme

Year: 2014 – 2015

F. Y. B. Com.		S. Y. B. Com.		T. Y. B. Com.	
Subject	Percentage	Subject	Percentage	Subject	Percentage
Eco	54%	Eco	67%	Eco	87%
Mark. Mgt.	94%	Pro.mgt	78%	F.mgt	69%
G. Account	69%	Taxation	69%	Busi. Law	98%
cc	58%	CC	63%	CC	89%
English	98%	Cost Acc.	75%	Mgt. Acc	80%
Fin. Account	83%	A. Accounting	100%	Cost Accounts	98%
State	67%	State	96%	State	87%

(Note: Detail Analysis of Previous Years is available)

- ❖ Lecture series is maintained.
- ❖ Revision of syllabus is conducted and if students demand certain topic to be revised that they are satisfied by the respective faculty.
- ❖ Students are advised to refer books from the library which can supplement their knowledge about the subject.
- ❖ In case of irregular students the parents are informed by phone and occasionally in person.
- ❖ Gujarat University sent all the mark sheets of college students directly to college and the students are requested to collect their respective mark sheet from the office during the office hour with proper acknowledgement.

2.5.6 Details on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and wattages assigned for the overall development of students (wattage for behavioral aspect, independent learning, communication skills, etc.)

The institute has established in 1993 with special vision and mission to build strong nation through inculcating and imparting values and quality based higher education particularly together students.

- ❖ All students should be intellectually, mentally and physically strong.
- ❖ They should have value of life.
- ❖ They should be determined disciplined and dedicated to their job and nation.

The institution ensures the attainment of these attributes by:

- Arranging intensive curricular, co-curricular and extracurricular activities.
- All stakeholders constantly keep in mind the vision, mission and objective of the institution.
- Arranging extensive activities through NCC, NSS, Saptadhara and CWDC
- Imparting life oriented education.

2.5.7 Does the institution and individual teachers are assessment / evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If “yes” provide details on the process and cite a few examples.

The internal mechanism for redressal of grievances with reference to evaluation is established.

First, if any student is not satisfied with his / her marks then they can express their feeling directly to concern faculty and faculty member relook of their answer sheet and explain their mistakes. Most likely grievances are sole at their level. However, if they are still not satisfied then they can express their grievance either with principal directly.

The principal put this grievance with example committee and exam committee call concern faculty to relook or reassess their answer sheet and if any correction found, students are informed accordingly. As our institute is relatively small such problem handily takes place.

As far as mechanism of university level is a concerned, student have to go to university and fill up the form for rechecking or reassessment by paying fees.

In rechecking only the mark a totals are checked.

Where as in assessment the whole answer books is reassessed by another examiner. If there is any correction in to marks students are issued corrected mark sheet by the university.

2.6 Students performance and learning outcomes:

2.6.1 Does the college have clearly started learning outcomes? If “yes” give details on how the students and staff are made aware of these?

Yes, the colleges clearly state the learning outcomes at the beginning of the academic year in the general staff meeting .

Every month a booklet containing all activities and achievements of all institutes under management of Vaso Kelavani Mandal including college is published.

During award distribution ceremonies and felicitation ceremonies in the college the students and the teachers as well as all the staff holders are made aware of the learning outcomes.

During the orientation programme, held in the beginning of the academic year. Through parents teachers meeting and alumni association meetings.

Academic calendar and planner of syllabus.

2.6.2 How does the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

- From the past and diversified experience and the list collected through those experience contribute a list in making changes, corrections etc. in the policies and plans to derive the intended learning outcomes.
- Through regular official meeting with management, principal, teaching staff and even non teaching staff the grey areas are traced out and accordingly strategies are structured in I.Q.A.C. to facilitate the achievement of the intended learning outcomes in these areas.
- The institute constantly strives for improvement, progress and development. Thus all these three factors are the basic forces which play an important role behind the structuring of all the strategies.
- Expert opinion advices and guidance are also sought at regular intervals from eminent scholars, senior teachers and administrative persons in structuring and implementing various strategies to bring out the intended learning outcomes.
- Students' guidance at time of admission, community outreach programs by NSS, NCC, CWDC, etc. and saptadhara are fantastic way for involving students and enhancing their creatively.

- Use of ICT facilities and innovative method for teaching.
- Fair and transparent evaluation technique.
- Remedial class for slow learner.
- Motivation, appreciation, recognition of rank holders.
- Above mentioned activities adopted to achieve the intended learning out comes.

2.6.3 What are the measure / initiative taken up by the institution to enhance the social and economic relevance of the course offered?

To enhance social and economic relevance of the courses offered at the institute takes following measures:

- Extra lectures of professionals are arranged to emphasis the depth, breadth and scope of the various courses offered in the college.
- Collegiate women development cell arrange **6 Days training program** in collaboration with “Bagayat” department of Government of Gujarat for entrepreneurship development of students during the year 2014–2015 The students were trained in making different items such as pickles, bakery products, shampoo and ayurvedic medicine etc. **180** students were benefited by this program during last 5 years.
- Students are taken to field work and industrial visit such as Amul, Agriculture University, IRMA, Anand Jilla Sahkari Sangh, etc. to show them various areas such as production, marketing, accounting, management aspect etc. to give them an insight of their causes and programs and can plan for their future prospect.
- Many social and national building activities are under taken by two unit of institution i.e. NCC, NSS
- To enhance economic relevance, institute conduct certificate course like tally accounting, retail management, CCC, etc. and for social relevance course like human rights also conduct by institution.

- Project work and minor research project are assigned to students to inculcate research aptitude in them.

2.6.4 How does the institution collect and analyze data on student learning outcomes and use it for planning and overcoming barriers of learning?

The institution monitors and ensures the achievements of learning mainly through the university results of the students. The entire faculty analysis the result into different categories such as pass class, second class, first class and distinction students. Even subject wise analysis is also done.

I.Q.A.C. gets the details of the class wise result from all faculty members and evaluating the teaching learning process.

Planning to overcome barriers of learning

- On analysis of result, we observed that students found English and commercial communication as most difficult subject. To overcome this problem English grammar class was organized. Moreover remedial classes for slow learner and weak students. Faculty member are available to solve any academic problem they are ready to after office hours if required.

2.6.5 How does the institution monitor and ensure the achievement of learning outcomes.

The institution monitors and ensures the achievement of learning outcomes in the following ways:

- We keep constant touch with our students and keep formal records of the progress and performance of our students.
- Active students and their special ability frequently discuss in staff room and give priority to these students for participation in future.
- Our alumni association gives valuable suggestion and information about these students who have either joined further studies or get new job somewhere else.

- Our head clerk Mr. Mayank Patel keeps constant relation with those students who goes abroad after study and invite them to help needy students and to conduct extra curriculum activities.
- In short students evaluation is a continuous process at an institution trust not only academic performance but also through participation in all saptdhara activities, youth festival, sports, curriculum and co-curricular activities.

2.6.6 What is the graduate attributes specified by the college / affiliating university? How does the college ensure the attainment of these by the students?

Following all the graduate attributes specified by the college affiliating university:

- To inculcate value and quality based higher education for all round development of students.
- To promote students participation for progressive and strong nation.
- To enable the students to shop into ideal and responsible youth with ultimately leads them to be a good citizen.
- To develop social and community sensitively among the students.
- To develop essential computer literacy and fluency in English to cope up with the emerging and fast changing trends.
- To inculcate deep roots spiritual, traditional and cultural values.
- Faculty members show to remark sheet to students and explain them the ways of improvement in the next examination.
- Faculty members give exam oriented guidance to students and seven days work shop in the beginning of the year organized and work shop on various topic like :
 - How to take note?
 - How to concentrate?
 - How to Write Essay?

- How to succeed in exam?
- How to remember?
- Academic planning is organized in the beginning of the every year
- The students are motivated to attend class and cultural activities.
- The institution has unique system of proxy arrangement in the absence of any faculty members. The faculty member who has a free period at that time take extra lecture so that student will not have free period so for as possible.
- The college often organizes various blood donation camps, medical checkup camp, etc. for the underprivileged section of the society to generate humane sensitivity and sympathy for humanity.
- NSS, NCC and extracurricular activities develop basic human values like humanity, brotherhood, national integrity, team work and last but not the least to treat a follow human being with a tough of human sensitivity.

Criterion: 3 – Research Consultancy and Extension



Self-appraisal Report for National Assessment and Accreditation Council

Part-II

Criterion III: RESEARCH, CONSULTANCY AND EXTENSION

January 2016



**Smt. S.B. Patel Arts & Shri. R.N. Amin Commerce College
Vaso, Kheda, Gujarat, Pin: 387380**

CRITERION III

RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of research:

3.1.1 Does the institution have recognized research center of the affiliating university or any other agency /organization?

No, the institution has not been recognized as a research center. However institute has vision of aligning its efforts with reputed research institution. At present it is affiliated with Gujarat University Academic Staff College, Sardar Patel academic staff college and knowledge consortium of Gujarat state and one of our faculty members Mr. Govindbhai Bhoja has joined Calorx University, Gandhinagar for preparation of Ph. D. Moreover our English faculty Dr. Sunilkumar Shah is a recognized Ph.D guide of ELT in Sardar Patel University.

3.1.2 Does the institute have a research committee to monitor and address the issues of research? If so, what is composition? Mention a few recommendations made by the committee for the implementation and their impact.

Yes, we have research committee to monitor and address the issues of research. The composition of research committee is as under:

1. Dr. P. K. Patel (Principal)
2. Mr. N. J. Dave (NAAC Co-ordinator)
3. Dr. B. N. Chaudhary (Associate professor)
4. Mr. R. H. Sonara (Assistant professor)

Some of the recommendation made by the research committee for implementation is as under:

1. Faculty members are guided for preparing proposal for minor research project.
2. The research undertaken should be genuine and original in all the aspects.
3. Plagiarism should be strictly prohibited.

4. Source and reference of the book and another should be duly quoted, cited and acknowledged.
5. All the amenities utilized for the research work should be used carefully and sensibly.
6. They also give advice about preparing research articles and its presentation at conference / seminar.

The impact:

- Qualitative research work generated and a research oriented approach and atmosphere is developed in the college.
- 3 faculty out of 7 permanent faculty started minor research project.
- 1 faculty member have completed Ph. D. degree and 1 member is about to complete his Ph. D. in near future.
- Thus institute has 3 Ph. D. faculties out of 7 faculty member.
- 158 students have conducted small research project and prepare 22 small research projects.
- Researchers try to be original as far as possible in all the facets of their research work.
- 236 Faculty participation in seminars.
- 108 faculties have presented paper in seminar.
- 250 student's participated in seminar / conference.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research scheme / projects ?

It is a matter of great pride and joy to humbly state that our principal Dr. P. K. Patel is the main source of inspiration. As the head of the institution he consults motivates the staff to pursue Ph.D. researchers. He pursue the research activity in every possible manner.

- The college promotes research activities and encourage the teachers to attend research oriented workshop and seminars. As a result of these, 236 faculty participation in seminars / conferences / workshops were possible.
- Teachers are constantly motivated to undertake minor research project (3 faculty member have started minor research project)
- The principal facilitate all the formalities concerned with the submission of the major / minor research proposals and extends all the possible support in the best manner.
- Timely availability release of resource.
- Adequate infrastructure and human resource.
- Time – off , reduced teaching load, special leave of needed.
- Necessary certificate issued.
- Teachers who have completed minor or major research work as well as teachers who have been awarded with doctoral degree are appreciated and facilitated in public both by the institution and by the management.
- Adequate infrastructure is also made available for the teacher like reference books, laptop, use of library even after college hours if needed etc.
- The head of the institution and the institution facilitate timely auditing and submission of utilization certificate to the founding authorities.
- The head of the institution make extra efforts to make follow ups and contacts the funding authorities in case of any necessity.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

The following efforts are made by the institution in developing scientific temper and research culture and aptitude among students:

- Institution gives an exposure of seminar, workshops and conference to the students admitted in their institution.
- In each semester the students are expected to submit an assignment in partial fulfillment of their studies. This exercise involves the elements of research in very small proportion but it gives a momentum toward developing research culture and aptitude at grass root level.
- The students are also encouraged to make class room presentation on any of the topics of their subjects and their choice which indirectly lead them towards research area.
- Students of last year are requested to conduct small research project on burning issue and the collected data through questionnaire from targeted group and make necessary analysis and submit brief report of their study. We are proud that 22 students have prepared such report and we are pleased that some of the reports are really qualitative one. The principal appreciate those students and advise them to do research work. We have active research committee which play important role.

3.1.5 Give the details of the faculty involvement in active research (Guiding student research, leading research project, engaged in individual / collaborative research activities, etc.)

Detail regarding faculty involvement active in research work.

Name of faculty	Title of project	Status of project
Prof. R. H. Sonara	“Dalpat chauhan vyaktitva and vangmay”	Ph.D. completed degree awarded
Prof. G. I. Bhoya	“Adivasis samayiko ma vanvasi sanskruti”	Minor research project continue
Prof. R. H. Sonara	“Dalit & bin dalitsahityakaro nu anuadhuniktavad”	Minor research project continue

Prof. A. A. Dave	A problem and prospect of worker working in handloom industry	A special ref. of Vaso village of kheda district
Dr. B. N. Chaudhary	A multi disciplinary study of Agni – puran	Ph.D. completed degree awarded

Dr.Sunilkumar Shah	Recognised Ph.D Guide Sardar Patel University 4 –PhD Students working 7-M.Phil Students working 3-Mphil Students Completed	Published 10 Books and 21 research papers with ISBN and ISSN respectively

Sr. No.	Name of faculty	ISBN Number
1	A. S. Patel	978-93-81478-05-9
2		978-93-81478-04-2
3		978-93-81478-04-2
4		978-93-82717-04-4
5		978-93-82712-82-4
6	J.D. Mungara	978-93-81110-22-5
7		978-93-81110-23-5
8		978-93-81110-24-9
9		978-93-81110-25-6
10		978-93-81110-26-3
11		978-93-82712-24-4
12		978-93-51369-29-8

Sr. No.	Name of faculty	ISBN Number
13		978-93-51369-31-1
14		978-93-51369-33-5
15		978-93-51369-32-8
16	N. J. Dave	978-93-80-868-12-7
17	C.H. Jariwala	81-8416-065-8
18		81-8416-065-8
19		81-8416-029-1
20		81-8416-029-1
21		81-8416-029-1
22		81-8416-065-8
23		81-8416-069-0
24		81-8416-069-0
25		81-8416-069-0
26		81-8416-069-0
27		81-8416-069-0
28		81-8416-013-5
29		81-8416-013-5
30		81-8416-013-5

106 papers have been presented by our faculty in various state level, national level and international seminars.

3.1.6 Give the details of workshop / training programs / sensitization programs conducted / organized by the institution with focus on capacity building on terms of research and imbining research culture among the staff and students.

Following are the details of workshop / training programs / sensitization programs conducted / organized by the institution with focus on capacity building in terms of research and imbining research culture among the staff and students.

Sr. No.	Name of workshop / training programs / sensitization programs conducted / organized	Year	No. of participant	level
1	State level two days seminar on “Gadyakar Umashankar Joshi”	4,5 march 2011	20 – Faculty 96 – Students	State
2	U.G.C. sponsored National level seminar on “Environment and human rights”, “Social security and human rights ”	3,4 February 2012	90 – Faculty 120 – Students	National
3	12 th Annual conference of Gujarat University Economics teachers association	9 March 2013	46 – Faculty 50 – Students	State

3.1.7 Provide details of prioritized research area the expertise available with the institution.

Looking to the availability of the talent and the needs of students, the institution has prioritized the following area for research.

Sr. no.	Name of faculty	Area
1	Dr. P. K. Patel	Sociological Study
2	Dr. B. N. Chaudhari	Sanskrit Literature & Alamkar Shastra
3	Dr. R. H. Sonara	Gujarati Literature
4	Mr. G. I. Bhoya	Gujarati Literature
5	Ms. A. A. Dave	Socio– Economical Study
6	Dr. Sunilkumar Shah	ELT, Communication Skills, Technology, Webtools

Faculty has obtained Ph. D. degree, handles research projects and guided students in the areas.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact teachers and students ?

It has been tradition of this institution to invite eminent scholars and researcher to grace our institution and get bestowed with their scholarly knowledge.

The institute organized lecture series under the head “Motibhai Amin Smarak Vyakhyan Mala” every year. Three prominent educationalist and researchers are invited for lecture to interactive with teachers and students to create an opportunity for the teachers and students to interact with them personally and get motivated by their scholarly talks and presence itself.

Details:

Sr. No.	Name of Expert / Educationalist	Date	Designation
1	Dr. Hari Desai	21-12-2010	Director, Sardar Patel Research Institute V.V. Nagar
2	Dr. Bharat Maheta	22-12-2010	Prof. Gujarati Dept. M. S. Uni. Vadodara
3	Dr. Param Pathak	23-12-2010	Prof. Gujarati Dept. S. P. Uni. V.V. Nagar
4	Prof. Hitesh Patel	28-12-2011	Prof. Sociology Dept. S. P. Uni. V. V. Nagar
5	Dr. Rajendra Anand	20-1-2013	Physic iatric. Civil Hospital Ahmadabad
6	Prof. R.K. Mandaliya	21-1-2013	Prof. English Dept. S. P. Uni. V. V. Nagar
7	Shree Krishnakant Dave	25-1-2014	Famous Humorist (Gujarati Literature)
8	Dr. Shatish Vyas	5-2-2014	Prof. Gujarati Dept. Gujarat Uni. Ahmadabad
9	Prin. Dr. M.I. Patel	22-1-2014	Ex. Principal M. N. Govt. College, Visnagar

3.1.9 What percentage of the faculty has utilized Sabbatical level for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

Nil

3.1.10 Provide details of the initiative taken up by the institution in creating awareness/ advocating / transfer of relative findings of research of the institution and elsewhere to students and community.

Yes, the finding of research conducted by the teachers have come out in the form of books. 3 teachers of are college have published books bared on their Ph.D. researcher. Students can use this book as a reference book for their curriculum. Thus the finding of the researchers is not confined to libraries. Only they have been transferred to students and community.

3.2 Resource mobilization for research:

3.2.1 What percentage of the total budget is earmarked for research ? Give details of major heads of expenditure, financial allocation and actual utilization.

During last 5 years 33,834 Rs were spent for inviting guest lecture on above mansion educationalist for “Vyakhyanmala”. Institution has also paid to invite expert from various UGC grant for various seminar / workshop / conference. No specific provision made for research work.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the faculty in the last four years?

No, there is no provision in the institution to provide seed money to the faculty for research. The research teacher is honored by institution and they are encouraged and appreciated by the management.

3.2.3 What are the financial provisions made available to support student research project by students?

At present there are no financial provision made available to support student's research project. It is equally true that there are meager chances of the students attempting to pursue research at undergraduate level. Thus such necessity had not arisen before and no students have come forward to seek financial support in undertaking research work so far. In case any student comes up with request for financial support for high education, the institution and the management will extend the support within its limits and look into matter positively.

3.2.4 How does the department / units / staff of the institute interact in undertaking inter disciplinary research? Cite example if successful endeavors and challenges faced in organizing interdisciplinary research.

Research committee and principal probabilities, possibilities and scopes in undertaking inter disciplinary researchers. However no concrete and successful endeavors have been made in this direction to conduct institute take initiatives small research project by last year student on various interdisciplinary subject.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

Following steps are taken to ensure optimal use of various research facilities available of institution for its staff and students.

1. The principal through research committee observe whether all the books, reference materials, journals and magazines are available in adequate proportion in the library for the students and the teachers.
2. The principal motivate students and teachers to make maximum use of internet and library faculty.

3.2.6 Has the institution received any special grant or finance from the industry or other beneficiary agency for developing research facilities? If “yes” give details.

Institutions have not received any special grants or finances from the industry. However institute has received following grants and financial assistance to conduct various seminars / conference.

3.2.7 Enumerate the support provided to the faculty in securing research found from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants during the last four years.

Type of project	Name of faculty	Title of the project	Name of the founding agency	Total grant received
Minor	R. H. Sonara	“Dalit & bin dalitsahityakaro nu anuadhuniktavad”	U.G.C.	112500/-
Minor	G. B. Bhoya	“Adivasis samayiko ma vanvasi sanskruti”	U.G.C.	112500/-
Minor	A. A. Dave	“ A Problem and prospect of wankar working in handloom industry – A special reference to Vaso village of Kheda District.”	U.G.C.	67500/-
Minor	Sunilkumar Shah	Web 2.0 Tools and its Pedagogical Implications in the Context of Choice Based Credit System. UGC Minor Research Project. 2015-16.	U.G.C	95,000/-

3.3 Research facilities:

3.3.1 What are the research facilities available to the students and research scholars within the campus?

The college has good library with large number of books, journals and reference books. Broad band connectivity, photos copy machine, scanner, OHP visualizes, projector, ICT etc. facility is available for students. Libraries has **16,649** Books **15** journals **15** magazine and CD's, Cassette available. Institutes also have **SOUL** software.

The institutes have provided separate laptop to each department and Wi-Fi connectivity is available for them.

Special reading room for researchers and students are also reserved to facilitate their research work peacefully and uninterruptedly.

The management is always ready to extend their help for any requirement of teacher and student to promote research work. As per NAAC recommendation in the year 2009 institute has greatly increased the ICT facility in the college.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researcher especially in the new and emerging areas of research?

Institute has increase I. C. T. facility as per the instruction of I. Q. A. C. and recommended by NAAC for research work.

Following facility added year by year.

Year	Facility	Amount Rs.
2010 – 2011	1 Copier Machine, 5 Desktop Computers, 1 Laptop, 5 UPSs, 1 Fax Machine, 1 Portable PA System, 3 DVD Writers	3,08,725/-
2011 – 2012	5 Desktop Computers, 2 Laptops, 1 Printer, 2	3,66,500/-

	LCD Projectors, 2 Ceiling Mount Stands, 1 Copier Machine, 2 LCD Projector Screens	
2012 – 2013	2 Modems, 1 Tally Software, 3 Laptops, 2 Printers, 1 Projector, 6 Speakers, 1 Amplifier, 1 Wireless Mike, 1 Audio Mixer, 20 Desktop Computers	7,89,075/-
2013 – 2015	5 LCD Projectors, 1 LED TV, 1 Printer – cum – scanner	2,81,200/-

3.3.3 Has the institution received any special grant or finance from the industry or other beneficiary agency for developing research facilities? If ‘yes’ what are the instruments / facilities created during the last four years.

Institution has not received any special grants or financial assistance from industry.

3.3.4 What is the research facility made available to the students and research scholar outside the campus / other research laboratories?

The institution has made MOU with districts leading and 125 year old “Dahilaxmi library” of Nadiad to provide all necessary books, journals and reading material to students.

The senior and experienced teacher of the educational institution can also offer the information guidance and information to this new researcher also who seek their guidance and support in their respective field of expertise.

3.3.5 Provided details on the library / information research center or any other facilities available specifically for the researcher?

1. College has a well equipped library with subject books, magazine college subscribes 15 magazines and college library has 16,649 total books. Apart from that college library has installed ‘SOUL’ software which is the best search engine for research work.

2. Dr. B. N. Chaudhary has completed doctorate degree and research was conducted on a multi disciplinary study of Agnipuran finding of this project useful to students of Gujarat for how to conduct for multi disciplinary research project.
3. Mr. R.H. Sonara is about to submit his research these for doctorate on “Dalpat chauhan vyaktitv and vagmay” finding of this project will be useful to know what costumes and what difficulty need to face by renowned Dalit sahitykar. If you want to know how to succeed taking into consideration all the customs of the society you should need his research theses.

Moreover he is working on minor research project on “Dalit and bin Dalit sahitykaro no anu–adhuniktaavad” in special roof of Dalpat chauhan and Kishorsinh Solanki.

3.3.6 What are the collaboration researches facilities developed / created by the research institutes in the college? For ex. Laboratory, library, instruments, computers, new technology etc.

So far collaborative research facilities have not been develop by the research institute in the college. However we have made M.O.U. with Dahilaxmi library, Wi-Fi connectivity for teachers, computer with ‘Lane’ for student with broad band internet connectivity available for them.

3.4 Research publication and awards:

3.4.1 Highlight major research achievements of the staff and students in terms of

Major research achievements of the staff and student in terms of:

- Patents obtained and field (process & product): not applicable
- Original research contributing to product improvement: not applicable

However following research work done

- 1) Dr. Pankaj K. Patel, the principal of our college has completed his doctored research on impact in TV on education youth and also completed minor research

project on “Chakar pratha” both research project benefited to society. Findings are useful to government to take policy decision for fix pay agriculture bar.

- 2) Mr. Govindbhai Bhoya is about to complete a minor research project on “Adivasi samayiko ma vanvasi sanskriti” finding will be useful to next generation to know culture of Adivasi.
- 3) Mrs. Aditi A. Dave is about to complete a minor research project on “A problem and respect of worker working in handloom industries a special” finding will be reference of Vaso. Village in Kheda district. Helpful to know what change take place in respect of economical and employability of that class.
- 4) Mr. R. H. Sonara is about to complete a minor research project on “Dalit Ane Bin dalit sahitykaronu Anu aadhunikavadi” ‘Dalpat chauhan Ane Kishorsinh Solanki na Sandarbhma’.

Third year student conducted survey on different topic as one kind of orientation program for their future research project. **168** students have conducted **22** survey since last 2 years. All research input contributing to new initiatives and social department.

1.4.2 Does the institute publish or partner in publication of research journal (s)? If ‘Yes’ indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

No

3.4.3 Give details of publication by the faculty and student:

Detail of publication is mentioned in point number **3.1.5** and detail of paper presentation is available with institution. However we would like to mention that more than 18 paper have been published with ISBN number.

3.4.4 Provide detail (if any) of research award received by the faculty.

Nil

3.5 Consultancy:

3.5.1 Give details of the systems and strategies for establishing institute industry interface?

Institutes has planned educational tour to visit industrial fair at Gandhinagar 60 Students joined the team and make live content with different industrialist and get aware of different agricultural and electrical product.

There are enough industries and industrialist known to the management so that live contact easily available if needed.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The institution always eager to offer it's consultancy to anyone who seeks it in all possible manners. Our NAAC co-ordinator offers his consultancy for treading in stock exchange to interested group of students.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy service?

Institute appreciates the efforts made by faculty for consultancy work and recognizing and acknowledging their special talent for during respective consultancy work according to their skills and convenience.

3.5.4 List the broad area and major consultancy service provided by the institution and revenue generated during the last four year.

Institute offer various consultancy service free of cost. We offer our play ground, seminar hall and other infrastructure to community free of cost. Our faculty members give lecture in surrounding school and college on honorary basis. Prof. Naresh Dave

offers his expertise in stock exchange to interested students on how to invest in present situation without taking any consultancy fee.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: institution) and its use for institutional development?

As no consultancy fee is generated this point is not applicable.

3.6 Extensive activities and industrial social responsibility (ISR):

3.6.1 How does the institution promote institution neighborhood community network and students engagement, contributing to good citizenship, service orientation and holistic development of students?

The institution activities promote college neighborhoods and community network in various ways by involving our students. Periodically we organized different rally e.g. traffic awareness rally, awareness for woman feticide, etc.

Our institute renders many social welfare and extensive activities like blood donation camp, health checkup camp etc.

Our college constantly strives to save socially, economically and educationally deprived and weaker section of the society in various manners by involving our students, teachers and management. We collect donation and arrange fee for economically needed students. So they can continue their studies.

Our teacher visit to different villages and convey parents to allow their son / daughter to join college for higher education. We offer all possible helps to promote higher education in rural areas.

Approximately **300** students from **25** villages have been contacted to motivate them for higher education by our faculty during vacation time (before start of academic year) in May 2015.

3.6.2 What is the institutional mechanism to track student's involvement in various social movements / activities which promote citizenship role?

NSS, NCC, CWDC, student union, alumni association, parents association are our main medium through which students are involved in the social activities and the recent social movements. Activities organized during last 5 years.

Institute had adopted 4 villages named Siholdi, Maliyataj, Heranj, Bantava, etc. for various cultural program through camp of NSS department.

AIDS awareness programme.

Awareness programme against addiction on women feticide.

The students extending their support in various social movements and activities are felicitated and acknowledge in public, certificate of appreciation are issue of the students as a gesture of acknowledge and anticipating their efforts, valuable service and involvement in various activities.

We must take note that our management is very optimistic, enthusiastic, encouraging and co-operation to offer its generous support in all the extension activities and also take a position note of the students' involvement in activities.

All these efforts promotes ideal citizenship role among the students.

3.6.3 How does the institution solicit stack holder perception on the overall performance and quality of the institution?

Through the formal and informal with teaching and non-teaching staff, students and the management again and again emphasis the perception of the stack holders on the overall performance and the quality of the institution.

Invitation is also sent to the stack holders for annual day, other cultural meetings, periodic meetings are also organized to discuss their views and valuable suggestions.

These suggestions are discussed in IQAC meeting and implemented. Stack holders are appointed in alumni association and parents association for active involvement.

3.6.4 How does the institution plan and organize its extension and outreach program? Providing budgetary details for last four years, list the major extension and outreach programs and their impact on the overall development of students.

Sr. No.	Date and Year	Annual camp site	Number of students	Activities	Budget
1	25-12-2010 to 31-12-2010	Shiholdi	53	Child education, Social Education, Environment education, village cleaning, Rally, Street play, Cultural program, Awareness Programme	22,500
2	5-1-2012 to 12-1-2012	Navagam	54	Prabhatferi, Child education, Social Education, Environment education, village cleaning, Rally, Street play, Cultural program, Awareness Programme	22,500
3	7-2-2013 to 13-2-2013	Bantava	50	Prabhatferi, Child education, Social Education, Environment education, village cleaning, Rally, Street play, Cultural program, Awareness Programme	22,500
4	25-12-2013 to 31-12-2013	Vaso college campus	65	Prabhatferi, Environment education, college cleaning, Rally, Cultural program, Awareness Programme	22,500
5	25-12-2014 to 1-1-2015	Heranj	50	Prabhatferi, Child education, Social Education, Environment education, blood donation camp and checkup, village cleaning, Rally, Street play, Cultural program, Awareness Programme, De-addiction programme	22,500
6	8-1-2011	Sasan gir, Junagadh	55	For environment study and experience, a study tour was organized.	10,000
7	January 2012	Gandhinagar	70	International Krushi and Plastic Expo. Exhibition was visited to make aware student about latest	6000

Sr. No.	Date and Year	Annual camp site	Number of students	Activities	Budget
				technology in agriculture and plastic industry. As agriculture is their main source of income this visit was really useful for student.	
8	27 & 28 Feb. 2015	Pavapuri– Abu	44	Study tour	7000

Impact:

Above mentioned programme create huge impact on student in following ways:

- 1) Students develop feeling of community belonging and brotherhood.
- 2) Students have been sensitized to human sensitivities, concern and genuine feelings for humanity.
- 3) The students have started to think that they are human being first and their first duty should extend towards humanitarian support and for the society where they belong to.
- 4) Students have developed a sense of responsibility in extending their helping hand and support to the needy, deprived and suffering crossing beyond the boundaries of class, creed and religion province, gender and sect.
- 5) Students of our college often donate blood whenever donated by hospital in emergency situation free of cost.
- 6) Students are committed to their moral, ethical and civil duty to give back what they have received from of support, care, co–operation and above all human touch.
- 7) We organized many activities to develop skills of leadership, event management and responsible citizen, team work, co–operation and adjust themselves for living in all circumstance.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other national / international agencies?

Constant motivation and encouragement by the principal and management, students and teacher participation in various extension activities increases.

- Institution arranges orientation programme for NCC, NSS and CWDC every year. We encourage students to take part in NCC, NSS and CWDC institute provide the necessary facilities to the students. We honor students by giving prizes, certificate for their participation in various activities.

Sr. No.	Date and Year	Annual camp site	Number of students	Activities
1	25-12-2010 to 31-12-2010	Shiholdi	53	Child education, Social Education, Environment education, village cleaning, Rally, Street play, Cultural program, Awareness Programme
2	5-1-2012 to 12-1-2012	Navagam	54	Prabhatferi, Child education, Social Education, Environment education, village cleaning, Rally, Street play, Cultural program, Awareness Programme
3	7-2-2013 to 13-2-2013	Bantava	50	Prabhatferi, Child education, Social Education, Environment education, village cleaning, Rally, Street play, Cultural program, Awareness Programme

Sr. No.	Date and Year	Annual camp site	Number of students	Activities
4	25-12-2013 to 31-12-2013	Vaso college campus	65	Prabhatferi, Environment education, college cleaning, Rally, Cultural program, Awareness Programme
5	25-12-2014 to 1-1-2015	Heranj	50	Prabhatferi, Child education, Social Education, Environment education, blood donation camp and checkup, village cleaning, Rally, Street play, Cultural program, Awareness Programme, De-addiction programme
6	1-12-2014 to 5-12-2014	Vaso college	60	6 Days cooking class and preservation technique were taught to students in consultation with Bagayat Department of Govt. Gujarat.
7	15-8-2010	Vaso college	100	Tree plantation programme was organized through NCC dept.
8	4-10-2010 to 13-10-2010	Vaso college	6	6 students from our college was awarded for best quarter guard, best firing, best cadet, best judging, cross running.
9	22-11-2010 to 4-12-2010	Bharatpur, Rajasthan	4	ANO shri C. N. Parmar and 4 students participated in NIC camp of NCC.
10	6-7-2012	Vaso	118	A lecture was arrange for NCC cadet.

Sr. No.	Date and Year	Annual camp site	Number of students	Activities
		college		Subedar Major Mr. Jaypraksh had delivered motivational lecture.
11	January 2013	Vaso village	40	A rally was organized in celebration of “Vaso day”.
12	7-7-2014	NCC Nadiad	2	Student Mr. Kishan Parmar awarded first for firing and Mr. Jay Patel awarded for optical in NCC camp at Nadiad.

Note: A various competition like quiz, elocution, debate, mahendi, poetry recitation, poetry completion, mono acting, etc. periodically organized each year.

We also invite well known educationalist to deliver expert lecture. Detailed information has already stated and also available with institution.

3.6.6 Give details on social survey, research or extension work undertaken by the college to ensure social justice and empower student’s from under-privileged and vulnerable sections of society?

Faculty member visited more than 25 schools, 20 villages and met hundreds of students of class 12th for counseling of higher education. A large number of students got inspired for higher education through this effort.

Every year institute conduct camp for 7 days in surrounding village and organized different programme of ‘Prabhatferi’ , swatchhta bhiyan, cultural programme at evening time, blood group check, health check up camp etc. to ensure social justice and empower students from under privilege and valuable section of society.

Last year students conducted social survey on various topics as part of their research project to ensure social justice for them. Students have made 22 surveys since last 2 years.

To ensure social justice and empower students from under privileged and vulnerable section of society, institute offer Rs 4,98,005/- Scholarship for the financially weaker students during last 2 years under various head.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement student's academic learning expansion and specify the values and skills inculcated.

Apart from imparting quality education to the students, the institution is keen to inculcate virtues of good citizenship and good human being first. The aim of our education is to mould our students and shape them into good human beings and responsible citizens. The extension activities bring out the talents of students. Such activities inculcate activities of sympathy, team work, community living, co-operation amongst the, mutual understanding and feelings of belongingness with other fellow human being. This helps them to understand their special environment and social responsibilities.

Extension activities organized by institution aim to generate

- Sensitivity towards society and surrounding
- Well disciplined and patriotic
- Leaders with decisive power
- Ethical value
- Sportsmen spirit with a bent to walk in a team

3.6.8 How does the institute ensure the involvement of the community in its reach out activities and contribute to the community department? Detail on the initiative of the institution that encourages community participation in its activities?

It has been tradition of our institution to have very good team with NGO's voluntary organizations and leader to the society and involve them in most of our extension

activities carried out by the institution. For instance all our blood donation camp, medical checkup, traffic awareness programme, workshop on how to face interview etc. organized with the support and involvement of the community an every aspect. Institute collects donations for national association for the blind through lines club of India Nadiad unit from student's facilities and college staff.

During the extension activities of NSS in different village the faculty member interact with the panchayat, the school authorities, center authorities where the campus was arranged. All activities during that camp organized with their consultation.

Community participation encouraged for celebration of annual day, alumni meeting, parents meeting, seminars, workshop, etc.

Institution hosted two big events of Gujarat university south zone –2 and zone level youth festival. This is possible only because of community involvement. The sum of Rs 2,50,000/- and Rs. 2,34.291/- respectively for above mention two event received as donation from community for above mentioned events.

Institute organize tree plantation not only in college but surrounding areas also as institution believe that we have obligation for community also.

3.6.9 Give detail constructive relationship forged with other institution of the locality for working on various outreach and extensive activities.

Institution organized state level seminar with co-operation.

Institute has MOU with C.M. Shah General hospital Vaso for medical checkup of our students at a nominal charge of Rs. 10/-

Institute organized 7 day work shop on 'co-operation' in collaboration with *Kheda* district co-operative union every year.

Heranj dudh utpadak co-operative society to provide milk for college students during 7 days NSS camp.

To organized blood donation camp, institute established constructive relationship with Red cross society, *Nadiad*

3.6.10 Give details of awarded received by the institution for extension activities and contribution to the social / community development during the last four year.

Institution received award recognition for its extensive activities from below mention institution / authority

- 1) *Malyataj gram panchayat* is best social activities
- 2) *Siholdi gram panchayat* for conducting educational and social activities and for community service of “water tube well” for village
- 3) *Gram panchayat ‘Bantva’* for best community service
- 4) Indian red cross society for arranging blood donation camp.

Award received from Gujarat University for being host (1) Gujarat university south zone– 2 youth festival and (2) Gujarat university zone level youth festival.

3.7 Collaboration:

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiative – collaborative research, staff exchange, sharing facilities and equipment, research scholarship etc.

We have not made any collaborate and interact with research laboratories, institute or industry for research activity. However we have M.O.U. with district leading library “Dahilaxmi library” from where faculty member can get reference books for Ph.D. and research work if needed.

3.7.2 Provide details on the MOUs / collaborative arrangement with institution of national importance / other universities / industries / corporate etc. and how they have contributed to the development of institution.

- 1) We have a M.O.U. with C. M. Shah general hospital, Vaso for health check up of all students at nominal fee Rs. 10/-
- 2) We have a M.O.U. with *Dahi laxmi* library for reference books for Ph.D. research work for all faculty members.
- 3) We have a M.O.U. with Anupam mission Information technology centre, Mogari for various computer courses at a very nominal rate.
- 4) We have signed M.O.U with H M Patel Institute of English Training and Research for organisations of English Enrichment Programmes
- 5) We have MOU with Red cross society Nadiad to organized blood donation camp in our institute and they will provide blood to our student in emergency if needed.
- 6) We have MOU with Akhil Gujarat Mahila Shakti manch for organized beauty parlour class, cooking class and various such classes every year at a nominal fee of Rs. 100/- (Rupees One Hundred Only/-) against approximately Rs. 2,000/- (Rupees Two Thousand Only/-) fee for such class in market.
- 7) We have MOU with Kheda district cooperative union to organized 6 days workshop on co-operation for our student at no cost.

3.7.3 Give details on the industry-institution-community interaction that have contributed to the establishment / creation / up-graduation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library / new technology / placement services etc.

Following are the details on the industry, institution, community interactions which have contribute to the establishment of student and staff support.

- Member of Parliament allotted grant of Rs. 3,00,000/- (Rupees Three Lack Only/-) For gate & Passage.
- Member of Parliament allotted grant of Rs. 1,25,000/- (Rupees One Lack Twenty Five Thousand Only/-) For C. C. Block both sides of the road.

- Many individual donors come forward to sponsor 3 days lecture series, celebration of 'self cooking day', celebration of various day etc.
- Institute managed sum of Rs.21,00,000/- (Rupees Twenty One Lack Only/-) For college seminar hall to promote cultural activities.
- University grant commission sanction grant of Rs 24,00,000/- (Rupees Twenty Four Lack Only/-). For infrastructure development and Rs. 20,66,325/- (Rupees Twenty Lack Sixty Six Thousand, Three Hundred Twenty Five Only/-) for I. C. T. facilities

3.7.4 Highlight the name of emanate scientist / participants, who contributed to the events, provide details of national and international conference organized by the college during the last four year.

- Dr. Rajendra Anand, A well known psychiatrist of Civil Hospital, Ahmedabad
- Shri Krishnakant Dave, Famous Gujarati Poet
- Dr. M. I. Patel, Ex Principal of Govt. College, Visnagar
- Shri Rajendra Shukla, A well known Advocate
- Dr. A. H. Mevada, Principal, Siddharth Law College, Gandhinagar
- Dr. Jayesh Desai, Ex. Vice Chancellor, S. P. University, V. V. Nagar
- Dr. Amrapali Merchant, Ex. Vice Chancellor, Dr. B. A. O. Uni.
- Dr. G. H. Pancholi, I/C Vice Chancellor, HNG Uni., Patan
- Dr. H. C. Sardar, Head S. D. School of Commerce, Guj. Uni., A'bad.
- Dr. N. V. Suchak, Sr. Faculty Member, GLS and Well known Chartered Accountant, A'bad
- Dr. V. Chari, Sr. Faculty Member of S. D. School of Commerce, Guj. Uni., A'bad.
- Dr. Bharti V. Pathak, Sr. Faculty Member of S. D. School of Commerce, Guj. Uni., A'bad.

3.7.5 How many of the linkages / collaboration have actually resulted in formal MOUS and agreements? List out the activities and beneficiaries and example of the established linkages that enhanced and / or facilitated.

- More than 27 students benefited due to MOU with Anupam Mission ITC, Mogri
- More than 550 students benefited due to MOU with C. M. Shah Gen. Hospital, Vaso by way Medical Check Up
- More than 51 students had donated blood to Red Cross Society, Nadiad and approximately 20 students received blood from Red Cross Society, Nadiad in emergency.
- 60 students benefited from MOU with Akhil Gujarat Nari Shakti Munch, A'bad
- Every year 60 students take benefit of MOU with Dist. Co-operative Union, Nadiad
- More than 300 students attended workshop on “personality development” and “How to face interview” – A MOU with JCI Nadiad

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiative of the linkages / collaborations.

1. The institution first of all identifies the necessary areas where linkage or collaborations are needed the most and which can be fruitful to the institution in general and students in particular.
2. The institution after mature discussion with various stake holders scrutinizes the various options of linkages selects the best options of linkages which suits and would prove beneficial to the institution in long run.
3. One institution finalizes the organization for linkages / collaborations the institution contacts the organization through its main authorities and discusses and finalizes the possibilities of exchange and collaboration endeavors.
4. The institution and the collaborative organizations establish certain objectives, guidelines norms and plan of arranging collaborative programmes.

5. Finally with manual consent, understanding and efforts both institutions collaboratively organized and implemented various programmes for the students, institution and the society.

Criterion: 4 – Infrastructure and Learning Resources



Self-appraisal Report for National Assessment and Accreditation Council

Part-II

Criterion IV: Infrastructure and learning resources

January 2016



**Smt. S.B. Patel Arts & Shri. R.N. Amin Commerce College
Vaso, Kheda, Gujarat, Pin: 387380**

Criterion IV

:: Infrastructure and learning resources ::

4.1.1. What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

- The institution always believes in the creation and enhancement of infrastructure facilities to keep pace with changing time and to increase facilities for effective teaching and learning. The institution firmly believes that it is the duty of instituting to facilitate its staff and student in the best possible manner to provide up to date environment and infrastructural facility. It is management policy to create and enhancement of infrastructure for strengthening teaching and learning.
- Every year, during the vacation period principal meet with management and decides road map for infrastructure development in general for up coming academic year.
- At the beginning of the academic session, management arranges a staff meeting and discusses about the required physical amenities in the institute.
- The principal analysis the plans of the UGC grant to fulfill the physical amenities to facilitate effective teaching and learning process.
- The management deployed its own funds besides U.G.C grants to develop infrastructure. The management have managed the sum of Rs 21,00,000/- (Rupees Twenty One Lack Only/-) besides of U.G.C grants of Rs. 24,00,000/- (Rupees Twenty Four Lack Only/-) to construct seminar hall.
- Administrative staff plays major role for collecting donation to develop varies physical amenities.
- The institution identifies the grey areas where the up gradation in the field of technology is needed and with in short period of time, the institution starting to

install latest technology for the effective and successful teaching learning progress.

- We are proud that our institute has all necessary infrastructures with up to date I.C.T facilities for the students for effective teaching learning process.
- Laptop for each department computers with Wi-Fi internet facilities, etc is available for effective teaching learning process.
- The institute have constructed large seminar hall with sitting capacity of 400 chairs, well equipped with multimedia facilities. The institutes have spent Rs 44 lacs out of which 25 lacs received from U.G.C and rest amount of Rs 10 lacs contributed by our financially sound management and private donors.

The college buildings have following rooms:

A) Ground floor:

Class room no: 1

Class room no: 2

Class room no: 3

Administrative office:

Principal office:

Computer lab:

NCC room:

Sports room:

Girl's room:

Rest room for Boys:

B) First Floor:

Class room no.: 4

Class room no.: 5

Class room no.: 6

Class room no.: 7

Rest Room for Boys

Drinking Water with RO System

Class room no.: 8

English Language Laboratory

Class room no.: 9

NSS Room

Class room no.: 10

Reading Room

Library

Rest Room

4.1.2 Detail the facilities available for

a) Curricular and co-curricular activities – classroom, technology enables learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, animal house, specialized facilities and equipment for teaching, learning and research etc,

b) Extra – curricular activities – sports, outdoor, indoor game, gymnasium, auditorium, NSS, NCC, cultural activities, public speaking, communication skills development, yoga, health and hygiene etc.

Following are the infrastructure facilities available for curricular activities.

(Academic activities)

- We have adequate class room for teaching work well equipped with LCD projectors.
- The college has a digital English language laboratory with multimedia facilities and 25 computers for learning English and developing language proficiency.
- We also offer certificate course of tally accounting in this laboratory so students have a practical knowledge of this course.
- The institute has a fully fledged computer lab equipped with 30 computers. Our objective of computer literacy and English proficiency for each student can be fulfilled with these two laboratory– English language lab and computer lab.

- The college has separate girls room with attached toilet bathroom.
- Technology enabled teaching learning equipment such as LCD projectors, over head projectors, electronic scanner and multimedia display board.

Co-curricular activities:

We have a separate room for NSS, NCC, sports and CWDC.

Extracurricular activities:

The college has a large play ground to carry out extracurricular and sports activities. Moreover we have well maintained garden in front and separate parking area for students.

- The institution has big passage area (very well developed) and small canteen room for refreshment of students.
- Institute has 16 broad band connections.
- All class rooms are hi-tech and smart.
- College campus has the Wi-Fi facility with firewall.
- Moreover our management has open air theatre for stage programme, (K. L. Sabhasthan), gymnasium room, large sports ground with basket ball court etc. These facilities are available for our institute and students.
- We have successfully organized and big cultural events of Gujarat university youth festival (i) south zone-2 and (ii) zone level youth festival using above mentioned required infrastructure of our management.

4.1.3. How does the institution plan and ensure that available infrastructure is in line with its academic growth and is optimally utilized? Give specific example of facilities developed/augmented and the amounts spent during the last four years (enclose the master plan of the institution/ campus and indicate the existing physical infrastructure and the future planned expense if any)

- The institutions plans and ensure optimum utilization of its infrastructure right from the beginning of the academic year. The principal discusses about the execution of the plan along with the management as well as the teachers. He also checks the academic growth and the availability of infrastructure facilities by making regular inspection in all the section of the college and verifies personally all the section and units to conform optimum utilization of its infrastructure.
- The available infrastructure is enough for its present academic programmes. All the class rooms, laboratory, other infrastructure facilities in full use during college hours.
- Seminar hall/ conference hall is utilized to organize varies literacy and cultural activities. Fortunately, U.G.C and donors have been considerate with the institution and have come forth with grants over Rs. 24,00,000/- (Rupees Twenty Four Lacks Only/-) have been spent as expansions/development in infrastructure and Rs. 1,65,300/- (Rupees One Lack Sixty Five Thousand Three Hundred Only/-) have been spent for maintenance.

Brief report of amount spent:

SR. NO.	NAME OF FACILITY	YEAR
1	Tiles Fitting for Principal's Office	45,000/-
2	Carpet Fitting in Administrative Office	35,000/-
3	Miscellaneous	5,890/-
4	Drainage Line Repair	13,870/-
5	Drainage Line Miscellaneous Material	4,125/-
6	Plumbing Maintenance	3,600/-
7	Pip Fitting, Miscellaneous Material and Repair	47,905/-

- The attached master plan shows the existing physical infrastructure future expansion will be mapped out after a detailed study of various grants available from U.G.C.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of the students with physical disabilities?

The institute always keeps in mind the students with physical disabilities and always makes a conscious effort to meet their needs and requirement. Facility of ramp and wheel chairs for such students. Moreover other students offered human support at times for walking or sitting on bench, toilet facility and water room at ground floor, etc. Library has also given the special facility to such students by permitting their classmate to get books issued and returned on their behalf. Generally a humanitarian approach exists in our college. We also take extra care by providing separate space during examination time we allow writer for students with unfit medical certificate.

4.1.5 Give details on the residential facility and various provisions available within them:

- Hostel facility accommodation is not available and not required as local areas and most of the students come from surrounding villages.
- **Recreational facilities:–**
 - ✓ Separate girls room with attached bath rooms.
 - ✓ Separate water room, toilet and urinal for boys and girls students.
 - ✓ Drinking water with R.O. plant.
 - ✓ Internet and Wi-Fi facility.
 - ✓ T.V. set with cable network.
 - ✓ Indoor games like caroms, chess board, table tennis, available during free time in college.
 - ✓ Canteen facility.
 - ✓ Large seminar hall with audio–visual facility can use as theatres.
 - ✓ Movie shows organize for selective movies after academic hours are completed.

- **Computer facility:–**

- ✓ Computer facility including access to the internet is available. We have 25 computers in English language laboratory with accounting software tally.Exp:9 installed and have with all computers.

- **Health and hygiene:–**

- ✓ We have M.O.U. with C.M shah general hospital for medical checkup of Students with consulting doctors at a nominal fee of Rs 10/–.

- ✓ We have first aid kit available for any emergency.

- ✓ Girls students can contact in charge of C.W.D.C. Mrs. Aditi A. Dave for their Health and personal problem and she take further action if needed.

- ✓ Guests lecture on health awareness organized regularly.

- **Security:–**

- ✓ Night watchman has been appointed and he takes care of college building entire night with stay at college.

- ✓ During college hours main gate is kept close up to teaching hours and only small gate is kept open for access to college for security purpose.

- ✓ No incidents occurred during last ten years on security ground.

4.1.6 What is the provision made available to students and staff in terms of health care on the campus and off the campus?

We have a M.O.U. with C.M shah general hospital of Vaso for medical checkup of staff and students at a nominal fee of Rs 10/–.

4.1.7 Give details of the common facilities available on the campus – spaces for special units like IAQC, grievance redressed unit, women’s cell, counseling and career guidance, placement unit, health center, canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

We are happy to state that our institute has almost separate room for every special units.

Details:

- 1) Separate room for I.Q.A.C with round table sitting arrangement.
- 2) Separate cabin for C.W.D.C with necessary furniture.
- 3) We have active grievance redressed cell.
- 4) Institute have canteen for recreational of staff and student.
- 5) Separate room for sports, NSS, NCC, etc.
- 6) Separate reading room for students.
- 7) Absolutely safe drinking water with R.O chilled plant for boys and girls separately both the floor.

Recreational spaces for staff and students there is theatre tape seminar hall with audio–visual sound system and projector facility.

4.2 libraries as learning resource:

4.2.1 Does the library have an advisory committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render type library, students/user friendly?

Yes, library has an advisory committee. At the beginning of the year of library committee is formed. The library committee is headed by the principal as chairman and librarian is convener and H.O.D.s of each department is member of this committee.

Library committee for academic year 2014–15 is as under:–

1	Dr. P.K Patel	Chairman
2	Mr. Pinakin Vala	Convener
3	Mr. Rameshbhai Sonara	Member
4	Mr. Naresh Dave	Member
5	Mr. Aditi Dave	Member
6	Mr. Bhagwan Chaudhary	Member

Following are the significant initiatives implemented the committee to render the library student and users friendly.

- 1) The committee recommends the latest text– books, reference books, research journals and news letter for the library at beginning of every year to keep pace with the latest new syllabus, trend of knowledge and enrich the library with significant books which will prove useful for the students in large.
- 2) To facilitate the students in the best possible manner in issuing the books and re collecting the books in time.
- 3) Library committee takes initiatives for computerization of library. Accordingly library has “sole” software.
- 4) Take necessary action to promote maximum use of library by students and faculty.
- 5) Separate and comfortable sitting arrangement is developed for students for library activities.
- 6) The committee suggest for displaying the latest arrivals of text books and reference books on the library display board for the information of the library visitors.
- 7) The subscription of new journals and magazines are also suggested to be displayed on the display board.
- 8) The committee also suggests displaying the advertisement of various academic institutions for students interested in pursuing further studies.

- 9) In short, committee providing suggestion and guideline to design the activity of the library, depending on the needs of the students and staff.
- 10) To monitor the presentation of library collection to add the latest books, journals, magazines, subject books, etc. to make the library more effective.
- 11) Committee invites the demands, suggestion from the faculty and students.
- 12) To check availability of latest books for competitive exams.
- 13) To maintain copies of previous examinations.

4.2.2 Provide details of following:

- The total area of the library is 1912 sq. feet +1185sq. feet of reading room.
- Total seating capacity: 50 students.
- The working time of the library on working days is 7:30 a.m. to 5:00 p.m. = 9.30 hours (1:00 to 1: 30 lunch) during vacation period = 8:00 to 12:00 = 4 hours.
- Library is kept open before the commencement of the new academic session, the principal ask each department for their requirement and considering urgent, availability mature discussion and available funds, he starts procedure to place the orders. Sometimes principal and concern faculty member visit to publishers personally and put order to purchase required books. All faculty members have liberty to purchase books on behalf of institute if he/she feels that these books are useful to students. We have very rich library with required facility.

The lay-out of the library:–

Individual reading carrels: Nil

Room : capacity of 50 students

Separate lounge area for borrowing books:– Yes

Internet facilities with printer, scanner and 3 computers (lane). Access available for both teachers and students.

4.2.3 How does the library ensure purchase and use of current titles, prints and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

Library Holdings	Year-1 2014-2015		Year-2 2013-2014		Year-3 2012-2013		Year-4 2011-2012	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
Text books & Reference books	317	60,945/-	460	70,880/-	657	3,17,585/-	1,665	6,34,185/-
Journals/ periodicals	25	6,110/-	21	5,600/-	23	6,170/-	25	6,420/-
e-resources								
Any other (specify)								

4.2.4 Provide details on and other tools deployed to provide maximum access to the library collection?

- OPAC: yes
- Electronic resources management not available.
- Library website:- No separate website for library. However library details provided on college website in general.
- In house/ remote access to e- publication :NO
- Library automation: Our library is computerized
- Total no of computers for public access. We have 55 computers for student access.
- Total No. Printers : For public access:-1
For Student: 1
- Internet band width/speed : 1 mbps
- Institutional repository: college souvenir
- Content management system for e-learning : not available
- Participation in resource sharing networks/consortia (like inflibnet): yes

4.2.5 Provide details on the following items:

- Average No. Walk-ins: 21
- Average No of books issued / returned : 10

(Note:– we provide set of textbook on sharing basis between 2 students for entire semester, so day to day exchange for text book is not needed to student).

- Ratio of library books to students enrolled = 48 : 1
- Average No. Of books added during last three years : 478

2014–2015	317
2013–2014	460
2012–2013	657

- Average No of lesion to OPAC: Nil
- Average of information literacy training organized: Nil
- Detail of weeding out of books and other materials: We are open to provide this facility. (There is a Public Library i.e. Shri M. N. Amin Sarvajanik Pustaklaya, and maximum requirement of other villagers are fulfilled by them.)

4.2.6 Give details of specialized services provided by library :

1) Reference:

Reference books in the related subject are made available in the library for students and the teachers as well.

2) Reprography:

Photo copying facility is provided to students and teachers on request for library activities.

3) Information deployment and notification:

Information related to AQCW arrival/ public advertisements for recruitment, job fairs, PhD notifications, scholarship notices, etc. are displayed on the notice board.

4) ILL (inter library loan service):

We extend lending of books to an alumnus, ex faculty and students from community (if known). We also have tied up with bleeding library of district and they agree to lending the books to a student's if needed.

5) Information deployment and notification:

We display important paper cutting, informative articles, various journal, magazines, etc.

6) Arrivals of new periodicals:

Journals, magazines, latest books etc. are intimated to the students through display board and display rack.

7) Book bank facilities:

We have book bank facility for college students. We offer complete set of text books on sharing basis between 2 students for entire semester and take minimum maintaining charges for depreciation. We keep al journal and magazine foe open access to each student. Books exhibition are also arranged to acquaint themselves with various periodicals, magazines, text books, and reference books.

8) Assistance in searching database:

The librarian helps every user of the library to search database which is available and installed in the computer. The students confronting difficulties in locating books or searching the database are helped by the librarian. The librarian co-operates everyone in finding the reading materials of one's requirement.

9) INFLIBNET/IUC facilities:

We have soul software version prepared by inclined is computerized. We are striving our best and look forward fully computerized units in the library.

10) Reading list/bibliography compilation:

We do not have Bibliography compilation but many books, magazines, journals, etc. are available on OPAC. Moreover librarian extends his help for any difficulties of students.

11) In house / remote access to e–resource:

We have internet facility in our library. The students can avail access to e–resource as and when they are required for remote access , the title of various books are available. As we have internet facility and list of various books titles available , students can easily access e– resource if needed.

12) User orientation and awareness:

We organize welcome day ceremony at the beginning of the academic year. At that time various facilities available at institute including library facility bring to their notice with a request to contact persons if needed. We give detailed information about how many books, what kind of books, how to access these facilities etc. are provided to them.

4.2.7 Enumerate on the support provided by the library staff to the students and teachers of the college.

Following are the facilities provided by librarian to students and teachers of the college:

- The librarian extends his help to students in locating their requisite books exactly.
- Librarian extend his help to students and teachers to find out the old issue of journals and magazines for their academic purpose.
- Guidance given to students for quiz, debate, elocution competition.
- Course syllabus and previous exam question banks are provided to students on demand.
- Librarian helps the students in accessing the internet and e– resources.

- Librarian displays board for the students for latest arrivals of books, journals, and magazine in order to make the students and the teachers aware about the new arrivals.
- Print media clipping/ articles on education and employment.
- Provide materials for competitive exams.
- The list of the expected new arrival with their tentative dates of arrival is also displayed on the display board of the library.
- Librarian arranges the book exhibition, book review competition.

4.2.8 What are special facilities offered by the library to the visually/ physically challenged persons? Give details.

- Librarian offer special service in issuing books to the visually and physically challenged students on request.
- Library has also given special facility to such student by permitting their class mates to set books issued/returned on their behalf.
- Such students are given priority in issuing books and they are given priority in issuing books which are in his demand by other students also.
- On request by such students, the staff and the college is always ready to facilitate them to the best possible extend. Such students are helped on absolute humanitarian ground.
- Librarian contacts such students personally for any of their problem related to library.

4.2.9 Does the library get feedback from its users? If yes, how is it analyzed and used for improving the library services. (what strategies are deployed by the library to collect feedback from users? How is the feedback analyzed and used for further improvement of library services?)

Yes, institute takes feedback from students on various aspects such as curricular, teaching, learning process, and infrastructure and on library service also. Moreover feedback is collected during students union meeting and alumni meeting, parents meeting and special suggestion box named “manobhav” is also kept in the college so that user can put their suggestion and complaint for improving the facilities and working. Feedback received either formally or informally, bring to the notice if librarian for library related issue and necessary action are taken promptly if required. The suggestion and opinion reflected by the users are taken into consideration based on their feedback necessary amendments are made to improve the library services in a more efficient manner. We also welcome feedback because grey areas can be identified from these suggestions only.

4.3 IT Infrastructure:

4.3.1 Give details on the computing facility available (hardware and software) at the institution.

College provide the computing facility to staff, faculty member and students. Institution has allotted and separate computer system with Wi-Fi internet to each department. The following are the details of computing facilities available in the college.

Hardware	Quantity	Configuration
Desktop computers	25	CORE I 3 Intel 2 GB RAM, 32 bits 500 GB HDD
	30	DUAL CORE 2 GB RAM, 32 bits 500 GB HDD
Server	2	CORE 2 DUAL
LCD projector	7	BENQ MS 500
	1	Panasonic
Laser jet printer	1	HP 1020
Digital camera	1	Fuji Film 16 MP
Surround sound system	1	Ahuja
Thumb machine	1	Real Time

- Computer students ratio: student/computer 350 : 60
- Stand alone facility: Yes
- LAN facility: LAN facility is available in administrative office, computer lab, English language lab, Library.
- Wi-Fi facility: Yes
- Licensed software: Yes
- Detail: SOUL, Tally ERP 9.0, Quick Heal Total Security 16.00
- Number of computer with internet facility: 60
- Photo copier: 2
- Uninterrupted power supply: 2

1.4.1 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

Following are the computer and internet facility made available to the faculty and students on campus on off-campus.

- 1) Computer for the exclusive use of students are made available in the computer lab, English language lab and also in the library.
- 2) Computer with internet connectivity, scanner and printer are made available for student and teacher in the library.
- 3) Desktop computer with internet connectivity for faculty member in the staff room.
- 4) Separate laptop with Wi-Fi internet connection for each department of college. Faculty can use this laptop off-campus also. (can carry at home if needed)
- 5) Principal has separate computer with internet connection and administrative staff have 3 computer with LANE and internet connectivity with scanner and printer.

1.4.2 What are the institutional plans and strategies for deploying and upgrading the infrastructure and associated facilities?

- Every year at the end of the academic year, the principal arranges meeting with computer lab in charge and all staff member and take note of required repair-maintenance and up-gradation about the areas of IT infrastructure and associated facility.
- Taking into consideration of available funds, grants available from U.G.C. etc. Necessary action are taken at the end of the academic term and before the beginning of the new session.
- Institute has appointed IT skilled staff member for the up gradation and maintenance of IT facilities.

- Institute runs so many computers related courses like CCC, tally accounting, etc. And also started certificate courses on web–designing, computer method, in collaboration with IT institute “Anupam mission” of mogri.
- Institute have introduced foundation and soft skill subject of computer skill, common method, photo shop etc. in their syllabus.

1.4.3 Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (year wise for last four years).

Detail of provision made for procurement, up gradation, deployment and maintenance of the

Year	Amount spent
2014–2015	20,850/–
2013–2014	22,200/–
2012–2013	1,925/–
2011–2012	1,860/–

1.4.4 How does the institution facilities extensive use of ICT resources including development and use of computer–aided teaching/learning materials by its staff and students?

- The institution has established a computer laboratory with computer which are LANE.
- English language lab with 25 computers some of the certificate causes and subject are conducted in this lab.
- Wi–Fi connection for staff member.
- Institution has 16 broadband connections.
- All class rooms are Hi–tech with LCD projector.

The institution has ample number of computer for the teacher to work upon any of the teaching projects or teaching material. The institution has provided separate laptop to each department for their personal use in the campus and off campus I.Q.A.C constantly encourages the faculties to use computer aided teaching learning material most of the faculty use power point presentation during their daily teaching process. Faculty member of computer lab extend his help to all faculty member if required.

We proud to state that from academic year 2015–2016. We have started to take one exam of MCQ absolutely on computer where all students log in their account and have to attend randomly selected 25 question from preloaded question bank in each subject. This is start of our journey toward completely computerize examination system of future.

In short institute facilitate, motivate and extend support in making use of computer aided teaching and learning.

1.4.5 Elaborate giving suitable example on how the learning activities and technologies’ deployed (access to on–line teaching – learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the center of teaching– learning process and render the role of a facilitator for the teacher.

The student have always been at the center of teaching learning process of all our academic curricular and extracurricular activities. Most of our teachers use multi–media projects in executing their lectures. Every time power point presentation facility provided to invited guest lecture if needed. Faculty member encourage students to use internet facility for their curricular activities the college has 7 ICT enabled class rooms with projector and screen for enhancing and encouraging ICT oriented learning among the students and teachers. Some of the topic is taught with power point presentation in the classroom for better understanding for the students which cultivates a tendency of

online learning among the students in addition to the traditional routine class–room learning.

It is a humble and sincere effort by the teachers, the institution and the students which is slowly and gradually enhancing. As and is a college belonging to backward and rural area and as most of the students belong to the rural area, they are slowly adjusting to this new ICT oriented learning.

1.4.6 Does the institution avail of the national knowledge network connectivity directly or through the affiliating university? If so, what are the services availed of?

No .

4.4 Maintenance of campus facilities:

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate yours statements by providing details of budget allocated during last four years)?

Through students feedback, grievance redrecell cell, student suggestion box and personal visit of college campus by principal and all staff member of the college principal get the information regarding necessary maintenance of various facilities. Moreover at the end of every academic year, the head of the institution conduct a meeting with the management and other stakeholder of the institution to plan about the maintenance of identified area and checks out the possibilities of various accusations and utilization of the available financial resources for maintenance and up keep.

Sr. No.	Name of the Budget	(1) 2014-15	(2) 2013-14	(3) 2012-13	(4) 2011-12
1	Building	69,500/-	95,890/-	Nil	Nil
2	Furniture				
3	Equipment				
4	Computer	20,850/-	22,200/-	1925/-	1860/-
5	Vehicles	Nil	Nil	Nil	Nil
6	Others	400/-	2,150/-	Nil	Nil

4.4.2 What are the institutional mechanism for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

IQAC regularly monitors and evaluates the activities related to the maintenance and up keeping of the infrastructure.

Institution has made permanent arrangement for maintenance and up keeping of its infrastructure in following way.

- 1) Computer lab in charge has hardware and software knowledge so he keeps all computers in working condition and if any major issue found we call specialist for maintenance.
- 2) Our management depute electricians for maintenance of all electrical equipment such as light, fan, MCB, etc.
- 3) We have a sweeper to keep cleanliness in college premises and rest room.
- 4) Maintenance copies machine, LCD projector, R.O plant etc are provided by seller. After expiry of warranty period we pay for this if required.
- 5) Our garden are maintained by our night watch man and management pay for his extra services.
- 6) Maintenance of the library is taken care by the librarian.
- 7) Technician are invited for major issue. The head of the institution checks, verifies and ensures the expenses as per the bud set. Accounts are audited through internal and external audits at the end of the years.

4.4.3 How and with what frequency does the institute take up calibration and other precision measure for the equipment/instruments?

The principal along with the management and entire team discuss and trace sent the area that required urgent upkeep and maintenance. After a thorough analysis and physical inspection of required maintenance and going to the roots, decisions are taken in infrastructure, facilities and equipment of the college.

An estimate of maintenance is collected and after through discussions, the institution hires services of technicians. Taking the management in confidence and funds/grants available from U.G.C, the principal approves the maintenance of infrastructure or add new facilities or purchase of equipment. In most cases, required services received from the seller. Management also deposes plumber, electrician, and technician for any emergency.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

- 1) The college has 1 separate bore-well for continues water supply.
- 2) The night watchman has been specially instructed to keep constant watch of college campus and keep constant watch about voltage fluctuations, problem related to the constant supply of water, short circuit of electricity etc in the entire building and be vigilant in case of any unusual eventualities.
- 3) MCB switch fix to cut-off electricity supply if needed in consultation with the technical expert in field concerned.
- 4) Voltage stabilizers and UPS have been install to avoid voltage fluctuation and data corrupt.
- 5) Institute made a proposal with U.G.C to installed solar panel in place of generator. If U.G.C will grant permission. We will install solar panel for all our electricity requirement.

Other relevant information regarding infrastructure and learning resources which the college would like to out is started below:

- 1) We have a large sports ground and many of sport events of Gujarat university, south zone are organized under host of an institute.
- 2) Canteen services is available for students.
- 3) R.O. water purifier plant for drinking water.
- 4) LED display board.
- 5) New bathroom with attached toilet for staff room.
- 6) New large Hi-tech seminar hall constructed with a cost of Rs. 45 Lacks.
- 7) Plantation of 200 trees in college campus.
- 8) Development of passage (avenue) from development grant of M. P. at a cost of Rs. 4,25,000/- (Rupees Four Lacks Twenty Five Thousand Only/-)

Criterion: 5 – Student Support and Progression



**Self-appraisal Report for
National Assessment and Accreditation Council**

Part-II

Criterion V: STUDENTS SUPORT AND PROGRESSION

January 2016



**Smt. S.B. Patel Arts & Shri. R.N. Amin Commerce College
Vaso, Kheda, Gujarat, Pin: 387380**

CRITERION – V

STUDENTS SUPORT AND PROGRESSION

5.1 Students mentoring and support:

5.1.1 Does the institution publish its update prospectus/handbook annually? If ‘yes’ what is the information provided to students through these documents and the institution ensure its commitment and accountability?

Yes, the institution does publish its updated prospectus annually. The following information is disseminated to the students through this prospectus or call handbook.

- 1) Emblem of the college.
- 2) Vision, mission and objective of institute.
- 3) Courses of study and course structure.
- 4) Detail regarding curricular, extra–curricular activities of institute.
- 5) Subject offered.
- 6) Detail regarding various certificate courses offered.
- 7) Detail regarding facilities available at institute.
- 8) Detail regarding student welfare services.
- 9) Detail about C.W.D.C, NSS, NCC and sports.

Commitment and accountability are provided through these documents by:

- 1) Detailed planning of academic activity through academic dairy. All faculty planned entire syllabus and follow strictly.
- 2) Monthly test, effective exam system, study tour, celebrations of various days, separate and independent committee for various activities, participation in cultural

activity, use of ICT in teaching learning, computer literacy, English proficiency classes (scope), etc. study circle to address students' grievances, lecture series, guest lectures and different awards for best students of arts and best students of commerce, felicitation ceremony motivating meritorious students with awards and gifts.

- 3) The institute makes sincere and honest efforts for maintaining and performing all stated details unfailingly. The institution meticulously observes and deals with all the matters with utmost commitment and sense of accountability.
- 4) Besides sometime the college also publishes its own souvenir which contains information regarding various activities, achievements of the institution, and future prospects of the institution, creative and scholarly articles of both the students and the teachers and all other inspirational news of the institution. Such publication certainly enables us to create an inspiring educational environment for the students. We personally believe that such steps ensure our deep rooted commitment and accountability to the overall growth of our students.

1.1.2 Specify the type, number and amount of institutional scholarships/free ships given to the students during the last four years and whether the financial aid was available and disbursed on time?

Following are the details of the type, number and amount of institution of scholarship/free ship given to the students during last five years.

NAME OF COURSE/ PROGRAMME	FEE STRUCTURE		DURATION OF COURSE
	BOYS	GIRLS	
1) B.A Programme	1,480	890	3 Years
2) B. Com	1,480	890	3 Years
3) Tally Accounting	200/-	200/-	6 Months
4) Human Rights	Free	Free	6 Months
5) Scope	200/-	200/-	3 Months
6) CCC	4,000/-	2,380/-	6 Months
7) Retail Management	Free	Free	3 Months
8) DTP	500/-	500/-	3 Months
9) Beauty Care	N. A.	100/-	1 Week

Our is a grant in aid college and the fees are moderate for B.A and B.com programme. The SC, ST, OBC, EBC, minority students receive scholarship as per University and state government norms. Girls are exempted from tuition fees. Our management also give scholarship for their academic performance in individual class/subject result from donation received from private donors.

Educational tours during last 5 years.

Sr. No.	Particulars
1	2010 – 2011 → Sasan Gir, Junagadh, Somnath
2	2011 – 2012 → Amul Dairy, Anand
3	2011 – 2012 → Indo Agro Fair, Gandhinagar
4	2012 – 2013 → Sardar Sarovar, Kevadia Colony
5	2013 – 2014 → Sasan Gir, Somnath, Div
6	2014 – 2015 → Pava Puri, Ambaji, Abu

Scholarship Name	2010-11				2011-12				2012-13				2013-14				2014-15			
	M	F	Total Students	Amount	M	F	Total Students	Amount	M	F	Total Students	Amount	M	F	Total Students	Amount	M	F	Total Students	Amount
E.B.C. Scholarship	30	-	30	33,600/-	23	-	23	26,400/-	1	-	16	18,600/-					-	-	-	-
Handicapped Scholarship	01	-	01	2500/-	02	-	02	5000/-	1	1	2	5000/-	1	-	1	2500/-	-	-	-	-
Baxipunch Scholarship	34	28	62	68,620/-	39	35	74	94,375/-	3	1	53	66,810/-	3	2	54	94,035/-	41	25	66	99,950/-
S.C.B.C. Scholarship	14	12	26	85,700/-	21	03	24	1,14,456/-	2	1	37	1,77,935/-	1	1	28	1,38,240/-	11	19	30	1,45,480/-
U.G.C.- S.C.S.T Stay fund	14	09	-	33,800			28	36,200/-	-	-	-	-		-	-	-	-	-	-	-
U.G.C. Conveyance Ela.of Rural Students	15	09	-	72000			22	68,000/-	-	-	-	-		-	-	-	-	-	-	-
S.T. Scholarship	-	-	-				-	-	1	-	1	2950/-	-	-	-	-	-	-	-	-
Minority Scholarship	05	03	08	8800/-	05	07	12	3,44,431/-	5	4	9	-	0	0	09	-	01	09	10	-
From Kelavni Mandal,Vaso	-	-	-	-	-	-	-	-	-	-	-	-	0	0	12	2100/-	09	09	18	2700/-
Shree Ravajibhai B.Patel Students Kalyan Fund Scholarship	-	-	-	-	-	-	-	-	-	-	-	-	7	3	-	9635/-	05	08	13	13,000/-
Total Amount	113	61	127	305020/-	90	45	185	3,44,431/-	8	3	118	2,71,295/-	5	6	104	246510/-	67	70	137	2,61,130/-

5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

Total 671 students out of 1,786 were given scholarship totaling Rs. 13,12,951/- by state/central government.

Thus we can say 38 % students received scholarship during last 5 years.

5.1.4 What are the specified services/facilities available for:

- 1) Students belonging to SC/ST/OBC/EWS are given financial aid by way of scholarship details of which are given in 5.1.2.
- 2) We guide and encourage to apply for scholarship as per state/central government norms. We give information regarding different scholarship are available give information and convince them to join for them for higher education.
- 3) Students with physical disabilities are provided special care and attention by the college. Proper attention and case is taken of such students at the time of administrative and thereafter. During examination separate sitting arrangement is made on the ground floor for their convenience. Apart from moral support and sympathy, financial support is also extended. Such students received Rs 2500/- per year at UG level.
- 4) As we do not have any overseas students registered, no specific services or facility is offered to them.
- 5) We make provision from budget of students union to participate and preparation for various competitions for all the students.
- 6) Transportation facility provided by institute for sports events if it group event or travelling fare and dearness allowance is paid for individual events.

Year's wise expense for this tabled below:

Year	Amount spent for (sports)
2010–2011	13,970/–
2011–2012	13,768/–
2012–2013	19,848/–
2013–2014	12,774/–
2014–2015	1,610/–

- 7) Medical assistance for the students: A general accidental insurance is covered for all the students under the government of Gujarat initiative moreover institute offers first Aid treatment and medical support to the students on casualties. Moreover institute has tie-up with C.M shah general hospital of Vaso for medical check-up of students at a nominal fee of Rs 10/– for our students. Guest lectures on health awareness and counseling with lady doctors for girls students make available for them. For any medical emergency or accident, services of 108 are also available. Demonstration programme for 108 medical vans also organize in an institute.
- 8) UGC sponsored special coaching class for the preparation to appear in various competitive classes organized. Quiz on general knowledge are also organized every year and winner are allowed to participate in Gujarat university south zone–2 youth festival, moreover students are also encourage two appears in the competitive exams.
- 9) Skill development:
For proficiency in English institute offer “scope” at a nominal fee of Rs 200/– for level–1 and level–2 exams. We also offer CCC for computer literacy, many soft skill subject like computer method, computer skill–1 Photoshop etc. introduced every students must have to give presentation among classmates to develop oratory skills among them (PTO) point. The institution have made tie-up with Anupam mission for various computer courses for their skill development at a very nominal fee of Rs 1000 for DTP courses, Rs 500/– for basic computers and internet surface.
- 10) Support for slow learners:

In order to support slow learners the college conducts “remedial coaching classes” to enable them to be in place with the main stream and advance learners. Moreover personal guidance and coaching is imported to them.

11) Exposure for the students to other institution. The college ensures field trip or visit to various institutions for the students to enable them to give practical view of agro fair organized by government of Gujarat at Gandhinagar as most of students come from rural area and agriculture is their main sources of income.

12) Publication of students magazine:

There is no publication of student magazine in the institution however the students are motivated to contribute their articles views literacy creation to display on wall magazine. Qualitative articles of students are published in college souvenirs.

13) Group insurance: The college facilities the facilities the students with group insurance coverage. Insurance coverage is offered to all the students enrolled in the college. One insurance coverage is offered by the government of Gujarat under veer kinariwala which covers Rs one lacs for accidental death.

14) Motivating incentive for meritorious students: the college honors first 3 rankers from arts and commerce programme. Institution prepare permanent display board of ranker students and two separate award of best students of arts and best students of commerce awarded with trophy during annual day celebration considering all aspect of students e.g. academic, cultural event participation, participation in sports, NSS,NCC, etc.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impacts of the efforts.

In order to inculcate and facilitate entrepreneurial skills among the students, the college arranges guest lecture of eminent industrialist in the campus and try to share their experiences with students and inspire them a lot to undertake such projects in the futures.

- Besides this, the students of this college are taken for visit to various institution/industries to receive a simple of the practical observation about the functioning organization and management of this unit.
- Even faculty from commerce Dept. Prof. Naresh Dave discusses opportunities and risk factor for some small business with the students and advises and motivates the students to start some small business accepting ground realist.

As a result of all above mentioned efforts, many of our students have shown their courage in starting their own business and have made name in the fields of their interest.

Here are some examples.

SR. NO.	Name of students	Business
1	Dhaval Sukhadiya	Farsan House
2	Jaimin Rathod	Classic Computer Solution
3	Keyur Patel	Fertilizer Depot.
4	Samir Vahora	Poultry Farm
5	Rajul Mehta	Overseas Visa Centre

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, quiz competition, debates and discussion, cultural activities etc.

Following are the policies and strategies of the institution that promote participation of students in extra-curricular and co-curricular activities such as sports, games, quiz competition, debates and discussion, cultural activities etc.

- 1) Right from beginning of the academic sessions the students are motivated by the principal and the teachers and all students are requested to select any two of saptadhara e.g. Gyan Dhara, Geet Sangeet Nrutya Dhara, Natya Dhara etc.

- 2) Students are offered and motivated to participate in cultural activities of their choice of Dhara (as mention above).
- 3) The best performers in extracurricular and co-curricular activities are facilitate in the and seminar hall on annual functions. They are also rewarded with trophy/memento and with certificate of merits.
- 4) Additional academic support is also extended to those students who participate in various extra-curricular and co-curricular activities in the form of guidance and personal coaching for the period of their absence.
- 5) Track suits or sports uniform are provided to those students who excel in sports activities as a token of encouragement and acknowledgement.
- 6) Taking in to consideration of students participation on behalf of the institution they allow to appears in re-test exam free of charge if they missed their any college exams, otherwise students have to submit either medical certificate or need to pay fees for re-test.

Details or outcome of these policies reflected in students participation and performance is following extracurricular and co curricular activities.

- 1) C.W.D.C
- 2) N.S.S
- 3) N.C.C
- 4) Sports
- 5) Cultural activities.

All students who represents the institution either for any if above activities are provided travelling allowance and dearness allowance or also for institute make arrangement for travelling and also for losing and boarding.

5.1.7 Enumerate on the support and guidance to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC–CSIR–NET, UGC–NET, SLET, ATE/CAT/GRE/TOFEL/GMAT/Central/State services, defense, civil services, etc.

The college conducts quiz competition based on general knowledge, history of Gujarat etc. to support the students in preparing for competitive exams.

- Career bulletins are subscribed by the college and are available in the college library.
- Career related notices are displayed on the college notice board.
- Various books for preparation of competitive examination available in library.

However we would like to stat that some of exams are graduate level and our institute is only under–graduate level, moreover we do not have specific data of students appeared and qualified in various competitive examinations. But many of the students are selected in banks, insurance companies, PSI, police constable, clerk etc. where students need to clear competitive exams. To give practical experience of such exam, we have introduced online exam for them where individual student need to login for examination and to face 25 MCQ (randomly selected questions from preloaded question bank).

Institute subscribes to the following career related magazines.

- 1) ArthSankalan
- 2) ArthikVikas
- 3) Employment news
- 4) BudhiPrakash
- 5) Competitive success review.
- 6) Liberty career news
- 7) Karkirdimavgdarshan

- 8) Latest facts in general knowledge
- 9) Personality development
- 10) Rojgarsamachar
- 11) University news
- 12) Safari
- 13) VignanDarshan
- 14) Yojna
- 15) Prtiyogita Darshan

We have organized workshop on Personality Development, How to Face Interview in Collaboration with JCI Nadiad

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho–social etc.)

There are various types of counseling services made available to type students as per their demand and request. The principal and the teachers of the college are always ready to offer their advice and counseling to the students for academic level, career level, psycho–social level or even at personal and financial level on request by the students.

Actually journey of counseling starts before students' admission to the college because all our faculty member visit various villages before and after standard 12th board result to convince them and their parents to enroll for higher education. We try to understand their hurdles against higher education and extend best possible help. We offer those financial help, time solution, transportation problem etc. Moreover all students can contact any faculty at any time if they ask for.

During lecture, faculty counseled regarding the allotment of marks – topic wise
Each faculty informs the students about the institutional activities during the lecture and they educate them about NCC, NSS, Sports, CWDC etc.

Female Students encountering problem in any field are free to share their experience with any of the staff members.

The lady staff member are equally compassionate when a girl student personal / family / psychological problems.

Suggestion box is kept in ladies room to lodge their complaint / suggestions.

5.1.9 Does the institution have a structure mechanism for career guidance and placement of its students? If ‘yes’, detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes.)

Campus interview for 40 students held on 12/10/15 for Vodafone co. For the post of salesman/call center and 7 students were offered job by them.

The institution has a partially structured mechanism for career guidance and placement of its students. The college has a career and guidance cell which displays “the advertisements of job opportunities” on the display board of the corridor.

- News paper and magazine such as employment news, liberty career, news latest facts in general knowledge etc. are subscribed in the library for students to identify job opportunities and prepare themselves for the interview.
- Workshop on how to face interview and guest lecturers of eminent dignitaries in various fields is arranged for the students to encourage and guide them in preparing themselves for competitive examinations.
- Institute also organizes classes for competition examination of banks and insurance company. Interested students guided after teaching hours.
 - I. Students participation in two seminar
 - II. Personality development workshop
 - III. Expert lectures
 - IV. Quiz competition
 - V. Educational tours

5.1.10 Does the institution have a grievance redressed cell? If yes, list (if any) the grievance reported and redressed during the last four years.

The institute has grievance redressed cell students grievance received through complaint/suggestion box call “Manobhav” and also from feedback received from study circle. 3 student’s representative and 3 faculty member meet twice in year under the chairmanship of principal. All grievance received are registered in note book. Genuine grievance is solved action taken against each grievance noted and if solution is not possible on grievance is not genuine then appropriate remarks are noted against it.

Total No. of grievance received last 5 year are as under

Year	No. of grievance received	No. of grievance Solved	Majority grievance On.
2010–2011	16+	16	About cleanliness in college
2011–2012	6	5	Internet speed
2012–2013	4	4	Reg. English
2013–2014	7+5	7	Method of assignment provide And books in time
2014–2015	8+0	6	Canteen and internet

Moreover students are free to discuss their grievance directly with faculty member or principal without any hesitation faculty member discusses student grievance with the member of this committee and solve the problem immediately with the help of principal and management.

Majorities complain related to cleanliness, slow internet speed, asking to explain more Gujarati from English teacher canteen services, to keep gate open after recess period etc., most of the complaint are solved as early as possible.

The grievances, thus received from the students have enabled the college in developing new facilities like better drinking mineral water, better canteen facility, more internet connection, parking facilities link road to college separate reading room, better I.C.T facilities etc.

We are proud to state herewith that no “gender” related problem registered so far.

5.1.11 What are institutional provisions for resolving pertaining to sexual harassment?

For resolving issue pertaining to sexual harassment, institution has C.W.D.C

- 1) Girl’s students can directly contact in charge of C.W.D.C Prof. Mrs. Aditi A Dave. But as we have such a peaceful harmony atmosphere that not a single case of sexual harassment is registered.
- 2) However in case of such incident registered in future, we have active C.W.D.C moreover we can take help from the police force also we can call parents of such students also. But as most of the students are coming from modest and traditional rural back ground we do not have such kind of problem.

5.1.12 Is there an anti–ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

We are pleased and feel pride to state that not a single instance has been reported ever, however we have formed such committee. However this area will also be handled by the grievance redressed cell and C.W.D.C as a comprehensive institutional response.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

Following are the welfare schemes made available to students by the institution.

- 1) General group insurance scheme of government of Gujarat for the under graduate students is offered here/

- 2) Career counseling and guidance cell.
- 3) To travel concession pass made available for students from Gujarat state transport services. Free Travel pass available for Girls from Gujarat state govt.
- 4) Book bank Yojna.
- 5) Health check up at nominal fee of Rs 10/- from C.M shah general hospital.
- 6) R.O water system.
- 7) A first aid facility available.
- 8) Concession for first 25 students in tuition fee.
- 9) Organize various diploma/certificate/ short term course at a very nominal fee.
 - i. Human rights – certificate course – free
 - ii. Tally accounting – certificate course – 200/-
 - iii. Beauty parlor course – short term course – 100/-
 - iv. D.T.P – in collaboration with Anupam Mission , Mogri – 1000/-
 - v. Web designing – 500/-
 - vi. Retail management – short term course – free
 - vii. Classes of “ youth co–operative training classes” – short term course – free
 - viii. Food making and food preservation – short term course – free
 - ix. Free sports ware for students participating in sports.
 - x. Certificate Course SCOPE for nominal fee of Rs. 200/-
 - xi. Vaso Education society
Shree Ravajibhai Bhailalbai Patel Students Warfare Fund

5.1.14 Does the institution have a registered alumni association? If ‘yes’ what are its activities and major contribution for institutional, academic and infrastructure development?

The registration of Alumni association is in progress. The Alumni association serves as an effective common forum for interaction among the ex–students. Following as its main activities.

- 1) It offers constructive and innovative suggestion to the college.

- 2) It organizes cultural, sports and other socially useful activities among the old and the new students to improve, activate and internalize the old and new ideas.
- 3) One of the most significant aspects the alumni association is that they remain with the college in all the social welfare activities and felicitating ceremonies. Every year they welcome the fresher's motivates the students by sharing their experience of participation in various curricular and extra-curricular activities how important all these in their life.
- 4) Moreover alumni association is great helping hand whenever we need their support. Our institute can host such a wide events of Gujarat university zone level and their active participation and helping hand. Even they extend their financial support to economical backward students to pay their fees, to develop infrastructure facility in the institute.

Details of their financial support are as under:

Year	Amount
2014 – 2015	70,000/-
2013 – 2014	10,000/-
2012 – 2013	15,000/-

- 5) Alumni was invited to share their views, experience and even expertise with the present students and there by inspire them to achieve high goal of life.
- 6) Alumni are our great mouth to mouth advertising to encourage surrounding students to enroll for higher education. When our faculty visits surrounding village to contact students who passes HSC and alumni come with us and help us too much.

Detail of alumni association meeting and No. of alumni present in the meeting are as under:

Meeting held	No. of alumni present
10 th March 2012	40
8 th December 2012	35

24 th Feb. 2013	42
27 th Oct. 2013	28
6 th April 2014	34
16 th Nov.2014	39
8 th March 2015	45

5.2 student progression:

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlights the trends observed.

Years :- 2014–2015

Student progression	No. of students	%
UG to PG	36	71 %
UG to employment	No Formal Record	—

Years :- 2013–2014

Student progression	No. of students	%
UG to PG	32	42 %
UG to employment	No Formal Record	—

Considering the above fact, we found that student's awareness for higher education increase year to year but difficulties to get employment also increase.

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the college of the affiliating university within the city/district.

Details regarding programme wise pass percentage:

B.A programme:–

	2014–2015		2013–2014		2012–2013		2011–2012	
	college	university	college	university	college	University	college	University
Gujarati & Economics	74 %	45 %	46 %	Not Available	87 %	Not Available	78 %	Not Available

B. com programme:–

	2014–2015		2013–2014		2012–2013		2011–2012	
	college	university	college	university	college	University	college	university
Advanced Acc. And Auditing	81 %	47 %	73 %	Not Available	63 %	Not Available	81 %	Not Available

Completion rate for last four year:–**B. A programme :–**

Batch Year	No. of students completed	Enrolment year	No. of total Enrolled	Completion rate
2014–2015	53	2012–2013	56	95%
2013–2014	63	2011–2012	73	86%
2012–2013	61	2010–2011	68	90%
2011–2012	66	2009–2010	111	59%

B.com programme:–

Batch Year	No. of students completed	Enrolment year	No. of total Enrolled	Completion rate
2014–2015	45	2012–2013	67	67%
2013–2014	40	2011–2012	49	82%

2012–2013	46	2010–2011	58	79%
2011–2012	32	2009–2010	71	45%

Comparison with other colleges:–

B.A Results of our institute and other institute.

Year	Vaso College	Anklav College	Mahudha College
2014–2015	74%	52%	50%
2013–2014	89%	62%	75%
2012–2013	87%	95%	75%
2011–2012	86%	84%	59%

B.Com comparison programme with surrounding colleges.

Year	Vaso College	Anklav College	Mahudha College
2014–2015	81%	25%	16%
2013–2014	73%	34%	18%
2012–2013	63%	25%	51%
2011–2012	81%	20%	53%

5.2.3 How does the institution facilities students progression to higher level of education and/or towards employment?

Institution takes extra care to facilities students’ progression to higher level of education and/or towards employment.

- 1) Lecture of professional and academic experts are also arranged for the students to make them aware of opportunities in various jobs.
- 2) The students are imparted with proper counseling and advised on how to pursue higher studies like P.G, M. Phil, Ph.D., M.B.A and enable them to recognize their own potentialities and likings to select right courses for their future career.

- 3) Faculty member gives character certificate/recommendation letter to eligible students for further studies. More than 20 recommendation letter issued during last 5 years.
- 4) The students are constantly motivated to work hard and extra practice work is provided to slow learners to pursue towards higher goals. We encourage student's progression by facilitating meritorious students with prizes and trophies.
- 5) Workshop on personality development, how to face interview, interview technique are also arranged for the students in order to prepare them for facing interviews in the future.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

- 1) Staff of the college visit the students and their family at their home and explain to them the benefits of education and joyful employment emanating from a college education. This has helped in many cases to persuade parents to continue the education from drawing back to decrease the drop out.
- 2) The college and the university have a policy of grace system to save the students who are at risk of failure and dropout such weak students are allowed to keep terms if eligible.
- 3) If any students do not pay the fee after repeated request, we try to understand their difficulties and arrange financial supports either from alumni or private donor so they do not drop their studies.
- 4) Personal counseling guidance and advice their economic, socio-psychological problems and are encourage to pursued there studies uninterruptedly.

5.3 Students participation and activities:

5.3.1 List the range of sports, games, cultural, and other extracurricular activities available to students. Provide details of participation and program calendar.

Following are the range of sports and game activities available to the students and their participation.

- 1) It is our vision and mission that we are looking for overall development of the students. So an exploring, exposing and nourishing the students' abilities and talents with a view to over all development. Our college has a good reputation for its cultural, extracurricular and sports activities in the entire university. The students interested in sports avail the opportunities to participate in games like basket ball, volleyball, handball, Athletics, badminton, chess etc.
- 2) Our institute dominates particularly in basket ball and hand ball in the university for many years. Girl's students are either champion or runners up in various zone level and university level competition. Many girls and boys were selected in university team also.

The participation and performance of the students in the sports and athletics in the last years is listed below.

Year	Name of the Event	No. of participant	winners	Remarks
15/09/2010	Basket ball (Male)	12	Runners up	Guj. Uni. South Zone Inter College
21/09/2010	Hand ball (Male)	12	Champion	Guj. Uni. South Zone Inter College
03/10/11	Basket ball (Male)	12	Runners up	Guj. Uni. Inter Zone
03/10/11	Basket ball (Female)	12	Champion	Guj. Uni. South Zone B
03/10/11	Hand ball (Male)	12	Champion	Guj. Uni. South Zone B
31/08/12	Basket ball (Female)	12	Champion	Guj. Uni. South Zone-2

Year	Name of the Event	No. of participant	winners	Remarks
03/10/12	Hand ball (Male)	12	Champion	Four players were Selected in inter University
06/10/12	Hand ball (Female)	12	Third Position.	Guj. Uni. South Zone-2
31/10/12	Basket ball (Male)	12	Runners up	Two players were selected in inter University
04/01/13	Athletics (Male/Female)	5	Participation	Guj. Uni. South Zone Athletics Events
31/08/13	Basket ball (Female)	12	Champion	Two players were selected in inter University
31/08/13	Basket ball (Male)	12	Host	Guj. Uni. Zone-2
04/09/13	Basket ball (Female)	6	For Selection	Six players were selected in inter University

Moreover every year we celebrate sports day in the college and almost every students take part in either one or more games like shot put, discus throw, javelin throw, 200 meter running, chess, long jump, high jump, competition etc.

Details about sports day for last four years. We also organize inter class cricket tournament because many students favorites game is cricket.

Date	No. of students participation	Name of games organize
04-02-2011	230	100 Meter Running, Shot Put Throw, Discus Throw, Javelin Throw, 3 legs Running, Kothra Daud, Rope Skipping, Coir Finding, Fugga Fod, Musical Chair, Rope Polling etc.
11-02-2012	250	100 Meter Running, Shot Put Throw, Discus Throw, Javelin Throw, 3 legs Running, Kothra Daud, Rope Skipping, Coir Finding, Fugga Fod, Musical Chair, Rope Polling etc.
11-02-	214	100 Meter Running, Shot Put Throw, Discus Throw, Javelin Throw, 3 legs Running, Kothra Daud, Rope Skipping, Coir

2013		Finding, Fugga Fod, Musical Chair, Rope Polling etc.
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Students participation in “khelmahakumbh” of government of Gujarat:

Date	No. of students participation	Winners
2012	5	1 st in Hockey (Boys) at Taluka and Dist. Level
	2	2 nd in Basket Ball (Boys) at Dist. Level
	2	2 nd in Basket Ball (Girls) at Dist. Level
2013	3	1 st in Hockey (Boys) at Taluka Level
	1	1 st in 100 Meter running (Athletics)
	2	1 st & 2 nd in 200 Meter running (Athletics)

(Sports Instructor transfer to other university from 2014.)

Following are the range of cultural activities available to the students for participation.

- 1) Song, music and dance activity:– folk dance, classical dance, group song, light vocal, classical vocal.
- 2) Fine Arts:– On the spot painting, collage, poster making, clay modeling, cartooning, rangoli and spot photography.
- 3) Creative activities:– students can expose and explore their creative literacy talents by participating through poetry recitation, poetry completion, quiz, debate elocution competition and extempore.
- 4) Performing Arts: – Students who are interested in performing Arts and stage programme can participate in various competitions like one. Act play, Mono acting, skit, mine, mimicry etc.
- 5) Spiritual and yoga activities:– The students who are interested in spiritual and yoga activities can attend various lectures of brahma kumari, gayatripariwar etc. participation in rakshabandhan festival, navaratri utsav in the college.
- 6) Health camp: – Students who are interested in social services and health services can participate in various health camps like blood donation camps, Aid awareness programme, tree plantation activities, various rallies for social awareness, voter

awareness, traffic awareness and community services etc. Students participation in above mention activities will inculcate the feeling of belongingness and will generate human sensitivity among fellow human beings.

7) Fun activities:– The students participate in various fun activities like celebration traditional day, saree day, rose day, self–cooking day, etc. class room decoration competition days also organized. Thus, these activities would give a change for the students from the routine momentous life and fill with throbbingness.

Following are the range of extra–curricular activities available for the student’s participation.

1. Blood donation camp
2. Environment awareness camp(Day)
3. Rally on traffic awareness, save girls child, HIV awareness, awareness on education etc.
4. Lectures on women feticide.
5. Celebration of guru purnima mohotsav.
6. Lecture series by eminent educationalist.
7. Celebration of independent Day, annual day etc.
8. HIV/ Aids awareness and sex education

5.3.2 Furnish the details of major students achievement in co–curricular, extracurricular and cultural activities at different levels: University/state/Zone/National/International, etc. For the previous years.

Institution takes Part Actively in various cultural Activities at various Levels.

Institutional Participation in **Gujarat University South Zone –2 –Youth festival** and some notable performance for last four years are as under.

Year.	Host College	No. of Participants	Result
2011	Bhadaran	24	Winner in skit and quiz
2012	J&J Coll. Nadiad	18	–
2013	Ode	22	–
2014	Viramgam	20	Winner in Mono Acting

The Most notable and Major event organized in our Institute was:

- 1. Gujarat University South Zone–2 Youth festival was organized on 21,22Sept.2010 and 966 students have participated in 27 cultural activities.**
- 2. Institute also have organized Gujarat University zone level youth festival. And more than 1100 students from all over colleges of Gujarat participated.**

Events was successfully organized and well appreciated by vice chancellor Of Gujarat University

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

One major organized initiative is seek feedback formally and informed manner from alumni and their parents during the alumni meet and annual day celebration.

Moreover suggestion box called manobhav are displayed in the college from where the college receives necessary feedback from the students.

Every year we conduct a systematic survey of student's response about various initiatives and college life. This data is properly analyzed and discussed in faculty and management meetings.

Analyzed feedback is passed on to concern faculty or department for necessary action. Such feedback has enabled us to know our grey areas and increase our morale for better performance.

5.3.4 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

Our faculty member encourages college students to write creative articles or bring informative article for wall magazine. Institute published souvenir periodically and selective articles were published.

Moreover our management publishes monthly bulletin called “Vaso Masik Patrika” about all activities in various institute under their management. So we do not publish monthly magazine separately.

5.3.5 Does the college have a student council or any similar body? Give details on its selection, constitution, activities and funding.

College has a functioning students council called “study circle” with membership on the council by merit.

The best and meritorious students from each division of B.A. programme and B.Com programme are chosen. Thus 18 constitution students body are representative, in charge faculty member and the principal (president)

The council holds several meeting over the course of the year. They decided on holding annual day, study tour and celebrations various days in the college.

The main activity of this council is to provide feedback on complete and remaining curricular, positive and negative points of teaching and learning method of faculty member, to maintain discipline in class room, suggestion for better implementation of curricular etc.

They also present suggestion on proposal representing the voice of the student’s community like proposal for picnic, self cooking day, study tour etc.

Comparative statement of student's union finance for the last five years.

	2010–2011	2011–2012	2012–2013	2013–2014	2014–2015
Income	51,013/–	95,554/–	55,742/–	93,339/–	2,03,553/–
Expenditure	40,750/–	45,759/–	86,451/–	58,334/–	39,716/–

5.3.6 Give details of various academic and administrative bodies that have student's representative on them:

our institution try to give maximum students representation in academic and administrative bodies for decentralizing and creating democratic and smooth functioning. We appoint students representative in various committee which are as under:

1. Study circle (student union)
2. Grievance redressed cell.
3. Library committee
4. I.Q.A.C
5. Parents association
6. Cultural committee
7. Alumni association
8. Anti ragging committee.

5.3.7 How does the institution network and collaborate with the alumni and former faculty of the institution.

As describe section 5.1.14, there is a fully functional alumni association, looked after by Pro. Mrs. Aditi Dave.

Over and above the networking through the association, in a structured manner, all faculty and management take every opportunity to network with alumni or their parents whenever they came to college, or cross each other outside the college, and exchange news.

The institute takes almost care that the outgoing students of our institute became the member of our alumni association. We request our member to spread the membership among other post students.

We consider our alumni as the inevitable and integral part of the institution cultural events and in most of the functions of the institution.

- Our constant touch and interaction with the alumni has benefited the institution to a considerable extend in its development and growth. They impart us with their experience and knowledge about the current trends in their respective field of experience along with the valuable suggestion for the better functioning of the institution some of them are so competent that he even invite them as guest speakers/ad hock professor/ cultural activities for the benefit of our student.
- The Ex. Principal, teacher as well as those who have left this college to hold higher posts too, are often invited in all our major functions of our college to encourage as and support us with their valuable presence itself. Our institute really feels pride and is always pleased to invite such former faculties to be with us on important occasion and events of our college. The college still continues to have the feeling of belongingness and gratitude for our past teachers and principal.
- We constantly missed our ex faculty Prof. Jayesh Mungra and Dr. Ashok Patel for their contribution in the field of sports and yoga and communication with university.

Criterion: 6 – Governance, Leadership and Management



**Self-appraisal Report for
National Assessment and Accreditation Council**

Part-II

Criterion VI: Governance, Leadership & Management

January 2016



**Smt. S.B. Patel Arts & Shri. R.N. Amin Commerce College
Vaso, Kheda, Gujarat, Pin: 387380**

CRITERION – VI

Governance, Leadership & Management

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc. ?

Vision: **The Vision of the College ::**

To build a progressive and strong nation, promote participation of the rural student in present trend by imparting value and quality based higher education and all round development of students.

Mission: **The Mission of the College ::**

To provide conducive academic environment and set up constant evaluation system to empower the female students especially, implement curricular and co – curricular activities for personality development of the rural students resulted in a strong and progressive nation.

Objectives:–

- To facilitate the students with ideal academic environment.
- To implement constant evaluation system and consultancy to the student.
- To organize Curricular Activities like Seminar, Conference, Workshop, Expert lecture etc and Motivate Faculties for Research.
- To promote collegiate women Development Programme for Women Empowerment.
- To inculcate values and ethics among students through focused programmes.
- To nurture the natural talents of students so that their capacities would bloom fully.
- To organize the natural talents of students so that their capacities would bloom fully.
- To organize value added courses and professional training to increase employability of students and serve the society.

- To work for all round development of women for comprising almost half of the country's human resources and thereby to contribute to the progress of the nation.
- To provide facilities that reflects changing environment and technology.

6.1 Institutional Vision and Leadership:

- To provides fair, ample and equal opportunities of qualitative education to all the students irrespective of their social, cultural, economic, religion, caste, sect, regional, and gender difference.
- To nurture the students with traditional, cultural values along with modern values & ideology and attempting to create a blend of balanced between both for a balanced development & growth.
- To create good human beings first which contribute in shaping the students as ideal citizen of the nation.
- To promote female education by educating them to achieve higher education and extend all the support for their overall development to build a progressive and strong nation.
- To cultivate basic moral, ethical and spiritual values along with developing taste for modern outlook and accepting technological advancement as a part of growth and development the institution translate the vision statement in to its activities in various manners.
- The institution by accommodating the students with one or two trials (repeaters) in the college provides opportunities for such students who desire to pursue higher education which they could not materialize in other high profile colleges.
- The institution tries to improve education without compromising on its quality and standard and simultaneously maintaining humanitarian values.
- The students are thought by making use of the latest technologies like led projectors and with audio–visual aids.
- The curricular aspect completed by whole hearted effort made by faculty. The teachers are allowed to avail all the opportunities for faculty development programs, to conduct and participate in the workshop, seminar, curricular activities and social development programs.
- As our vision is to build a progressive and strong nation, we search out to rural areas and seek out students who might not study further after H.S.C, we communicate them & conduct them personally to motivate for higher education.

- As our vision is to improve and inculcate value & quality based higher education particularly rural women students from all class and caste. We have students from every community and they take part in every activity and we celebrate every festival. The diversity of our Student Body can be gauged from the table below.

Year	SC	ST	OBC	MINO	Disable	GENERAL	TOTAL
2010–11	34	2	97	25	0	202	360
2011–12	40	2	163	23	2	153	383
2012–13	43	2	120	24	2	177	368
2013–14	32	1	123	21	2	146	325
2014–15	33	2	135	17	0	163	350

Over mission to empowered particularly female student reflect in girl's student's enrollment number of girl's student.

Year	% Number of girl's student
2010–11	45%
2011–12	44%
2012–13	37%
2013–14	46%
2014–15	45%

The students are made aware of the specific goals and objectives of the collage (which are also objectives of the student's life in a way). They are also made aware of the programme through which the goals and mission can be achieved.

As the class room teaching is learner centered, the students are allowed to take initiatives and make the sessions attractive with the teacher to internalize knowledge and master the skills to assimilate and recapitulate the learning in real situation of life.

The students are encourage and involved in the entire humanitarian and social services activities such as blood donation camp, tree plantation programme, various awareness rallies, extracurricular activities like N.S.S, N.C.C etc. TV inculcates basic human values and develops human sensitivity, among them.

The institution constantly strive to build the overall personality of the students by building their character and personality and value & quality based higher education by providing exposure to various extracurricular activities which consequently contribute in shaping and molding their personality in various manners. All these endeavors would lead in preparing ideal citizen for a future and strong nation.

Our vision–mission and goals (objectives) communicated to the students, teachers, staff and other stake holders through the regular functioning of curricular and extra–curricular activities and through the publication of our souvenirs at regular intervals and on all possible forms and pamphlets. The new students are informed about in same through admission form and during our welcome day celebration. Our website also reflects our vision and mission.

OUR VISION

To build a progressive and strong nation, promote participation of the rural student in present trend by imparting value and quality based higher education and all round development of students.

OUR MISSION

To provide conducive academic environment and set up constant evaluation system to empower the female students especially, implement curricular and co – curricular activities for personality development of the rural students resulted in a strong and progressive nation.

As part of our endeavors, we have made the following improvement in our working exam reforms.

Now we disclose answer book if asked for,

- Identify brilliant students and give special attention to them.
- Surprised test
- Identify weaker students and give special attention to them.
- Besides compulsory examination, student evaluation based on assignment and attendance.
- Infrastructural improvement
- Constructed seminars hall with I.C.T facility at a cost of Rs 45, 00,000/–.
- Constructed library hall
- Developed garden
- New passage with boundary wall on both side from grant of Member of Parliament at a cost of Rs 5, 00,000/–.

- New furniture in academic & administrative staff room.
- Installation of 2 A.C, generators, scanners, printer & computer etc.
- New rest room in staff room.

Faculty development:-

- Encourage & incentives faculty for registering PhD and other minor research project.
- Basic computer learning class under faculty development programme.
- Active participation & paper presentation in seminars/workshop/conference.
- To encourage faculty to undertake minor research project as desire by U.C.G for faculty as well as students.

Placement cell:-

- Encourage & support student for employment by providing necessary facilities to appear in competitive exam into the notice for bring career opportunity available to students & arrange campus interview.

Wide range of certificate/diploma/short term courses:-

- 1) Certificate course on “Human Rights”
- 2) Certificate course on “Tally Accounting ERP 9” (Under career development programme of U.C.G)
- 3) Short term course on “Retail Management”
- 4) SCOPE
- 5) CCC
- 6) Short term course on “Co-operation” with collaboration of Bagayat Department of Government of Gujarat.
- 7) Course on beauty parlour.
- 8) Remedial courses
- 9) Certificate course on “D.T.P” and Basic Computer at concessional rate in collaboration with Anupam Mission, Mogri.

Addition in ICT facilities:-

- i. LCD projector in seminar hall
- ii. Electronic notice board
- iii. LCD projection in all academic class room
- iv. Fully functioned English language lab with 25 computers
- v. 10 New computers for library, Administrative staff, Principal, NCC & NSS department

- vi. 15 board band Connection with Wi-Fi internet facility
- vii. Scanner, Printer, Copier machine for library
- viii. 27 computer addition in computer laboratory

Other Noticeable Events :-

- A. Host of south zone 2 youth festival of Gujarat University for the 2010-11.
- B. State level seminar on Gadyakar Umashankar Joshi 2011-12.
- C. Workshop on “ How to make minor and major research proposal and research paper ”
State level conference of sociology 2011-12.
- D. 12th Annual conference of Gujarat University Economics Professor's Association.
- E. Gujarat University Zone-2 Basketball (Male/Female) host 2011-12.
- F. Gujarat University Zone-2 Basketball (Male/Female) host 2013-14.
- G. **Host of Zone level youth festival of Gujarat University Year 2014-15.**

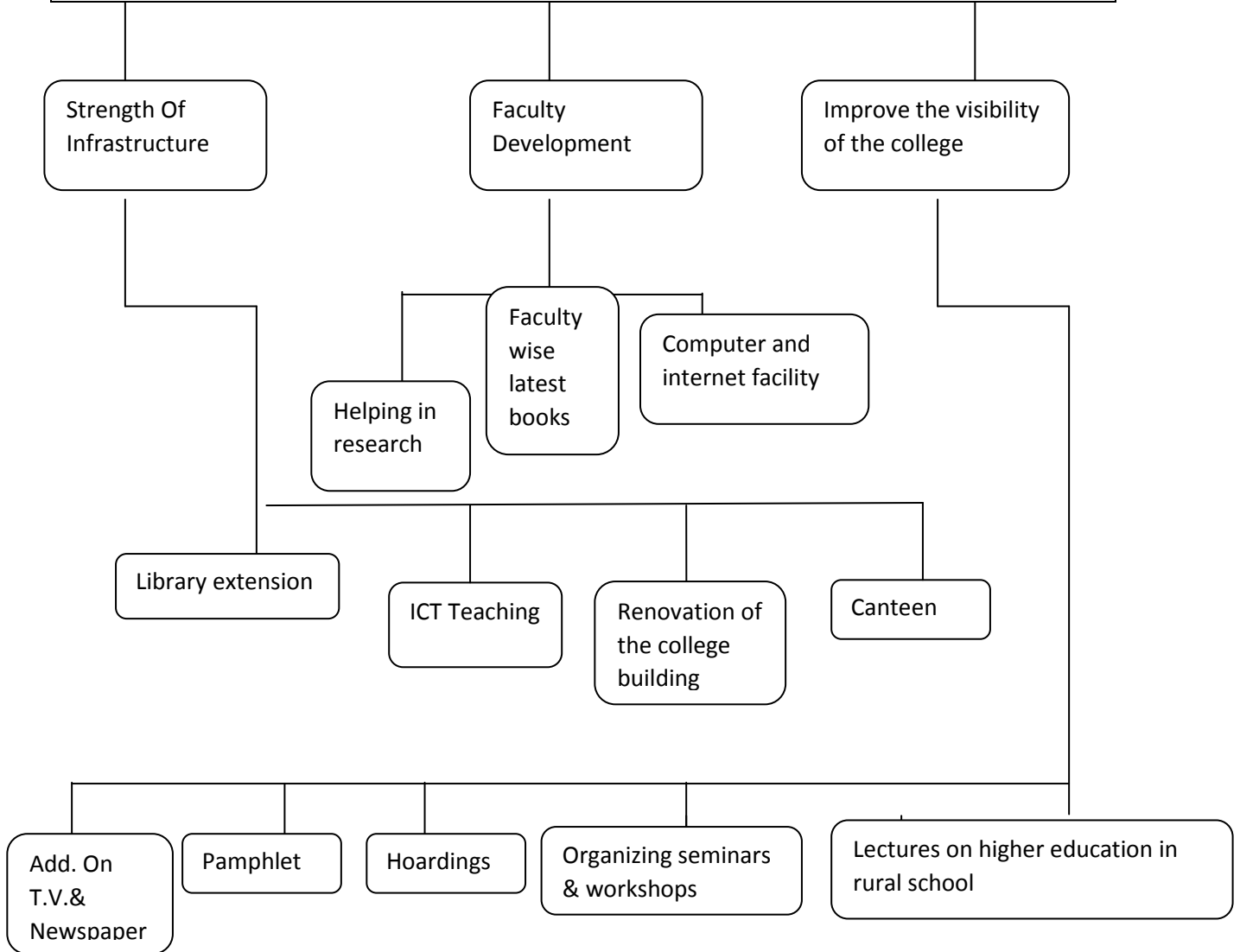
6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

1. The college operates on the basic of a well-defined structure which includes the hierarchy of management principal following by faculty members.
2. The top management and the principal plan a very crucial role in design and implementation of its quality, policy & plans. However in some of the policy & plans at times, some faculties are consulted and their opinions are taken into consideration before the implementation of the action in each of the plan and design, quality is considered as the benchmark for all the activities.
3. Every year, before the commencement of the new session, a formal meeting among the management, the principal and all the staff is organized. In this meeting the perspective of the institution, institutional plans for the academic and physical growth for the new session is discussed at length.
4. The faculty consulted would offer his/her frank opinion on various aspects such as student's enrollment ,arrangement of class room's requirement of teaching aids maintaining quality in teaching learning transactions so and so for the student's feedback on teachers also help promulgating improved teaching methodology.
5. The principal prepares academic calendar during vacation time and discusses it with faculty and after taking into consideration of faculty opinion & suggestions final plan & programmes are prepared related to literally, cultural,

sports and co-curricular activities to be organized and implement in the forthcoming session.

6. The principal co-ordinates the academic administrative aspect of the college for the overall development of the teachers and the students of the institute. It is under the active involvement, administration, co-ordination and guidance of the principal, the college achieves success.
7. The faculty persons are ready to implement policies of the institute at base level. They are in direct contact with the students and the stake older so their role is also significant one. The teachers improve qualitative education to the students. They remains updated themselves through active participation in seminar/workshop/conference from time to time.
8. The management plays a very important role in formation and implementation of quality process and action plans. Management creates supportive environment of participative nature where everyone associated with the institution contribute his/her best in the growth and development of the education process. Management extends its support on financial ground and also on humanitarian guard. In short we can say that big events like being host of Gujarat University zone level youth festival with a small staff of only 7 permanent teachers' administrative staff and student workout team spirit.

Management roles for quality policy



Role of Principal

IQAC

Administration

Faculty roles for quality policy

Curriculum Development

Implementation of academic calendar

Curriculum planning

Student development programs

Year wise

Member of board of study

Approve curriculum of staff by

Feedback from student's alumni

week wise

Unit wise

Year wise

Semester wise

C.W.D.C

NSS

NCC

Child care programme

Student union

Placement cell

Saptdhara

6.1.3 What are the procedures adopted by the institution to monitor and Evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The action plan constitution involves simple but straight forward and smooth pattern. First policy is formed as per the guidelines and instructions of the state government, UGE and Gujarat University, Urgency and need of the institution taken into consideration and it is approved by management board and then implemented by inter collage level organization.

Following is the involvement of the leadership in ensuring:–

- The policy statement and action plans for the fulfillment of the stated mission
- Interaction with stake holders
- Proper support for policy and planning through need analysis, Research, Input and consultation with stake holders.
- Reinforcing the culture of excellence.
- Champion organizational of change.

The management and the principal ensure the active participation of all the staff members in implementation of the policy statement and action plans. The principal has formed different committee to this end.

In the last 5 years 5 parents and 5 Alumni meetings and 5 welcome day_organized by our college. The I.Q.A.C monitors all activities constantly.

Details regarding A.Q.A.R sent to NAAC since last 5 year:–

Year	Report send to NAAC on
2010–11	06/10/2010
2011–12	21/10/2011
2012–13	25/12/2012
2013–14	19/01/2013
2014–15	16/03/2015

- Principal organizes parents meeting to inform the parents about the performance of students and College & also set valuable suggestions and feedback from parents.
- Periodic meeting with student council(study circle)
- Periodic meeting with grievance redressed cell

- Experts from various fields are invited to contribute to the overall development of the institute
- Institution follows and implements the suggestions and instruction of I.Q.A.C and peer team.

Interaction with stake holders:

- The management and the principal constantly keep in touch with the stake holders of the college and get their co-operation.
- One the best thing is openness both in the part of students and the stockholders. The students remain in contact with the principal; the teacher and even the member of management are quit open enough to express their view about the entire process. They also communicate through various mechanisms like grievance redressal cell, verbal and written feedback etc.
- Principal and faculty members are active participants of government programs. This gives them a stage to interact with various persons directly and indirectly associated with academic process. Such interactions consequently help in the growth of the intuition through sharing of knowledge. Thus the teachers have scope for interaction with stake holders and policy makers.
- Moreover guardian, alumni, students representation, the management also interact with the teachers and the principal on various occasions.
- **Proper support for policy and planning through need analysis, research inputs and consultation with the stake holders.**
- The management and the principal extend their positive support for various policies and planning. The principal encourage the teaching staff to prepare and submit their minor research projects and forward them to the UGC for financial assistance as a part of increasing research policy. Here he extends all the possible supports. Need base analysis regularly conducted by the college management through consulting various stake holders of the institution. This provides all important reference for formulation of initial blue print for correct quality plan that can fulfill actual mission and vision of the institute.
- **Reinforcing the culture of excellence:**
Excellence is the benchmark for all the endeavors made by the institute. The college is well aware about the urgency of excellence as a parameter in this competitive world. Hence, all the attempts, endeavors and even the smallest initiatives focus towards excellence.

Champion organizational change:

- ✓ Organizational change is more or less centered towards bringing constructive changes in academic functioning of institute making it more significant for society. We are also pleased to start the institution and management is connected with each other for service to the needs students.
- ✓ The principal of the college himself doctoral research in sociology, thus setting an example for other academicians and faculties to pursue further researches. He has shown much leadership initiatives in various sectors like accepting to host zone level and south zone 2 level youth festivals of Gujarat University, to host state level annual conference of sociology, to host Gujarat State economics professor's annual conference.

6.1.4 Give details of the academic leadership provided to the faculty by the top management?

- ❖ The institution has an effective internal co-ordination and monitoring mechanism. Usually the coordinating activity is performed by the principal and co-ordination of concern committee.
- ❖ General meeting of the Head of the institution and the member of the staff are held at beginning of each semester. Principal also invites Head of the each department for personal meeting periodically, to review various activities of each department
- ❖ The principal of the college frames various committees and de-centralization the responsibilities of various activities of the college to help the efficient functioning of the administration and for the smooth conduct of academic activities.
- ❖ For the effective internal co-operation and management of various social activities, the college co-operation with the sports, NSS and NCC volunteer to make event successful.
- ❖ Faculty wise daily work diary is maintained and monitored regularly.
- ❖ Our college has effective internal coordinating and monitoring system. The participation of staff is ensured in the planning stage of all the academic and extracurricular activities. A formal meeting is organized in the presence of the management representative. We feel proud to mention here that our management always stands beside in all our endeavors and extends all the possible help round the clock management take keen interest in quality enhancement in teaching. The efforts of the staff members participating in execution of the institutional activities are appreciated and acknowledge through felicitations in public.

- ❖ Since our college is Grant In–Aid College it receives various grants funded by the state government, UCG & other agencies. All the are grants are part of the action plans aimed at for the improvement and implementation of evaluated through an audit by registered chartered accountant. Utilization of fund is effectively monitored by funding agency and management.

6.1.5 How does the college groom leadership at various levels?

The management authorities and the principal as the Head of the institute for academic leadership. The principal grants leadership to the teachers as an uncharged of various committee. The principal co–ordinates with various Head of the Departments, conveners of various committees, non–teaching administrative staff, the members of the management and students. The principal conducts meetings with HOD’s of various subjects where he shares the academic plans and collects feedback and suggestions from them. The Head of Department plan their activities and strategies shared with the subordinate follow teachers of the departments consequently, it result into effective implementation with space of necessary charges.

- All teachers are given full freedom to give students effective teaching by the methods which students can follow easily.
- Principal invites each faculty for personal meetings to know their suggestions and problems regarding teaching process.
- Moreover the faculties are provided freedom in selecting books for the library and for their personal researches.
- Academic leadership is provided to the faculty for pursuing research oriented tasks, publishing books, attending conferences, seminars and presenting research papers etc.
- Leadership is provided for pursuing doctoral research work under teachers following programme.
- Academic leadership provided to faculty for organizing study tour, quiz etc.
- Moreover faculties are provided freedom in selecting books for the library.

6.1.6 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

- ⇒ The collage by decentralizing the responsibilities and by assigning certain responsibilities to certain students, teachers, administrative staff, leadership among them at various level & various stages.

- ⇒ The management provides authority and powers to principal for good administration. The principal manage the institute under the guidance of the management.
- ⇒ The principal gives responsibilities to the senior and efficient faculty member for smooth functioning of various tasks. The deliberate efforts are made to uncalculated and develop leadership qualities in them. The principal and the management provide ample freedom in accordance to the responsibilities to the teachers for the discharge of their duties unhesitatingly. Teachers are provided the option to select the committee of their interest for better involvement and interest. Staff and students are encouraged by facilitation for special achievement on annual day function of the institute. Their performance and contribution in the college work is appreciated and acknowledged daily. This type of positive approach senates a positive feelings and sense of responsibility and duty for the growth of the institute. Every employ is motivated to make positive inputs and gradually leads them to perform various role at various level.
- ⇒ The leadership of the institution has been in the dynamic and result oriented hands of Dr. P. K Patel. He sets an example for other faculty members for research work the head of the institution is entire, alert, intelligence and hard working. He sets an example by his behavior.
- ⇒ The college groom's leadership at various levels allowing the students to be a part of the collage initiatives, to develop leadership in skill of events management, we organize one day self-cooking day (Swayam pak din). Some of the cultural events and programs are managed by students only. They perform various responsibilities like a choosing, working as volunteers, assisting the other non-teaching staff in making the events successful. Thus, inculcating in them the sense of belongingness, responsibilities and are the same time nurturing the leadership qualities.

6.1.7 How does the college delicate authority and provide operational autonomy to the department / units of the institution and work towards decentralized governance system?

Adequate authority is delegated to head of department, coordinator of various academic programs, department head and convener of various committees. The principal conduct regular meeting with the staff and assigns responsibility in consolation with them as per their capability and aptitude. The meeting of principal ad head of the departments focuses on how to improve the academic and co-

curricular and extracurricular performance the student. The work is delegated to the senior staff to plane the time table and committees.

The department are provide with enough autonomy and freedom regarding the departmental issue such as teaching, teaching methods, involvement of students inviting subject expert for delivering special lecture, organization (Seminars, quiz, group discussion etc.) and extracurricular activity of the department. Syllabus distribution, material preparation of timetable etc. are carried out of by concerned HOD and teachers. The principal interfere with the department only when it is badly required.

**6.1.8 Does the college promote a culture of participative management? If ‘Yes’,
Indicate the levels of participative management.**

Yes, our management takes active parts in various activities of the college and they encourage and motivate the work of staff member and also give guidance for development.

- 1) New seminar hall constructed at a cost of **Rs 40, 00,000** (Forty lacks) out of which **Rs 24,00,000** contributed by UGC grant and rest **Rs 16,00,000** contribute by our management. Our management always eager to contribute for infrastructure development in the institution.
- 2) Many teaching post is vacant and Government do not give NOC for appointment but our management is kind enough and supportive that every teaching post is fill up by teaching faculty and management paid sum of **Rs 1203375** Towards remuneration of this ad hoc staff. Thus we can say that our management is absolutely participative on financial ground.
- 3) Moreover they motivate students by their physical presence in curricular, extracurricular and co-curricular activities.
- 4) The management actively involves and participates in all events and programme of the institution without fail. The secretary of our management is young and dynamic and always ready to accept new idea and he supports every one with his positive approach. Under his leadership many notable events take place in various institute managed by Vaso Kelavani Mandal. Celebration of “Vaso Day”, celebration of Independence Day of District is such a big events

which is successfully organized due to positive and supportive approach of our institute.

- 5) Management gives all kind of help to host two big events of south zone 2 youth festival & zone level youth festival of Gujarat University.
- 6) The management permits teachers to pursue their doctoral researches under teacher's fellowship scheme of the UGC thus the management contribute in teacher's academic progress.
- 7) In short we can say that our management is supportive, participating and of positive approach creates friendly atmosphere in institution.

Expenses bare from Vaso Education Society						
year				Clall Room-Seminarhall	library books	Ad hock
	building			library		Staff Salary
	maintenanc e	dead stock	dead stock repair	construction		
2009-10	10640		9000			214105
2010-11	0	39000	0		3871	184700
2011-12	0	183605			26798	172860
2012-13		108000		1546997	31701	155810
2013-14	95890	0	2150		41454	202475
2014-15	69500	231450	400		104269	273425

6.2 Strategy Development and Deployment :

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes, the college has a formally started quality policy which is developed by management, principal, senior faculties, department Heads and other member of IQAC including external members from various sections of the academic fields.

This policy is driven through–

- * Take scholarship for minority and backward class students

- * C.W.D.C works for social affairs of students
- * Innovative method of teaching and learning by multimedia
- * Various certificate course like tally accounting, human rights, retail management, beauty parlor etc.
- * Implementation of NAAC peer team recommendation
- * More programme, remedial classes for weaker students
- * More use of I.C.T in teaching & learning

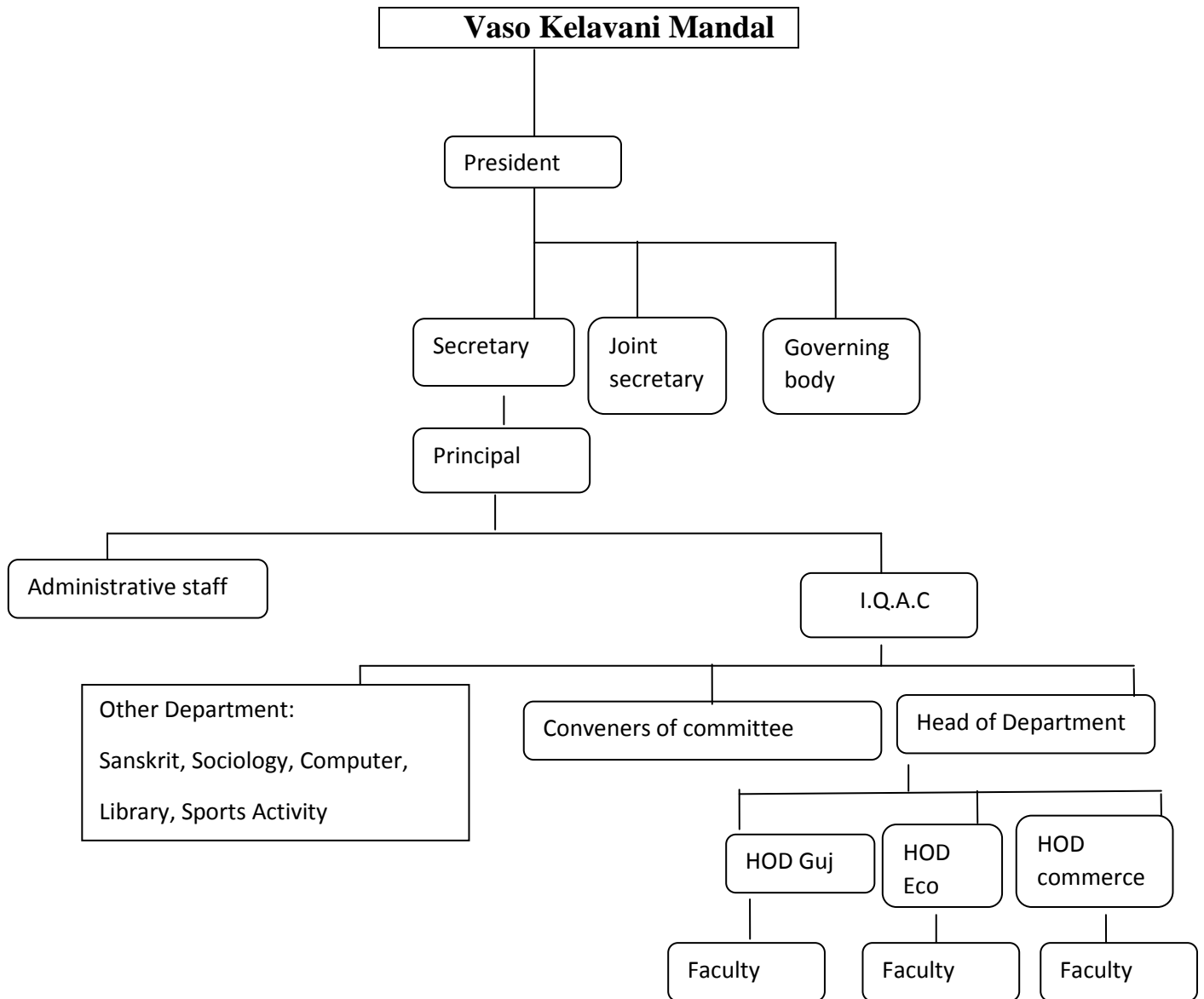
After the implementation of the quality policy and various aspects the college ensures to check its impact factors and outcome. If the quality policy applied works well it is sustained if it does not bring positive expects outcome, then it is reviewed unanimously and necessary amendments are made for the good.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Yes, the institute has a perspective plan for development.

- > We have large sports ground and intend to develop basketball court and running tracks and sports activities.
- > The institution plans to develop an infrastructure facility which includes separate department chambers, special reading room with individual cabin.
- > All classes will have ICT facility
- > To introduce more certificate courses
- > Increase use of ICT
- > More faculty participation for research work

6.2.3 Describe the internal organizational structure and decision making processes.



The detail of the academic and administrative bodies of the institution is listed below:

Strategic planning, Team work & decision making process are prime features for any institution.

~ The UGC and the commissioner of higher education:

Many decisions regarding higher education, strategic planning and implement grants funding etc are carried out here.

~ The management decides the policy of the college, executes the grants from the UGC in various academic projects, it takes decision regarding the commencement of the new courses, sections of ad hoc staff, extensions of the infrastructure etc.

~ The principal:

The principal is a center of administration of institution. The principal has to co-ordinate with various sections namely management, the teaching staff, non-teaching staff, the students, parents, alumni, the University; he has to implement the policy of the management and statutory bodies.

~ The principal and the office staff:

The principal is in consultation with the office superintendent and the head clerk to take decisions about the administrative matters and the decisions are executed. Formal and informal consultations are carried out between and other at regular intervals.

~ The principal and the Head of the Departments:

Various plans pertaining to the academic activities are materialized and implemented in consultation with the head of the departments.

~ Department staff:

The staff members of various departments take decisions about the departmental activities in consultation with the Head of the department.

- ~ The main decisions making process ultimately rests on the management and the principal. The other stake holders can offer their frank opinions whenever sought by the management or administrative authority.
- ~ We have efficient and experience management of more than 96 years and they managed the **Seventeen** institutions successfully. It has been matter of pride that founder member Shri. Motibhai Amin has started Montessori education for the first time in 1915 in the state. We are happy that there have never been any crises or disputes pertaining to the management of the colleges.
- ~ The credit for this goes to the efficient managerial team of the college. It is worth to be noted that the college has always been successful in managing the matters on its own. The principal, the departmental needs, teachers, non-teaching staff play a very significant role in the smooth and efficient internal co-ordination and monitoring mechanism. In most cases problems are solved at the college level. This very cordial atmosphere prevails in the college.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following.

1) Teaching & Learning:

In the beginning of the year, academic calendar is prepared and each faculty strictly follows it. Each staff member prepares his/her own teaching plan. Completed curricular and remaining curricular periodically reviewed during study circle meeting. Expert lecturers are also invited. Assignment and presentation is part of their internal marks. In order to improve the teaching and learning process and to make it more meaningful and interactive new technologies aids have been installed. The college has multimedia projectors, computers and laptops with internet connections to make the teaching, learning process more interesting and to upgrade quality of teaching, learning process.

We also organize educational tour, remedial classes etc. for quality enhancement.

2) Research and Development:

The teaching staff is constantly encouraged to undergo Ph.D. and to undertake minor/major research projects offered by UGC. The principal also encourages the staff members to present papers in seminars, workshops and conference. We also organized state level seminars/conference periodically. 3 minor research projects are going on by our faculty.

3) Community engagement:

College constantly endeavors to extend its service towards the surrounding communities. Various awareness programme like traffic awareness, women feticides, aids awareness, rally were organized. In our collage NSS unit is active and organized 7 days camp each year in surrounding village and perform different programme like blood donation camp, health checkup, blood group check, street play, Gramsafai, Prabhat pheri, wall slogan writing and various cultural programme to serve the community.

We offer all seminar halls to organize different meeting to government authority and other institution. Training program of any election of government body.

4) Human resource management:

Our college has arts & commerce faculties hence the students are tough humanitarian concept as well as managerial entrepreneur skill from their co-curricular activity. The college management and the principal look after the requirement of the human resources. As per requirement teaching and non-teaching staff are required for various types of academic administrative and other activities.

5) Industry interaction:

Institution organized visit to industrial fair. The college invites eminent enterprises, businessman and industrialist to our collage to share their expertise and experience of the industry sectors. Alumni who are in industry share their view and experience with other students which help them to divert their effort in right direction.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

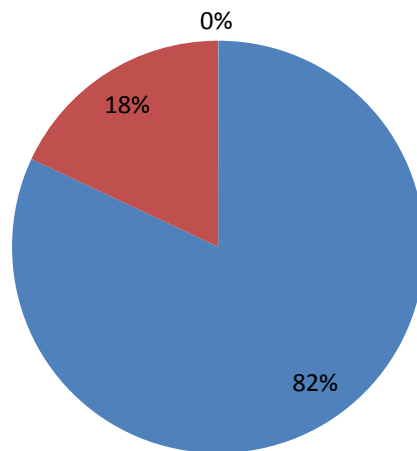
Every month, all the information about important activities is submitted to management to publish in monthly bulletin of Vaso Kelavani Mandal. Moreover during the formal and informal meeting of the college, the principal ensures personally that the detail of the activities of the college, reach to top management and the stake holders transparently. The principal also conveys various feedbacks analysis taken from students, parents, alumni regarding the college to the top management. Moreover various programmes and activities are conducted by institution.

After every program we take feedback of students on various aspects on the last day of annual exam which is analyzed and reported to principal by particular in-charge faculty. Principal informs, discusses and take advice from top management and IQAC committee.

B.A.PROGRAM

Satisfaction Level of Curriculum:

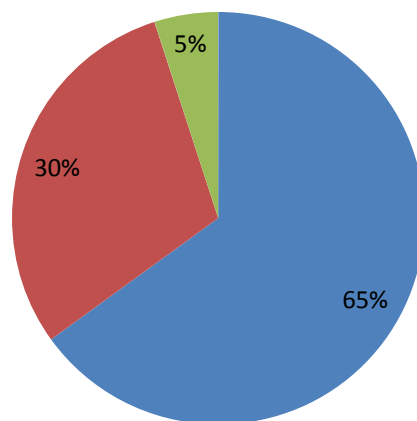
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B.Com.PROGRAM

Satisfaction Level of Curriculum:

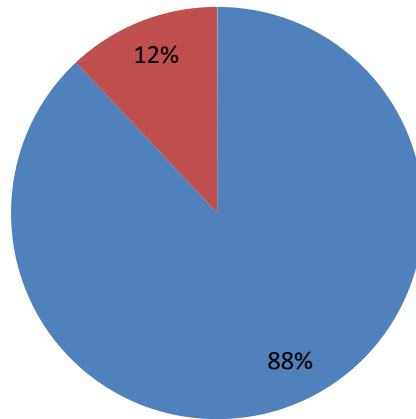
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B.A.PROGRAM

Availability of Reference Book?

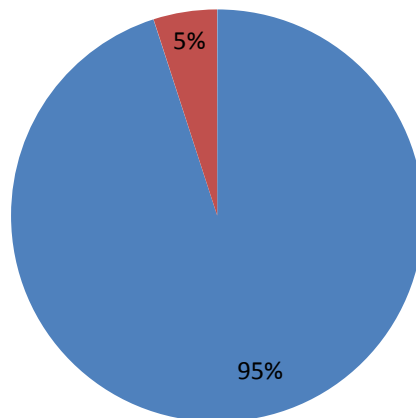
■ Fully available ■ Not available



B.Com.PROGRAM

Availability of Reference Book?

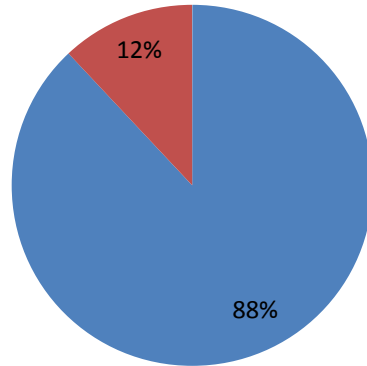
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B.A.PROGRAM

Do you have system for proper grievance redressal?

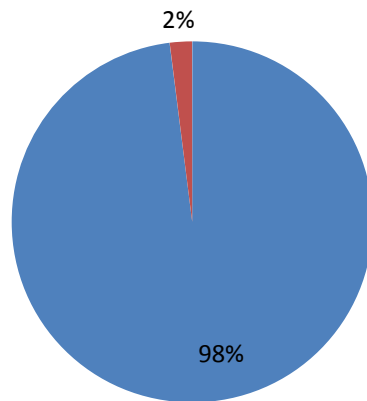
■ YES ■ NO



B.Com.PROGRAM

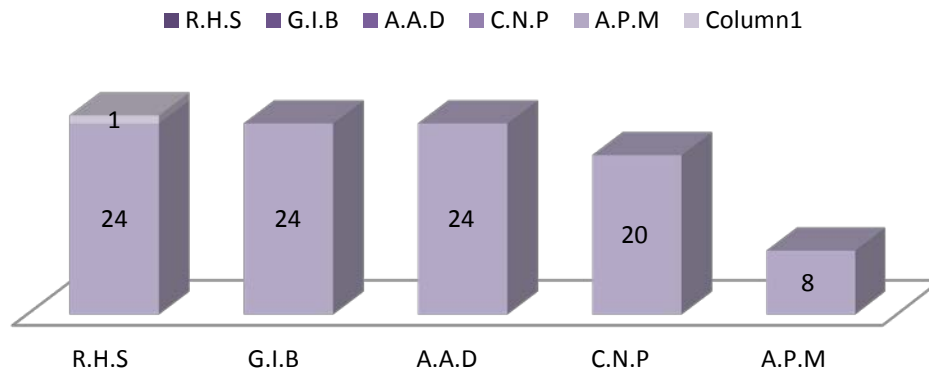
Do you have system for proper grievance redressal?

■ YES ■ NO



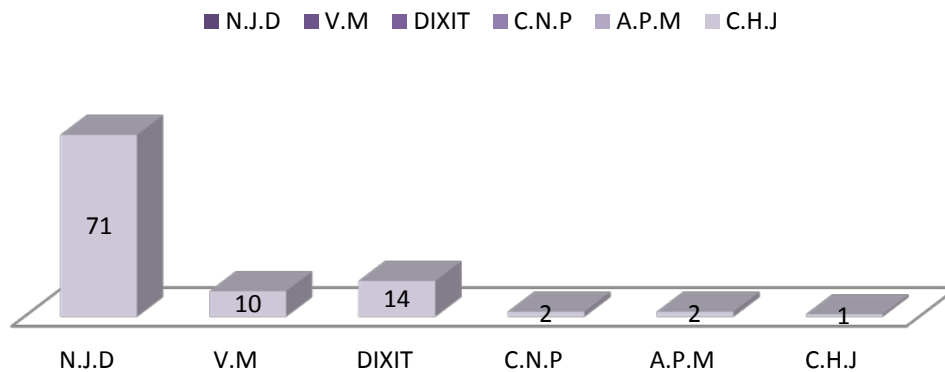
B.A. PROGRAM

Student's satisfaction level, taking in to consideration of Presentation skill, ability to create interest in the subject, ability to explain, to cover other point, level of knowledge and dedication level of faculty.



B.Com. PROGRAM

Student's satisfaction level, taking in to consideration of Presentation skill, ability to create interest in the subject, ability to explain, to cover other point, level of knowledge and dedication level of faculty.



6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The Management is in close contact during various activities by remaining present in many of the events and meetings and frequently discussing the progress in various fields. Whole staff takes interest and participates in co-curricular and extracurricular activities. The management takes note of such efficient and committed staff and provides all the support for their further development.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

1 I Q A C have decided last year that for better computer literacy for student Institution should start some new computer related programme. We are proud that computer programme of D.T.P & Basic computer courses started from Academic year 2015– 2016 in collaboration with Anupam mission of Mogri possible.

2 I Q A C resolution for on line Exam for all students also come true from this year with some grey area.

All matters are discussed in IQAC meeting and related implementation is done. In next meetings we review the formal resolution and action taken and what to do in next discussion.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If ‘Yes’, what are the efforts made by the institution in obtaining autonomy?

Yes, the affiliating university has a provision for according autonomous college status. Though it is long term vision to be autonomous, it is not yet at the planning stage, our institution has not made any efforts in obtaining autonomy status at presents.

6.2.9 How does the institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyses the nature of grievances for promoting better stakeholder relationship?

We have a satisfactory mechanism to attend student grievances.

- We invite grievances in such a manner which will inspire confidence.
- Open the grievance box in the presence of students representative, committee in charge, and the principal and read the problem in the meeting and register it in separate register
- Committee discusses it and decides how to solve it
- Action taken against each grievance is also registered.
- This mechanism of solving problem has got warm response from the student making them realize about the democratic system in the college we received 5 to 6 grievance suggestion on the average and majority of them related to maintenance required and internet speed most of grievance solved amicably.
- The college conducts parents meeting and alumni meetings where the complaints grievance and suggestion are considered and attended according to their merit.
- The institute has one more platform to file complaint/suggestion from the students called “study circle”. 3 ranker from each division is member of this association and arranges meetings periodically and discusses curricular aspect of each faculty.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No, during the last fours, there had not there been any instances of court cases filed by and against the institute.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If ‘Yes’, what was the outcome and response of the institution to such an effort?

Yes, the institution has both formal and informal mechanism for analyzing for student feedback institutional performance the oral feedback receive from

the students are analyzed through discussion speculations and discussion with various committee's heads and member of various committee.

Reasonable suggestion and feedback are taken into consideration and are acted upon instantly to resolve it. For example if the fans are not functioning in certain classes it is noted and immediately it is got repair with help of electrician. In some cases it would take some time to get is resolved.

6.3 Faculty Empowerment Strategies:

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

Following are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff.

1. Teachers are also encouraged to participate in orientation and refresher courses in their respective subjects and area of expertise.
2. Teachers are also encouraged to participates in various training programme organized by knowledge consortium of Gujarat (KCG).
3. Expert from various areas are also invited to deliver scholarly take to improve professional skill of the teaching ad non-teaching staff.
4. Adequate computer training program for carrying out their duties.

6.3.2 What are the strategies adopted by the institution for faulty empowerment through training retraining and motivating the employs for role and responsibility they perform.

Motivation is key factor for faculty empowerment to management made motivation continuous process in every meeting and every instance available. Faculty are motivate to increase their participant in various staff development programme information is also provided to faculty about seminars workshops and orientation courses beings held outside and also encourage them to attend and to present papers. Vibrant lecture of eminent personality also provide them opportunity of self-introspection responding one way of working.

6.3.3 Provide detail on the performance appreciable system of the staff to evaluate ensure the information on multiple activities appropriately captured and consider for better appraisal.

Performance apprised system is formulated by state government. Each teacher has to submit his/her performance appraisal form in the prescribed format to the

commission of higher education. The academic progressive index score is then verified and approved by government. The API is the indicators of a teacher's academic and professional progress.

6.3.4 What is the outcome of the review of the performance appraisal report by management and the major decision taken? How are communicated to the appropriate stack holders?

The performance appraisal indicator has been implementing in Gujarat in the year 2012–13. The management and the principal keep close eye on performance of the individual staff and their opinion shared with the faculty. The management appreciate the faculty with outstanding performance by felicitates the teachers in the meeting and public function.

6.3.5 What is the welfare scheme available for teaching and non teaching staff? What % of staff have availed the benefit of such schemes in the last four year?

1. Uniforms are provided to class – IV employees. Available uniforms for **Rs. 5200** during last 4 years.

2. Travel reimbursement facilities are provided in form of state government rules. Mr. P. K. Patel have avail sum of **Rs 19200** as travel reimbursement.

- i. Health checkup at a nominal fee of RS 10/- available at C.M shah general hospital as per an M.O.U with them.
- ii. Maternity and paternity leave is also provided to the faculty members.
- iii. In case of accidental death, there is a group insurance of Rs 100000/- is available for all students under Kinariwala group insurance scheme.
- iv. Study leave is granted to pursue Ph.D. and other higher degree.
- v. Extra ordinary leave available for going national, international teaching expose to those invited to deliver scholarly top to improve professional skills of both the teaching and expertise in the relevant subject.
- vi. 50% concession on tuition fee for first 25 admissions in arts and Commerce faculty and fee relaxation of **Rs 25000** in current year.
- vii. Facilitating the faculties to extend their services as resource persons and share their expertise with others in other college, BISAG distance telecasting and BAOU radio take shows etc.

viii. Providing moral and emotional support for career advancement and personal growth

6.3.6 What are the measures taken by the institution for attraction and retraining eminent faculty?

Our scope for attraction eminent faculty is severely constricted on ours is predominantly an under graduate, affiliated, grant in aid collage.

The staff is to be recruited strictly as per the government rules and regulation we do not have the autonomy to recruit staff directly.

However the management and the principal makes all the efforts to retain the eminent teachers in the faculty as per institution firmly believe that teachers are the real assets of the institute.

For retaining the faculty a conducive environment for better disposal of duties is extended and providing good atmosphere and encouraging working conditions.

6.4 Financial management and resource mobilization

6.4.1 What is the institution mechanism to monitor effective and efficient use of available financial resources?

(1) The principal and accountant regularly monitor the effective and efficient use of available financial resources. For the efficient maintenance of the accounts, an internal audit is performed at regular intervals and the utility ratio of the resource finances also keep in mind.

(2) Annual budget is designed according to needs of colleges including books infrastructure development, development other facilities in college, salary of self finance staff, stationary, maintenance of equipments and building, etc.

(3) There is an internal audit conducted by registered chartered accountant.

(4) For UGC funded grants and schemes, utilization certificate by register chartered accountant has to be submitted

(5) Principal discusses financial need of the institution with management and management is kind and sound enough to fulfill every requirement.

(6) Final account of each and every grants of UGC is submitted in UGC with no objection certificate

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done? What are the major audit objections? Provide the details compliances?

- Every year internal audit takes place. Last internal audit was done for financial year 2014–15.
- External audit by commissioner of higher education. Last audit report receives on 20/07/2015.
- There was no major objection by any of the auditor. Hence, there are question of compliance.

6.4.3 What is the major source of infrastructure receipts / funding and how is the difficult managed? Provide audited income and expenditure statement of academic and administrative activities of the previous 4 year and the reserve fund / corpus available with institution, if any.

Following are the major source of institutional funding.

This is a Grant in Aid collage. So:

Gujarat Gov. gives a fixed and limited grant for salary, light bill, building rent, and book purchasing and some minor other expenditure.

College has UGC 12(B) and 2 (F) recognition: so the institute also receives grant from UGC for different plans.

Uncovered & overhead expensive of above sources e.g. salary to ad hoc teachers, light bill, maintenance etc. are made up by the Vaso Kelavani Mandal.

We have well wishers for institute who donates and extend their financial help for needy students of college.

6.4.4 Give detail on the efforts made by institution in securing additional funding and the utilization of same (if any).

- Besides of Government Grand & UGC funding institution made following efforts for securing additional funding.
- Institution gets required additional funding from our management.
- Faculty member also contribute to cover over expenses
- We also received funds from well-wisher(Donors) Alumni
- The college also raises some funds from students by tacking nominal (Token) fee for conductions of certificate courses.

- The utilization of the funds generated is stated below:
- For organizing cultured activities ,
- For organizing seminar/ conference/ workshop
- For expenses for preparation, participation & organizing youth festival.
- To organize sports activities
- To grant scholarship for economical bookwork students.
- For expenses of social welfare activities.
- To cover over expenses of NSS camp etc.
- For infrastructural development
- Total funds rise since last Four years was **Rs. 75,00,000**

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

a. Has the institution established Internal Quality Assurance Cell? If yes what is the institutional policy with regard to quality assurance and how has it contributed in institutionalization the quality assurance process.

Yes, the college has established internal quality assurance cell. The institutional policy with regards to quality assurance is that quality is the bench mark in all initiative.

- * We have formed IQAC as per prescribe format and has held regular meeting.
- * The IQAC makes suggestion and recommendations with regard to quality assurance of the institution. The management along with the principal executes their recommendation for the improvement of the quality.
- * IQAC helps in formulating quality process and action plan for the development of the college member of the IQAC constantly monitor the progress of the action plans and give their positive and transparent inputs.
- * The policy is not just limited to defining quality, but about insuring that is actually delivered in its entire ramification.

- * This policy has contributed significantly and efficiently in institutionalizing the quality assurance process in various factors of academic as well as welfare initiatives of the institution. The institution strictly there to stick the almost quality standard and ensures to maintain the quality level in all the expects.
- * In the last 4 years, 12 IQAC meeting held in which many decision were taken and later implemented. The management is positive enough to approve all decision taken by the IQAC which reflects the trust and faith of the management in the IQAC.
- * Yes, the IQAC has nominated external member as it is committee member who provide significant contribution mainly in the teaching learning sector. Well known educationalist doctor Amrapali Merchant, Head of department sociology, S.P. University and ex. Vice chancellor of BAOU was external member of this committee up to two year. Unfortunately she expired on Dec.2014 there after joined IQAC external member. One of the significant contribution she made was about inspiring faculty member to do more research work in their carrier she also contribute about improving quality of the teaching learning method and improving teaching learning quality.
- * The external member visits our institution and made positive suggestions for improvement of the quality to the persons concerned. Annual conference of sociology department was held in this institution.
- * The students and the alumni make contribute their best in most of the events organize in the college.
- * They offer their services as volunteers in various extra-curricular and cultural activities.
- * They offer their physical, moral and all times financial support in overall development of institution.
- * The student And the alumni make suggestion for better facility such as drinking water, toilet arrangement, library service etc. and thus, they make the functioning of the IQAC more effective the member of IQAC of the IQAC are in direct contact with students. They regularly give feedback in formal and informal way for required of better environment some of alumni who are at various key position in public and private sector. The suggestions play very significant role decision making.
- * IQAC conducts meeting with the staff periodically with various agenda and under takes elaborate discussion. The IQAC communicates its plans and policies of quality assurance and engage the staff in different activities.

- * The college has tried to include member from all departments, stake holders, non-teaching staff as well as students and alumni. This has enable IQAC to have representation from all constitute of the institution. They not only propose requirement and concerns but also help in communicating the activities of the IQAC to their group.

6.5.2 Does the institution have an integrated framework for Quality Assurance of the academic and administrative activities? If ‘yes’ give detail on its operationalization.

Yes, the institution adopts an integrated framework for quality assurance of the academic and administrative activities. Several measurements have been taken by the institution for strengthening its activities by integrating quality concepts. IQAC has been formed as per the guidelines of NAAC which acts as modal agency in quality related activities. It would take care of the measure to be implemented to sustain and enchase quality in all activities of institution. A schedule of academic and administrative activities is prepare every year and the IQAC monitor the operation of the schedule and see that all activities are carried out as planned. The guidelines issued by the affiliating university and the department of collegiate education in carrying out the academic and administrative activities respectively are considered while preparing and the operating schedule.

6.5.3 Does the institution provide training to itself for effective implementation of the quality assurance procedures? If ‘yes’ give details enumerating its impact.

Yes, the faculties are allowed to participate in orientation and refresher courses organized by academic staff colleges at various universities to sharpen their skill.

Institute also motivates all faculties to attend various staff development programme. Moreover special training programme for computer literacy, English speaking proficiency are also organized in institute and almost all faculty and non-teaching staff joined these programme.

Teachers are advise to monitor the work how of the competitive colleges and there by improve their interpersonal skills.

6.5.4 Does the institution academic audit or other external review of the academic provisions? If ‘yes’ how are the outcomes use to improve the institutional activities?

The affiliated university has a system of local investigation committee which physically inspects the collage and also reviewed the report submitted by the college responding the academic process of the college.

The institution also has developed its own system to review academic performance of institution. We analyze university result in detail (subject wise result analyses) and faculty for better academic performance are appreciated and necessary suggestion is made for poor academic result to concern faculty.

Examination held at the university is a workable substitute for academic audit for institution like ours. In this area we have outperformed other surrounding college with a margin as can be seen below. University result of Vaso College and surrounding result.

❖ Details analysis of **OVERALL COLLEGE RESULT** is as under.

YEAR: 2011 – 12

B. A.			
	Vaso college	Ankalav college	Mahudha college
TY	86%	84 %	59 %

YEAR: 2012 – 13

B. A.			
	Vaso college	Ankalav college	Mahudha college
TY	87%	95%	75%

YEAR: 2013 – 14

B. A.			
	Vaso college	Ankalav college	Mahudha college
TY	89%	62 %	75%

YEAR: 2014 – 15

B. A.			
	Vaso college	Ankalav college	Mahudha college
TY	74%	52 %	50%

YEAR: 2011 – 12

B.Com.			
	Vaso college	Ankalav college	Mahudha college
TY	81%	20%	53%

YEAR: 2012 – 13

B. Com.			
	Vaso college	Ankalav college	Mahudha college
TY	63%	25%	51 %

YEAR: 2013– 14

B. Com.			
	Vaso college	Ankalav college	Mahudha college
TY	73%	34%	18%

YEAR: 2014 – 15

B. Com.			
	Vaso college	Ankalav college	Mahudha college
TY	81%	25%	16%

6.5.5 How are the internal quality assurance mechanism aligned with the requirement the relevant external quality assurance agency / regulatory authorities?

As a post accreditation quality sustenance activity most of the observations made by the NAAC peer team are implemented steps are taken to implement their suggestion for quality sustenance and enhancement.

The suggestions and recommendations made by externals agencies such as knowledge consortium of Gujarat, Director of Education are given due weight age and importance during IQAC meeting.

Formation of committee involving teaching staff, administrative staff and student alumni for efficient functioning of all aspects of the college administration makes sure that quality requirements are fulfilled successfully.

6.5.6 What institution mechanism is in the place to continuously review the teaching learning process? Give details of structure methodology of operation and outcome?

We have three fold mechanisms to review the teaching learning process.

- ✓ Rapid compilation of the efforts and results
- ✓ Analysis of these at departmental college and individual level combine with discussion immediately after such compilation.
- ✓ Student feedback on curricular and faculty

Such a mechanism has the following process to back it up.

At the beginning of the academic term, the result analyze is made based on the poor result, a special investigation is made about courses and the matter is brought to the concern subject teachers attention and the teacher goes through a self introspection.

The management and the principal can always have a close look at the teaching learning procedure in the class room by random visit.

Teaching and learning process of each faculty and curricular aspect closely discuss during study circle meeting apart from these, quiz, assignment, presentation, group discussion etc.

Faculty member maximize the use of ICT facility and institution have also enhanced ICT facility help students to learn better with modern technology.

Moreover the faculty reviews the result to measure the effectiveness of the teaching–learning process.

The outcomes of above mentioned mechanism are positive to a great extent

6.5.7 How does the institution communicate its quality assurance policy mechanism and outcomes the various internal and external stakeholders?

The quality assurance policies and mechanism of the college are communicated to the parents, alumni during their meetings and also to new comers at the orientation phase.

Management and other stake holders are communicated during general set to gather and assemblies like republic day, college annual function, celebration of Independence Day etc. Moreover the institution publishes its souvenir periodically in which institution tries to highlight its quality assurance policies and mechanism in a formal manner along with its slogging achievement and future planning and prospect.

The institution had launched its own web site and institution communicates, its quality assurance policies, mechanism, outcomes and other events up to date frequently.

Moreover our management published monthly bulletin for all institution under their management and all activities, achievements major forth coming events are communicated with all stake holders and with community.

The student are the important and integral part of the entire process students are in the continuous and direct contact with staff member of the college. They are made aware of the quality action plan and process formulated Bye College. They are informed about new innovation regarding new policies, plan and scheme. They are also intimated about the consequence of such innovation.

- > External members are front of IQAC where the member contributes in process and mechanism.
- > Institution communicates its quality assurance policies, mechanism, outcomes and other events by collage prospects and press notes in leading newspapers.

Any other relevant information regarding Governance, leadership and management which the college would like to include:–

- # Vaso Kelavani Mandal is one of the pioneering trusts that laid the first foundation stone for education in the educationally barren and backward region of Gujarat. The credit goes to the great visionary and legendary figure late Shri Motibhai Amin, the founder of trust. The present members of the managing committee are business oriented and industrialist persons. They are working as enterprise and are concerned for the educational growth and development of their institution.
- # Hence they pay a keen attention and contribute in every possible manner, for development and achieving excellence in all the spheres.

The mode of functioning of the institution is based on the principals of coordinating, respects, mutual respects and understanding to create global standards in education without compromising loss in human and spiritual values. The college has a visionary management and dedicated, able leader as principal.

Staff and students are sensitized to utilize their skill to benefit the community and assist in maintenance of peace and harmony in our nation. Dedication and loyalty of faculty member are appreciated both by the management and principal.

The potentialities of management with the support of young talented and committed team of our staff will surely take the college soon to a new height.

**Self-appraisal Report for
National Assessment and Accreditation Council**

Part-II

Criterion VII: Innovations and Best Practices

January 2016



**Smt. S.B. Patel Arts & Shri. R.N. Amin Commerce College
Vaso, Kheda, Gujarat, Pin: 387380**

CRITERION– VII

Innovations and best practices

7.1 Environment consciousness

7.1.1 Does the Institute Conduct a Green Audit of its campus and facilities?

The college is situated in a very open and green land parcel of 6 acres. The institute strives to keep its campus green, clean, neat and eco friendly by planting sapling every year. Watchman of college is given additional task to surround the plants and sapling moreover commence college, it does not have any hazardous process on campus it also do not generate any pollution. It also it has no addition to carbon footprint of the locality. As a result there is no need for a green audit from the pollution or carbon point of view. As this college is located in a remote and rural area, it recognizing the significance and necessary of greenery.

The college strives to develop green campus every year, the college along with the management, teachers, staff and saplings to keep campus green. The campus is more eco-conscious and eco friendly. We strive to keep it as plastic free zone.

Next is the point about use of green or renewable sources of energy. The energy need of surroundings, so lighting needs are minimal. Air conditioning is also minimal and very need based. So the need for renewable source of energy is not a great priority. However we have tried an best for solar power plant from UGC grant instead of generator. But even after repeated request, UGC have not approved solar power plant in source of generator. So we have installed generator for electricity need of institute. Due to these reasons, and there being for greater priority to be achieved with the scant manpower, college has put green audit on a lower priority. We have introduced environment science as subject in syllabus for environment awareness amongst students.

7.1.2 What are the initiatives taken by the college to make the campus eco friendly?

Following are the initiatives taken by the college.

Energy conservations: – The college tries to make optimum use of sunlight and daylight which leads towards energy conservation as discuss above in 7.1.1. Energy conservation is more a habit of not to waste as the basic consumption itself is very little. This reduces the pressure to use alternate source of energy.

The campus is mostly an open ground, which is very absorbent and there is no need for any special efforts for water harvesting. Since there is no waterway passing through the campus, check dam is not relevant here.

Carbon neutrality is in fact, much in favor of the college, as there are so many trees on campus, which offset any carbon impact generated by the college.

Planting saplings: – a tree plantation is continues process for an institution as many such programs are organized by N.S.S dept. of our college.

Water conservation:–the college has water harvesting facility in the college campus. Thus college is sensitive towards preservation and collection of rain water. We plant the tree in such a way that we can preserve rain water as required.

Use of renewable energy:–though our effort to install solar power plant did not succeeded due to non–approval from U.G.C, we believe, we will be able to convenience U.G.C for solar power plant.

Hazardous waste management:–as and is an arts and commerce college, there is no hazardous or chemical waste or e–waste generated on the campus no question of management of hazardous waste arise. The paper waste is destroyed in fire.

7.2 Innovations:–

7.2.1 Give details of innovations of introduced during the last four years which Have created a positive impact on the functioning of the college.

The college is located in a rural area where it has taken up a mission area where it has taken up a mission to address the higher–education needs of the hitherto deprived

section of the society. In spite of this, it has managed to go in for a number of innovations. As the management and faculty are very mindful of the mission, it has been able to put these innovations to the effective use of students and bring good results too.

Innovation devised by the college is not merely towards practices but also attitude of students and faculty as well.

1. All the activities of the college are planned executed and monitored by the respective committees only constituted by the principal. Keeping in view the rules and regulations of the government and university and the tradition of healthy practices of the college.
2. The continuous appraisal of the teacher and the taught ensure efficiency and effectiveness of the institution.
3. The teaching faculty is constantly assessed and evaluated by the students the principal and the concerning authorities through formal and informal means. The students' feedback on the performance of the teaching staff is spontaneous. For this the students have an easy access to all the administrative authorities of the department and the institution.
4. The teachers are encouraged to participate in seminar, conference, workshops to enrich their knowledge and sharpen their skills. Most of the teachers are encouraged participating and presenting researches papers. The college has also taken up the challenge of research.
5. Many more teachers of our college either perusing their Ph.D. or have completed Ph.D. there were only 15% permanent faculty under above mention criteria at the time of NAAC accreditation earlier, now it has gone to 57%.
6. More and more faculty member started minor research projects.
7. Moreover the internal quality assurance cell of the institution constantly endeavors to ensure the standard of quality to be maintained in all the endeavors made by the institution. Institutions understand the importance of

I.C.T in teaching and learning process. For that all round efforts are made on one side we have made all the class rooms with LCD projection and on the other side all faculty members try their best to maximize the use of I.C.T in their teaching learning process.

8. Students are motivated to start research work by giving them a minor research survey.
9. By herculean efforts, the college and trust management have been able to create assets worth more than the last 5 years.

Details:–

Infrastructure **Rs 42, 00,000**

I.C.T and other equipment **Rs. 20, 66,325**

Furniture **Rs.5, 62,055**

Equipment maintenance **Rs. 37,550**

Out of this amount, nearly **Rs.46, 66,325** was the funding by U.G.C and the balance over **Rs. 2199605** were raised by college and management by proper application of this fund college has been able to create the assets and used them in such a manner that they have produced continuously improved results in line with the basic vision of the college nation building through higher education, particularly of the socially-deprived rural girls.

10. Many of teaching posts have not been filled by the government. But a management is kind and sound enough that every vacant post filled with ad hoc teachers and they are treated with dignity as permanent staff with enough service security.
11. Administrative office has been completely computerized. Thus, admission process, examination process and other office work are made more accurate, speedy, transparent and eco friendly through adopting automation in computer. Computer facility with internet connection provided to all the clerks.

12. I.C.T based teaching methodology is given preference and it has increased usage further. Majority of the classroom are upgraded with LCD projector and facility of multi-media presentation created. Teaching through power point presentation has been performed by most of faculty. In future it will replace the chalk and talk method.
13. Launching of new programs:- Taking need from the recommendation of the fees review teams at the time of the accreditation, college has made significant progress by introducing many certificate courses like human rights, tally accounting, retail management, etc.
14. We have also made it mandatory for students to learn basic computer as a part of the regular schedule.
15. We have also tie-up with well-known educational institution like Anupam Mission to offer various short term courses in computer literacy at a very nominal fee. We offer courses on basic computer, D.T.P, etc.
16. An institution does not hesitate to accept any challenge. Even with a small staff strength of only 7 permanent teacher, we hosted entire zone level youth festival of Gujarat university and south zone-2 level youth festival Gujarat university within last 4 year.
17. Our principal constantly insist for computer literacy and English proficiency amongst students who successfully complete their B.A , B.com programme and for that subject of various soft skill, photo shop, SCOP, tally accounting etc.
18. Remedial classes are one more innovation, supported by great enthusiasm by faculty, for which UGC also has been helpful by providing grants.
19. The college has launched its own website where all the information about the college is available. We update our website periodically.
20. Exam forms are filled up online by college office.

21. On infrastructure development, institution always keen and ready to introduced new facilities. Large seminar hall, well develop garden area, separate R.O. drinking water for boys and girls students, well organized furniture for staff room with separate electricity connection and cabin type compartment for each faculty, parking stand, well developed passage area and up to date class for students, sports equipment, etc added during last 5 years.
22. The campus has its own tube well and hence 24 hours water supply is available in the college. English language lab with 25 computer and computer laboratory with 40 computers available for students.
23. Every year college adopt one village through N.S.S dept. and try its best to develop the village by implementing cleanliness program, wall slogan, cultural activity, blood testing camp etc.
24. The institution arranges lecture series every year in memories of well-known educationalist late speaker are invite for lectures.
25. Apart from intellectual subject lecture of eminent academicians, the college also organizes spiritual lectures of eminent spiritual leaders to imbibe our students with spiritual strength and moral and ethical values. Raxabandhan, Navaratri festivals, etc. celebrate in the institution to promote such values.
26. Our college has N.S.S unit which renders actives and efficient services to the society. It indulges in all social and extra-curricular activities like conducting rallies for social awareness against evils like Female feticide marriage, HIV, traffic awareness etc, N.S.S also conduct program on planting saplings in the campus, keeping the campus plastic free and initiating green and clean campus drive conducting anti addiction campaign, for the youngsters etc.
27. Timely information about various schemes or scholarship for SC, ST, OBC, female and other type of scholarship scheme are displayed on the notice board our office administrative staff always remain alert and support the students to avail all possible benefits to the needy students.

28. The institution conducts various cultural events like elocution, debates, quiz, painting, song, dance, slat, mine etc. are often arrange for all round development of students.
29. Last but not the least; the college is highly concerned about the environment and related issue. The college believes that the existence of the entire living organism is based on the balanced ecological system and a balanced environment. Thus the college conducts various environmental awareness programs for the students such as tree plantation, arranging guest lecture about environment.
30. To sensitize the students towards environment the college offered environment science as one of the foundation courses for first year B.A. program students.

7.3 Bests Practices:–

Increase in research work and I.C.T usage.

- To improve the teaching learning process with the following.
- To build a progressive and strong nation by imparting and inculcating values and quality based higher education through promoting participation of rural students in higher education.
- To promote the use of technology in the whole process, particularly the teaching learning process.
- To strengthen quality of faculty through research work.

The context for this practice is set by the condition any college faces. Most of college have such issue but normally brushed under the carpet but our college has decided to do something about it. It is always a long drawn process, but college has decided to go in for it for the long haul.

The process has also involved raising the motivational and skill level of the faculty and the administrative staff.

The situation of the college 5 years back was that there was merely any research work going on and hardly any one used I.C.T in teaching learning process and whole atmosphere of the college was laid back with scant record for dynamic of the future.

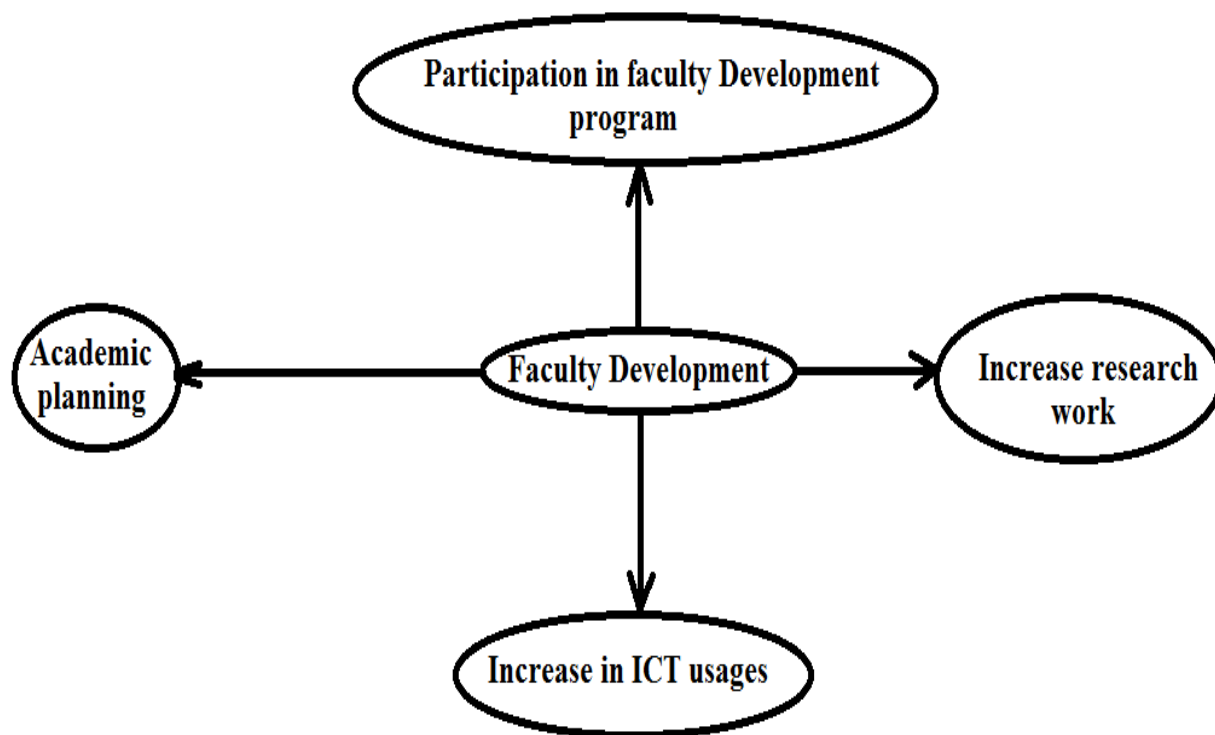
Due to the participation in the NAAC process, and recommendation received from NAAC, college management realized the necessity of rapid and great change in the mind set and working of the college staff and evolved the necessary best practices by actively involving the staff at every stage.

The practice:–

There are two major areas where we have concentrated for improvement

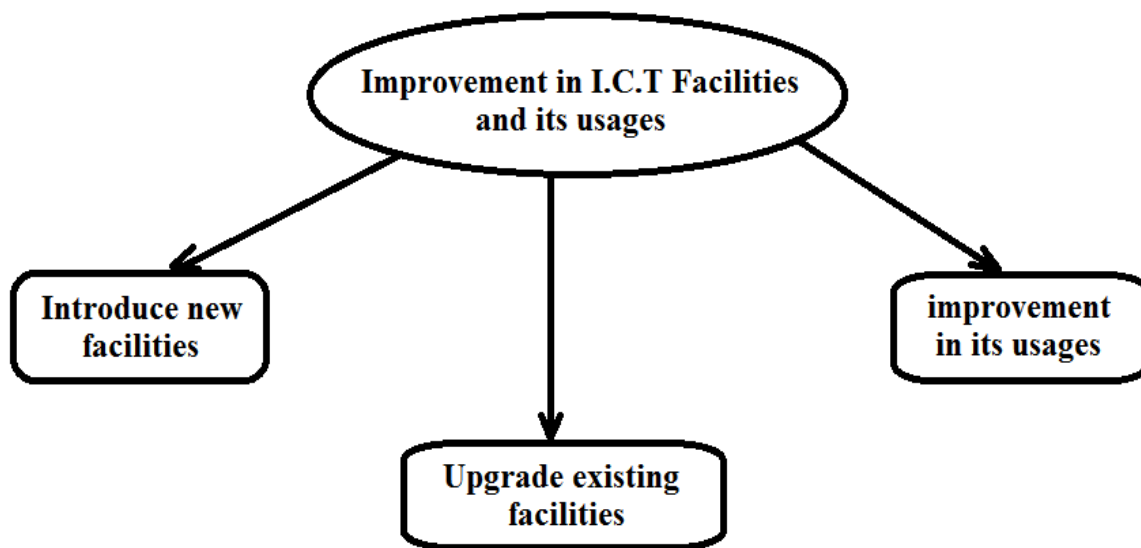
- 1) Faculty development model.
- 2) Improvement in I.C.T facilities and its usages.

The faculty development model comprises of the following modules.



- 1) All faculty members actively participate in various seminar/workshop/conference with paper presentation.
- 2) All faculties have attained orientation program for computer literacy. Basic computer training obtained at Anupam Mission Information Technology center, Mogri.
- 3) Faculty member understand the importance of research work for their own interest as well as institutional benefit.
- 4) Faculty member learnt to show great interest and actually came out with demonstrate output.
- 5) Faculty member self-motivated to maximize I.C.T in their teaching learning process. Faculty member have learnt to prepare the question paper totally on the computer.
- 6) From last year we have introduced really innovative system of online exam for the students. Every faculty upload question bank for each subject and students have to give online internal exam. Every student have their log in ID and each one get new, different MCQ paper online and he has to appear in online exam.
- 7) All faculty members were encouraged to prepare academic planner at the beginning of the year and they strictly follow the planning for better academic performance of the students.
- 8) All these activities have helped institution to fulfill its vision and mission effectively.

The second area we have concentrated is “improvement in I.C.T facilities and its usages”.



- 1) Institutions have added large number of computer, LCD projector and other facilities to enhance I.C.T in teaching and learning.
- 2) Institution has got **16** internet connections with Wi-Fi for staff and student.
- 3) Almost every class- room is smart class room (with LCD projector)
- 4) Well-equipped English language lab and computer laboratory.
- 5) Large seminar hall with multi-media.
- 6) All faculties started to use I.C.T in their teaching learning process with confidence.
- 7) All students have basic computer literacy.
- 8) Using online webtools for teaching learning.
 - Blogs
 - Podcast
 - Quill <https://www.quill.org/>
 - Nicenet <http://www.nicenet.org/>
 - READ THEORY <http://www.readtheory.org/>
 - CLASS MARKER <https://www.classmarker.com/>
 - Flubaroo

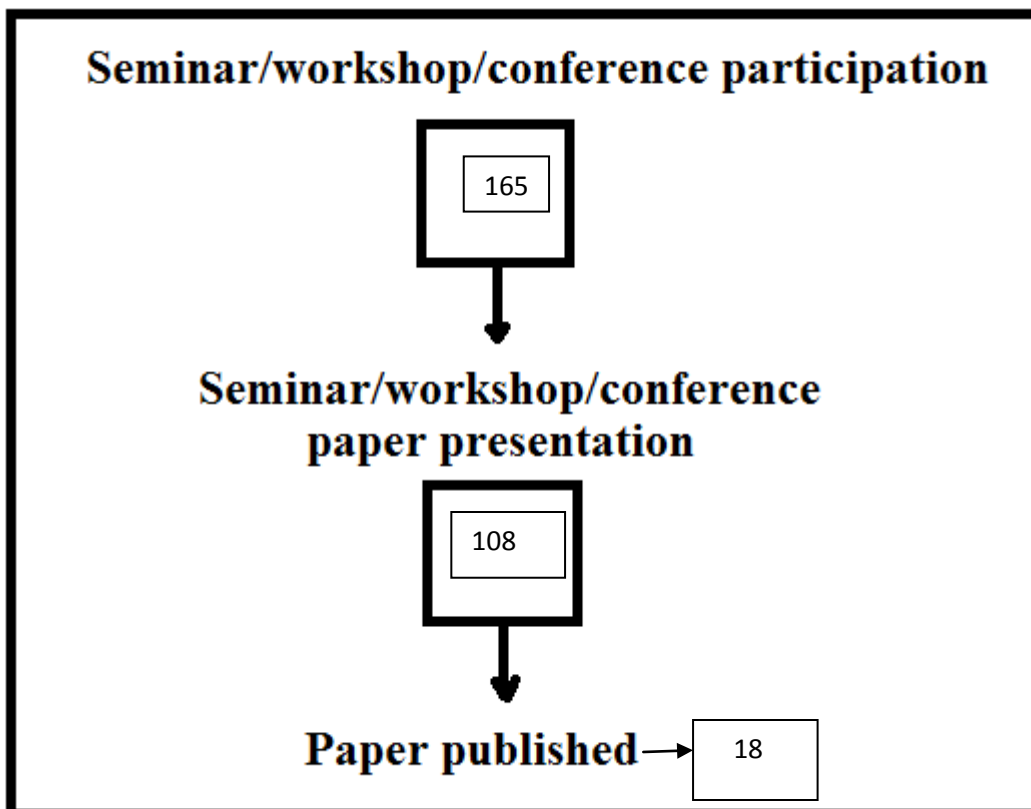
9) Using Mobile Application for English Language Enrichment

- Whatapp

Evidence of success:–

Success can be gauged by the increased motivation of the faculty in using the system and their skill in doing so. These lead to their enriching the classroom experience, leading to higher learning as well as higher motivation for learning in students.

- 1) Participation in faculty development program since last 5 year, faculty members have attended **16** international **105** national **115** state/other seminar/workshop conferences and presented 8 papers in international **75** papers in national and 25 paper in .state/UGC/other seminar/workshop/conference.



- 2) Increase in faculty participation development program. All faculty member have complete basic computer training through Anupam Mission Information Technology center.

- 3) All faculty members are always ready to join faculty development program as and when possible short courses like disaster management and capabilities, Ph.D. scholar, training program in Gujarati organized by knowledge consortium of Gujarat, 3 days of workshop on how prepare minor/major research proposal, etc. joined by faculty.
- 4) We can say that notable improvements have been made on research ground. At the end of first NAAC accreditation only 1 faculty out of 7 had completed Ph.D. (14%) while at present 3 faculty out of 7 (43%), 4 minor research (57%) project against only, (14%) minor, research project, 15 publication against only 1 publication register in the institution.

Number of Faculty	End of NAAC accreditation	Present	Increase in %
Ph.D.	14%	43%	300%
Minor research project	14%	57%	400%
Publication	1%	15%	1400%

- 5) Earlier, faculty was not confident to use I.C.T in their teaching learning process but now a day's all are self-motivated and self-confidence to maximize use of I.C.T faculty member frequently use LCD projector in their class room and come out from old technique of class room lecture through power point presentation.
- 6) Since last 5 year institution and management also have taken keen interest to introduce more I.C.T facilities. Amount spent on I.C.T facilities since last 5 year are as under.

Year	Amount(Rs)
2010–2011	5,81,450
2011–2012	3,66,500
2012–2013	2,68,575
2013–2014	8,49,800
2014–2015	Nil

- 7) All students have attended online Exam as their first experience which will be helpful to them to appear in competitive exams more confidently. We confess that as these was our first attempt, there may be some grey area but we are confident. We will overcome from difficulties we faced.
- 8) On one side faculty member planned their academic calendar through study circle and grievance redressal cell. This system led to timely and effectively completion of curricular. Students opinion reflect the success story as **97** % student believe (satisfied with completion of curricular).
- 9) Rural students do not enjoy I.C.T facility at home as they came from rural/backward area. They get fall opportunity and complete other urban students with the help of institutional I.C.T facilities.

Problem encountered and resources required:

The biggest problem faced was to change the mind set of faculty members. Most of the faculty member believes that the class room lectures are the best way of teaching learning process. Moreover they do not have computer literacy so they hesitate to accept the change. Institution decided to alloy their reluctance and their fears and motivated them in following steps:

- We first assessed their skill level and arrange for proper training in the basic mechanics of operating a computer on their own and gave them much needed confidence.
- We have arranged motivational lecture and inspired them to join staff development program.
- We also realize them the importance of I.C.T in teaching learning process as well as their career advancement.
- Management is also active to arrange maximum grants from U.G.C.
- Established required I.C.T facilities.
- Full networking, wired a Wi-Fi for the entire campus to ensure full connectively of not just computer but content too.
- We encourage each faculty to try at least one unit to start with and result was so encouraging that we can manage online exam for all student for all subject
- We offer maximum number of soft skill and foundation course related to computer literacy subject so an mission of computer literacy for all can be fulfill.
- We offer online exposure to students to explore various webtools and use them for English Language Enrichement.
- We have experimented the use of Whatapps Messenger for English Language Enrichement

Best Practices No: 2

Counselling sessions in villages for Higher Education

The context:

Since last eight years the admission rate of student in the college is decreasing gradually. Therefore we thought that such session on career counselling in the villages of surrounding areas would help increase the admission rate in the college. This initiative was also taken keeping in mind the suggestions given by NAAC and AAA committees.

Objectives:

- To motivate the spread awareness about higher education in the rural areas
- To improve admission rate in the college
- To enroll more number girls students in the college
- To decrease the dropout rate of the college

The Practice

The discussion about the dropping rate of admission in the college was discussed in detail in the IQAC meetings. The resolutions passed by the IQAC committee were as follows:

- It was decided that all the information related to various curricular and co-curricular activities should be made available to the students, parents and teachers of the Vaso and its nearby villages.
- Increase the rate of admission of girls in the college

The Content

- To provide details of how the activities at the college will be useful to the students to make a successful career
- To provide information about skill based courses offered by the college

- To provide information about the cocurricular and extension actives and its importance
- To provide information about the student support provision at the college to the students
- To provide information about how the college can help them prepare for competitive exams and computer training
- To provide information about English Enrichement programmes offered by the college.
- To provide information about how the college will help the students from poor socio-economic background

The Process

- The Principal of the college participated in the various events in the schools of surrounding villages and gave all the necessary information about the college and its activites to the teachers and students.
- The Principal and the staff personally interacted with the teachers of the school and also invited the Principals and teachers to participate in the various major activies organized at the Vaso college.
- Moreover, the school were assured of any kind of academic help they needed.
- The faculty of the Vaso college organizes various session through the year in the schools listed below:

Improtance of English

Yoga Education

Personality Development

Career Development

Awarness about HIV Aids

- The faculty of the college participates in the activies of schools as judges and experts and also provide the information about the college to the teachers and students

- The CWDC cells organizes various programmes in the nearby schools and conducted session about importance of education for women .
- The PTI of College during the academic years 2011- 2014 conducted sessions on Yoga Education, Importance of Sports, NSS, NCC and Competitive Exams in the schools of nearby villages. This was also taken as an opportunity to provide information about college to the students.
- The NSS unit organized NSS camp in the surrounding villages and conducted various sessions about career development. The NSS unit specially organised session for class XII students and informed them about the career options at Vaso college
- The principal and the faculty of college also interacts with the parents of the students during the PTA meetings organized in the schools and inform them about activities at Vaso college.
- The college organizes Spoken English classes during vacation period for the students of class XII. The college also takes this as an opportunity to counselling sessions about the possible career options at Vaso Arts and Commerce College.
- The college has taken initiative to organized English Enrichment Programmes in the various schools of Vaso and the surrounding villages.
- The Principal and the faculty of the Vaso college personally visits the homes of the students studying in class XII and provides information of the college. Here, the team of Vaso college also assures financial help to those who are not in a position to afford the college fees.
- In the year 2011-12 and 2012-13 the college with the help of UGC provided conveyance allowance of Rs. 1,40,000 to 46 Students who were commuting to the college from a distance of more than 10 k.m.
- In the year 2011-12 and 2012-13 the college provided stipend to the students of SC, ST, OBC and Minority of Rs. 70,000 to 51 students.

- Whenever the parents of the students approach the college for financial help. The Management and the staff of the college have helped them in as many ways as possible.

2014-15: Smt. Aditi Dave provided financial help of Rs. 10000 to the students of economics department. The fund was used to pay the fees of 10 students

2015-16: The College announced half fees for first 25 students who took admission in the college. The total fund required for the fees was contributed by Shri C N Parmer (Rs. 5000). Prin. Pankaj Patel (Rs. 5000), Shri Govind Bhoya (Rs. 3000) and the Management (Rs. 12,000).

- The college Alumni Association helps the college during the admission process by interacting with the prospective students.

Impact of this innovative activity:

- The impact of this innovative activity was clearly seen in the increasing rate of admission as compared to the admission in the years 2007-08 (278 Students) and 2008-09 (303 Students). The details are as follows:

Year	Number of Student
2009-10	416
2010-11	360
2011-12	383
2012-13	368
2013-14	327
2014-15	350

- It was also observed that there was a observable increase in the rate of admission of female students as shown in the table give below as compared to the admission in the year 2007-08 (94 Students), 2008-09 (117) Students,

Year	No Of Girls
2009-10	199
2010-11	163
2011-12	172
2012-13	137
2013-14	152
2014-15	158

- The class XII result of the Kheda district was 22.5 % which is very low. A total 159 students passed in these exams. Out of which 106 students took admission in our college and this is all because of our innovative practices mentioned above.

Best Practice 3: Needbased Courses

As per the recommendation of NAAC and AAA committee the college with the support from UGC and the management have started various needbased courses. These needbased courses are offered keeping in mind the present needs of students. Offering the needbased courses with the main subject in the field of Commerce and Arts has helped the institute attract towards taking admission at our college.

Planning

The IQAC committee discussed the present needs of the students and decided to offer a few needbased certificate courses to the students. The college wrote a proposal to the UGC and simultaneously approached various institute and NGOs for MOUs.

Implementation

- The institute got approval from the UGC for two courses Tally 0.9 and Human Rights.
- The institute signed MOU with ITC, Anupam Mission, Mogri which offers various courses for the students such as: DTP, Basic Course on Computer, Internet, Mobile Repairing, Computer Hardware etc.
- The institute has a center of Dr. Babasaheb Ambedkar Open University with offers various certificate courses in distance mode.
- The college has MOU with JCI(Junior Chamber International) will organizes various lectures and workshop on Personality Development, Leadership and so on for our students.
- The college has MOU with Jilla Sahakari Sangh, Nadiad which provides training on activities on 'Cooperation' and organization of various education tours.
- Courses offered by Sakthi Mahila Sangh, Porbandar . The offered courses on Beauty Care
- Courses offered by Department of Horticulture. They offered courses on Food Preservation and Cooking Classes.
- English Enrichment Programmes offered by H M Patel Institute of English Training and Research

Impact:

- The impact of this innovative activity was clearly seen in the increasing rate of admission
- Students enrichment their knowledge with different skill based programmes
- They realised the importance of English and made attempts to communicate in English.

**Self-appraisal Report for
National Assessment and Accreditation Council**

Evaluative Report of Departments

January 2016



**Smt. S.B. Patel Arts & Shri. R.N. Amin Commerce College
Vaso, Kheda, Gujarat, Pin: 387380**

Evaluative Report of the Gujarati Department

1. Name of the Department: GUJARATI
2. Year of Establishment: U.G. – 24/06/1993
3. Name of programmes offered: U.G.
4. Name of Interdisciplinary courses and the Department/units involved. COMP.
ENG, F. C., S. S.
5. Annual/Semester/Choice based credit system (programme wise): SEMESTER
SYSTEM,CBCS,T.Y. ANNUAL.
6. Participation of the Department in the courses offered by other
Departments: N. A.
7. Courses in collaboration with other universities, industries, foreign Institutions etc:
NIL
8. Details of courses/programmes discontinued (If any) with reasons :NIL
9. Number of teaching posts

	Sanctioned	Filled
Professor	—	—
Associate Professor	02	02
Asst. Professor	—	—

10. Faculty profile with name, qualification, designation, specialization

Name	Qualification	Designation	Specialization	Experience	No Of Ph.D. Students Guided For Last 4 Yrs
Dr. Ramesh H. Sonara	M. A., B. Ed., Ph. D, Net Exam	Associate Prof.	Linguists, Literature Criticism	22
Prof. Govind I. Bhoya	M. A., B. Lib.	Associate Prof.	Modern Literature Criticism. Lit	18	

11. List of senior visiting Faculty :NIL

12. percentage of lectures delivered and practice classes handled(program wise)

by temporary faculty: NIL

At UG level...NIL..... At PG level NIL

13. student–teacher (programme wise):UG:80:2 PG:NIL

14. Number of academic support staff(technical) and administrative staff, sanctioned and filled NIL.

15. Qualification of teaching faculty with DSc/DLit/PhD/M.Phil/PG

PhD:1 M.Phil— PG–01

16. Number of faculty with ongoing project from a) National b) International funding agencies and grants received

1 Minor Research Project granted by UGC (150000+150000=300000)

17. Department project funded by DST–FIST, UGC, DBT, ICSSR etc. and total grants received :NIL

18. Research Center/facility recognized by the University: NIL

19. Publications

a)publication per faculty

- ❖ Number of paper published in peer reviewed journals by faculty and students faculty..... students...NIL.....
- ❖ Number of publication listed in international database
- ❖ Monographs...NIL.....
- ❖ Chapter in Books...NIL.....
- ❖ Books Edited ...NIL.....
- ❖ Books with ISBN/ISSN numbers with details of publishers

Annexure–III

- ❖ citation index NIL.....
- ❖ SNIP ...NIL.....
- ❖ SJR.....NIL.....
- ❖ Impact Factor NIL.....
- ❖ h–index...NIL.....

20. Areas of consultancy and income generated NIL..... faculty members are engaged in social agencies (honorary)

21. Faculty as members in

- a)National CommitteesNIL.....
- b)International Committees...NIL.....
- c)Editorial Boards ...NIL.....

22. Students projects

- a)Percentage of students who have done in –house projects including interdepartmental/programme–NIL .

b)percentage of students placed for projects in organizations outside the Institution i.e. in Research laboratories/Industry/other agencies NIL...

23. Awards/Recognitions received by faculty and students : Faculty :

Students: NIL.....

24. List of eminent academicians and scientists/visitors to the Department :

1.Dr.SATISH VYAS, retired professor–Ahmadabad

2.SHREE KRUSHAN DAVE–Kavi.

3. SHREE MANILAL H.PATEL–, retired professor. V. V. Nagar.

4. SHREE BHARAT MEHTA, Professor, M. S. Uni. of Vadodara.

5. SHREE H.H.MEHTA, PRINCIPAL, U. T. S. Mahila College, Nadiad.

25. Seminars/Conferences/ workshops organized & the source of funding by

Gujarat Sahitya Akadami,Gandhinagar.–Date:04,05/03/2011

a) National

b) International

c)State

DEPT.01 STATE LEVEL SEMINAR.(Gadhyakar shree Umashankar Joshi.)

No.	Issue	Date	Level	Resource Person's Name	Venue
1	Anuvadak umashankar	4–3–2011	State	Dr.vijay Pandya	Vaso college
2.	parisanvad vishe	“	“	Shree harshad trivedi	“
3.	parisanvad–udghatak	“	“	Dr. Naresh Ved	“
4.	Bijrup vaktavya	“	“	Shree prakash N. Shah	“
5.	Samay rang	“	“	Shree urvish Kothari	“
6.	Sanshodhak umashankar	5–3–2011	“	Dr. Raman Soni	“
7.	sanskruiti	“	“	Dr. Kishor Vyas	“

8.	sanpadak U. joshi vivechak U. joshi	“	“	Dr. Bharat Maheta Dr. Hasit Maheta	“
9.	Shodhapatra	“	“		“

26. Students profile programme/course wise:

Name of Programme	YEAR	Applications Received	Selected	enrolled	Pass percentage
FY–SY–TY	2010–11	461	461	461	89.80%
SEM–1–SY–TY	2011–12	586	586	586	90.10%
SEM–1–3–TY	2012–13	524	524	524	91.98%
SEM–1–3–5	2013–14	462	462	462	90.25%
SEM–1–3–5	2014–15	450	450	450	90.88%

27. Diversity of students

Name of the Course	% of students from the same state	% of students from other state	% of students from abroad
B.A	100%	nil	NIL
B.Com	_____	_____	_____

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services etc.?

NET EXAM :02,

TET EXAM: 02

29. Students progression

student progression	Against % enrolled
UG to PG	

30. Details of Infrastructural facilities

a)Library:... YES

b)Internet Facilities for staff & students:... YES

c)Classrooms with ICT facility:... YES

d)Laboratories...NIL

31. Number of students receiving financial assistance from college, University, Govt. or other agencies . :302

32. Details on students enrichment programmes (special lectures/workshop/seminar) with external experts

Sr. No	Experts	Date	Detail
1.	Shree param pathak	23-12-10	Sarvangi sikshan
2.	Shree Raju bhai barot	01-05-10	swarnim gujrat.
3.	Shree vimlesh khamar	—07-10	vanche Gujarat
4	Shree Hitesh Patel	28-12-11	maa-baap ne —

5. Shree krisnakant Dave	25-01-14	jivan ma kavita
6 Shree satish vyas	05-02-14	Dviref ni vato
7 Shree G. h. Pancholi	21-02-15	Navi sikshanniti.

33. Teaching methods adopted to improve student learning

The department adopted following method to improve student learning

- 1.Group discussion
- 2.OHP/power point
- 3.film shows
4. Seminar
- 5.take note.
- 6.kavya pathan
- 7.padpurti
- 8.Guest lectures
9. Essay writing, poetry writing, and assignment
- 10.Use of news paper and magazines
- 11.Internet
12. Srujan paper kating, writing

34. Participation in Institutional Social Responsibility (ISR) and extension activities

The institute has NSS and NCC units. Various activities are conducted throughout the year. All the faculty members of the institute participate in the work related to social welfare.

35. SWOT analysis of the Department and Future plans—

Strength :1.Opportunity for students of our college to progress to PG studies in the other campus.

2.Eminent and dedicated staff.

3.Bookbank facility for UG student..

Weakness: 1.Less No Of Student

2. Cannot spare enough time for study in Gujarati, due of their Economical condition.

Opportunities: 1. Students can become teacher's journalist, news reader, lawyer, author or poet, computer teacher, and Programmer nachos.

2. Participation in co-curricular activities & other activities which will improve the academic& social back ground of the students.

Challenges and future plans:

1. To start the journalism course.

2. We will maximum state level seminar.

3. We well origins jodni correction workshop.

4. We will invite at last two well known educationalists as guest lecturer

Evaluative Report of the Economics Department

1. Name of the Department: Economics
2. Year of Establishment: U.G. 24–06–1993
3. Name of programs offered: U.G. Arts & Commerce
4. Name of Interdisciplinary courses and the Department / units involved.
B.A Semester Com. English, C.C., E.C.,
B.Com Semester
5. Annual /Semester/Choice based credit system (Program wise): Semester
System .C.B.C.S...Annual Exam
6. Participation of the Department in the courses offered by other Departments:
N.A
7. Courses in collaboration with other Universities, industries, foreign
Institutions etc: Nil
8. Details of courses/programs discontinued (If any) with reasons Nil
9. Number of teaching posts

	Sanctioned	Filled
Professor
Associate professor	2	2
Part time Prof.	½	1/2

10. Faculty profile with name, qualification, designation, specialization

Name	Qualification	Designation,	Specialization	No. of. Years of Experience	No of Ph.D. students guided for last 4 yrs
Aditi A. Dave	M.A.	Associate Professor	Micro Economics	23	_____
C. N. Parmar	M.A.	Associate Professor	Agriculture	21	_____
A. P. Macwan	M.A.	Part time Lecturer	Environment	21	_____

11. List of senior visiting faculty: nil

12. Percentage of lectures delivered and practice classes handled (program Wise) by temporary faculty:

At UG level Nil At PG level Nil

13. student–teacher Ratio (program wise): UG...18:1 PG...Nil.....

14. Number of academic support staff (technical) and administrative staff,
Sanctioned and filled ...nil.....

15. Qualification of teaching faculty with D.Sc. /D.Lit./Ph.D./ M. Phil. /PG
Ph. D. Nil M. Phil. nil PG: 3

16. Number of faculty with ongoing projects from a) National b) International

Funding agencies and grants received:

1 Minor Research Project granted by UG C:

(Rs. 67,500)

17. Department project funded by DST–FIST, UGC, DBT, ICSSR etc. and

Total grants received: nil

18. Research Center/facility recognized by the University: nil

19. Publications

a) Publication per faculty

- ❖ Number of paper published in peer reviewed journals by faculty and student : faculty: nil students : nil
- ❖ Number of publication listed in international data base : nil
- ❖ Monographs: nil
- ❖ Chapter in Books: nil
- ❖ Books Edited : nil
- ❖ Books with ISBN/ISSN numbers with details of publishers : nil

Annexure–III

- ❖ Citation index: :nil
- ❖ SNIP : nil
- ❖ SJR: nil
- ❖ Impact Factor : nil
- ❖ h–index: nil

20. Areas of consultancy and income generated : nil

21. Faculty as members in

a) National Committees: N.A.

b) International Committees: N.A.

c) Editorial Boards: N.A.

22. Students Projects:

a) Percentage of students who have done in –house projects including inter departmental / program : nil

b) Percentage of students placed for projects in organizations outside the Institution i.e. in Research laboratories/Industry/other agencies: nil

23. Awards/ Recognitions received by faculty and students: Faculty: nil

24. List of eminent academicians and scientists/visitors to the Department:

Following are the eminent academicians/visitors to the department.

1	Shree Rajendra Sukla	Human Rights	2–8–2010
2	Prin. M. I. Patel	Environment	21–12–2011
3	Shree Suresh Shah	Financial Education	17–08–2012
4	Prof. Nandaben Patel	S.P. University	9–3–2013
5	Prof. H. P. Trivedi	H.O.D. S.P. University	9–3–2013
6	Shree Kamlesh Shah	Center for entrepreneur Baroda	Sept,2014

25. Seminars/Conferences/ workshops organized & the source of funding

- Annual conference of Gujarat University Economics Teachers Association – 9 – 3 –2013

The source of funding

Token fees paid by the participants and from Vaso Kelavani Mandal

- UGC sponsored national seminar dated 3,4 /2/2012 on :
 “Environment & human Rights”
 “Social Security & Human Rights”
 The Source of funding
 From: U G C – Rs. 80,000

26. Students profile program /course wise:

Name of Program	Applications Received	Selected	Enrolled	Pass percentage
B.A				
2010–11	64	64	64	93%
2011–12	93	93	93	94.66%
2012–13	91	91	91	89%
2013–14	64	64	64	96%
2014–15	54	54	54	88%

27. Diversity of students

Name of the Course	% of students from the same state	% of students from other state	% of students from abroad
B.A	100 %	Nil	Nil
B.Com	100 %	Nil	Nil

28. How many students have cleared national and state competitive Examinations such as NET, SLET, GATE, Civil services, Defense services etc.? The Institution has no such data.

29. Students progression

student progression	Against % enrolled
UG to PG	NA

30. Details of Infrastructural facilities

- a) Library: yes
- b) Internet Facilities for staff & students: yes
- c) Classrooms with ICT facility: yes
- d) Laboratories: N.A.

31. Number of students receiving financial assistance from college, University, Govt. or other agencies: 670

32. Details on students enrichment programs (special Lectures / workshop / seminar) with external experts

- 1 Prof. Nandaben Patel from S.P. University
Subject: Agriculture Economics
- 2 Prof. H. P. Trivedi from S.P. University Subject: Agriculture Economics

- 3 Prof. N.S. Parmar from B.J.V.M. College, V.V. Nagar
Subject: Monetary Policy of R.B.I.
- 4 Prof. Rita Rana from Kapadvanj Commerce College
Subject: Price Elasticity of Demand.
- 5 Prin. N. B. Patel from Bhavance Commerce College, Ahmedabad.
Subject: Public Finance

33. Teaching methods adopted to improve student learning

The department adopted following method to improve student learning

- * Group Discussion
- * OHP / Power point
- * Seminar
- * Take Note
- * Work shop
- * Guest lectures
- * Internet
- * Use of news papers and magazines
- * Essay writing

34. SWOT analysis of the Department and Future plans—

Strengths:

- Eminent and dedicated teachers
- Book Bank facility for students

- Many students in the department are married and are encouraged to complete their education

Weakness:

- Less no. of students
- Negative mind set of students for Economics subject
- Cannot spare enough time for study in Economics due to their Socio–Economic condition.

opportunities:

- Students can become teachers, lawyer, columnist, banking, Economist, financial adviser, statistical department.

Challenges and future plans:

- To increase number of students
- Positive mind set of students for economics subject
- Preparation for NET– SLET Examination
- We will try to organize maximum possible seminar in our department.

Evaluative Report of the Commerce Department

1. Name of the Department: Commerce
2. Year of Establishment: U.G.B.Com 24/06/1993
3. Name of programmes offered. B.Com
4. Name of Interdisciplinary courses and the Department/units involved. Computer, English, Foundation Course and Soft Skill
5. Annual/ Semester Choice based credit system (Programme wise): Semester System (CBCS)
6. Participation of the Department in the courses offered by other Departments
Human Rights, Scope and CCC
7. Courses in collaboration with other universities, industries, foreign Institutions, etc. NIL
8. Details of courses/programmes discontinued (If any) with reasons NIL
9. Number of teaching posts

	Sanctioned	Filled
Professor
Associate professor	1	1
Assistant Professor	1½	1½

10. Faculty profile with name, qualification, designation, specialization
(Permanent Faculty)

Name	Qualification	Designation,	Specialization	Experience	No of Ph.D. students guided for last 4 yrs

1. Naresh. J. Dave.	M.com	Associate professor	Commerce, Accountancy	22 Years	NIL
2. Chirag. H. Jariwala	M. Com. LL. B. M.Phil Ph. D. Pursuing	Assistant Professor	Commerce, Accountancy Taxation Management	23 Years	NIL

(Ad hoc or Visiting Faculty)

Name	Qualification	Designation,	Specialization	Experience	No of Ph.D. students guided for last 4 yrs
1. Vijay. R. Sargara	M.com B.Ed.	Assistant Professor	Commerce, Accountancy	3 Years	NIL
2. Dixit Patel	M. Com. B.Ed.	Assistant Professor	Commerce, Accountancy	3 Years	NIL

11. List of senior visiting Faculty : NIL

12. Percentage of lectures delivered and practice classes handled (program wise)

By temporary faculty At UG level: 50 %

13. Student–teacher (programme wise): U G 161/4

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled: NIL

15. Qualification of teaching faculty with DSc/DLit/PhD/M.Phil/PG

PhD: C. H. Jariwala Pursuing Ph. D. M.Phil: 01

16. Number of faculty with ongoing project from a) National b) International

Funding agencies and grants received: NIL

17. Department project funded by DST–FIST, UGC, DBT, ICSSR etc. and

total grants received: NIL

18. Research Center/facility recognized by the University: NIL

19. Publications

a) Publication per faculty

Asso. Prof. Naresh. J. Dave.

Sr. no.	Title	Journal/ Book	Month Year	Level
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Asst. Professor: Chirag. H. Jariwala

International Seminar

Sr. No	Event	Theme	Paper presentation(name of title)	Date	Place
1.	International seminar	International Seminar on Accountancy Education & Research	Service Tax Derivative	14,15 Nov	Gwalior
2.	IAA Multi	Emergency	Recent Trends in	21 to	Aishwar

	Disciplinary y Inter Conf	Issues & Global Eco Scenario	Com & Mgt	24 Aug 2009	ya College, Udaipur
2.	IAA Multi Disciplinary y Internation al Conference	Emergency Issues & Global Eco Scenario	Information System in Business Enterprise		
3.	Internation al Conference	New Dimensions in Mgt. Striving for Business Excellence	Convergence A/c standards IFRS	7/2/10	Gardi vidyapith , Rajkot
4.	Internation al Seminar	Accountancy Education & Research	1. DTC 2. E-Acc 3. Carbon Trading A/cing 4. Carbon credit – A gateway to financial venture	17–18 Dec 2011	Jaipur
5.	Internation al Seminar	Contemporary Innovative Practice	1. ERP 2. Meta Trends 3. Green Marketing	13,14 Ap– 2012	Udaipur
6.	Internation al	Global Contemporary	1. US GAAP v/s IFRS	17,18 Jan–	Mt.Abu Rajastha

	Conference (ISAC)	(ISAC) issues, innovating and future challenges		2014	n
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1. Participation in Seminars / Conferences / Workshops (During 2009–10 to 2014 – 15) (Please Attach separate list and with certificate)

National Seminar

No	Event	Theme	Paper presentation	Date	Place
1.	National Seminar	Current issues Corp– Governance	CSR	29/1/10	PG.Dept Business studies V.V.Naga r
2.	National Seminar	Issue in Women Empowerment	Women Empowerment through education	14/2/10	Dept. Of Sociology
3.	National Seminar	Mgt. Current practice & new direction	Emerging trending Corp–Governance	27/11/10	BJVM V.V.Naga r
4.	National Seminar	Mgt. Current practice & new direction	Option control & trending study	27/11/10	BJVM V.V.Naga r

5.	National Seminar	Mgt. Current practice & new direction	IFRS challenges towards economy for single Accounting	27/11/10	BJVM V.V.Nagar
6.	National Seminar	Mgt. Current practice & new direction	The coming Convergence – IFRS	27/11/10	BJVM V.V.Nagar
7.	National Conference	Recent trends in Business Mgt, I T and Business English	1. Emerging trends in HRM 2. Outsourcing by 2020 3. Supply Chain Management	1–12–11	Smt s. I. Patel Ipcowala commerce college, Petlad
8.	UGC sponsored national seminar	Environment and Human rights and social security	Linking Environment and Human Rights	3,4 Feb. 2012	Arts and commerce college, Vaso
9.	National Seminar NAAC Bangalore	Quality Improvement in Practice Teaching: teacher education	Role of ICT in Teacher education for quality Improvement	5, 6, Feb 2011	Smt s. I. Patel Ipcowala commerce college, Petlad

10.	UGC sponsored national seminar	Climate Change Issue, challenges and Mitigation	Impact of Climate change Indian scenario Climate change consequences	26-2-2011	Shri I. V. Patel college of commerce , nadiad
11.	UGC sponsored national seminar	Emerging Issues in competitive Business Environment	IT in accounting XBRL- The Language of Accounting in Digital World	6-10-2012	Shri I. V. Patel college of commerce , Nadiad
12.	National Seminar	Managing marketing opportunities, challenges, and strategies for sustainable growth in current scenario	Green marketing	27-10-2012	D. N. Institute of Business Administration
13.	National Seminar	Poverty as a social Problem	Poverty as a social Problem	14 and 15 September 2012	N. S. Patel Arts College, Anand

14.	National Seminar	Challenges and Prospects in managerial Areas	Information System in Business Enterprise	7-2-2013	Anand Commerce college, Anand
15.	National Seminar	Career opportunities in quality management	—	7-2-2013	Dept. Of statistics S. P. U. VV Nagar
16	National Seminar	Entrepreneurship: Vision values and Passion	Entrepreneurship opportunities in Agri-Business	31-1-2014	BJVM S P U VV Nagar
17	National Seminar	Career opportunities in quality management	—	13-2-2014	Dept. Of statistics S. P. U. VV Nagar
18	National Seminar	Research in Commerce and Management	The impact of ICT in integration in Supply Chain Control- A Research Model	18-2-2014	Dept. Of Business Studies S. P. U. VV Nagar
19	National Seminar	Value Based Higher Education Contemporary Indian Context	Value Orientation in Higher education	28-2-2014	Shree Bhikhabhai Arts College, Anand

20	National seminar	Companies Act, 2013 and CSR	(1)Corporate Governance and CSR (2) CSR trends, Areas and Dimensions	27-9-2014	SMPIC Ahmedabad And Indian Commerce Association, Gujarat Chapter, Ahmedabad
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10 Participation in Seminars / Conferences / Workshops (During 2009-10 to 2014 - 15) (Please Attach separate list and with certificate)

State Level Seminar

No	Event	Theme	Paper presentation	Date	Place
1	State Level Conference	Accounts and Finance	Mutual Funds	27-12-2019	Metas Advantist College, Surat
2	State Level Seminar	Convergence of Accounting Standards with IFRS and Corporate Governance	(1)Emerging Trends in Corporate Governance (2)The Coming Convergence-	14-3-2010	Faculty of Commerce , D D U Nadiad

			IFRS		
3	State Level Seminar	Research Methodology for College Teachers and Financial Planning for Individuals and Family	(1)GOLD AS AN Investment Option (2)Investment Strategies in Indian Capital Market	21-3-2010	Faculty Of Business Administration D D U, Nadiad
4	Panel Discussion	Women's International league for Peace and Freedom – India (WILEF)	—————	9-12-2011	Shri I. V. Patel College of Commerce, Nadiad
5	State Level Seminar	Conflict Management	—————	17-7-2011	Guj. And North Guj. Universities Comm. And Mgt Teacher's Association, A'bad
6	State Level Seminar	Gadyakar Shri Umashankar Joshi	—————	4 and 5 – 3-2011	Arts and Commerce college, Vaso

**SUMMARY OF SEMINAR AND CONFERENCE ATTENDED AND
PRESENTATED RESEARCH PAPER (2009–10 TO 2014–15)**

	ATTENDED	PAPER PRESENTED
INTERNATIONAL	06	13
NATIONAL	18	23
STATE LEVEL	06	05
TOTAL	30	41

- ❖ Number of publication listed in international database ...NIL.....
- ❖ Monographs..... NIL
- ❖ Chapter in Books..... NIL
- ❖ Books Edited NIL
- ❖ Books with ISBN/ISSN numbers with details of publishers

Asso. Prof. Naresh. J. Dave.

Sr. no.	Book	ISBN	Publisher	Year
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Assit. Professor: Chirag. H. Jariwala Book Publication with I S B N

Sr. No.	Publishers	Class	Name of the book	Year	ISBN
1	B.S. Shah Prakashan, Ahmedabad	B. Com Sem. I	Financial Account	2013– 14	81–8416–065–8
2	B.S. Shah Prakashan, Ahmedabad	B. Com Sem. I	Financial Account	2012– 13	81–8416–065–8

3	B.S. Shah Prakashan, Ahmedabad	B. Com Sem. I	Human Resource Management	2011– 12	81–8416–029–1
4	B.S. Shah Prakashan, Ahmedabad	B. Com Sem. I	Human Resource Management	2012– 13	81–8416–029–1
5	B.S. Shah Prakashan, Ahmedabad	B. Com Sem. I	Human Resource Management	2013– 14	81–8416–029–1
6	B.S. Shah Prakashan, Ahmedabad	B. Com Sem. II	Financial Accounting–2	2014– 15	81–8416–065–8
7	B.S. Shah Prakashan, Ahmedabad	B. Com Sem. III	Cost Accounting–1	2014– 15	81–8416–069–0
8	B.S. Shah Prakashan, Ahmedabad	B. Com Sem. III	Cost Accounting–1	2012– 13	81–8416–069–0
9	B.S. Shah Prakashan, Ahmedabad	B. Com Sem. III	Cost Accounting–1	2013– 14	81–8416–069–0
10	B.S. Shah Prakashan, Ahmedabad	B. Com Sem. IV	Cost Account–2	2013– 14	81–8416–069–0
11	B.S. Shah Prakashan, Ahmedabad	B. Com Sem. IV	Cost Account–2	2014– 15	81–8416–069–0

12	B.S. Shah Prakashan, Ahmedabad	B. Com Sem. IV	Production Management	2013– 14	
13	B.S. Shah Prakashan, Ahmedabad	B. Com. Sem. V	Advanced Accounting and Financial Auditing (Cost and Financial Account)	2013– 14	81–8416–013–5
14	B.S. Shah Prakashan, Ahmedabad	B. Com. Sem. V	Advanced Account and Auditing (Auditing– 2)	2013– 14	81–8416–013–5
15	B.S. Shah Prakashan, Ahmedabad	B. Com. Sem. V	Fundamentals of Financial Management	2014– 15	
16	B.S. Shah Prakashan, Ahmedabad	B. Com. Sem. V	Advanced Account and Auditing (Auditing– 2)	2015– 16	81–8416–013–5

11. Articles Published with I S B N

Sr. No.	Agency / College	Topic	ISBN	Vol/ Issue	Date / Year
1	HESMA Journal	Ethical Governance	2319–5959	Volume 10	November 2013
2	National Seminar on Emerging Issues in Competitive Business Environment	(1)Information Technology In Accounting (2)XBRL: The Language of	978–93–81428– 20–7	Shri I. V. Patel College of Commerce, Nadiad	2012

	Shri I. V. Patel College of Commerce, Nadiad	Accounting in a Digital World			
3	Shree Bhikhabhai Arts College National seminar on Value Based Higher Education :Contemporary Indian Context	Value Orientation In higher education– Indian Context	978–81– 924991–3–0	M. M. Sahitya Prakashan, Anand	2014

Annexure–III

- ❖ Citation index..... NIL
- ❖ SNIP NIL
- ❖ SJR..... NIL
- ❖ Impact Factor NIL
- ❖ h–index..... NIL

20. Areas of consultancy and income generated: Nil

21. Faculty as members in

- a) National Committees: NIL
- b) International Committee: NIL
- c) Editorial Boards: NIL

22. Student's projects

- a) Percentage of students who have done in –house projects including interdepartmental/programme– NIL
- b) Percentage of students placed for projects in organizations outside the Institution i.e. in Research laboratories/Industry/other agencies NIL

23. Awards/Recognitions received by faculty and students : Faculty : ...NIL.....

Students: NIL

24. List of eminent academicians and scientists/visitors to the Department :

Following are the eminent academicians/visitors to the department.

25. Seminars/Conferences/ workshops organized & the source of funding

a) National NIL

b) International NIL

26. Students profile programme/course wise:

27. Diversity of students

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services

etc.? NIL

29. Students progression

student progression	Against % enrolled
UG to PG	

30. Details of Infrastructural facilities

a) Library: YES

b) Internet Facilities for staff & students: YES

c) Classrooms with ICT facility: YES

d) Laboratories: Computer Lab

31. Number of students receiving financial assistance from college, University, Govt. or other agencies. _???????

32. Details on students enrichment programmes (special lectures/workshop/seminar) with external experts

33. Teaching methods adopted to improve student learning

The department adopted following method to improve student learning

- Group Discussion
- OHP/PowerPoint
- Seminar
- Take notes
- Workshop
- Guest Lectures
- Assignment
- Internet
- Interdisciplinary Education
- Use of Newspaper and Magazines

34. Participation in Institutional Social Responsibility (ISR) and extension activities:

The institute has NSS and NCC units. Various activities are conducted throughout the year. All the faculty members of the institute participate in the work related to social welfare.

35. SWOT analysis of the Department and Future plans—

Strength:

- Opportunity for students of our college to progress to P. G. Study in nearby Surrounding Colleges.
- Eminent and dedicated Faculty Members
- Book bank facility for UG students
- Experience Faculty Members

Weakness:

- Need more Permanent Faculty for U G course

Opportunities:

- Students can become teachers, Lawyers, Businessman, Chartered Accountant, Entrepreneurs, and Self Employment.
- Participation in Co-curricular activities and others activities which will improve the academic and social backgrounds of the students

Challenges and Future Plans

- To start Add On or Certificate Courses
- To encourage students to browse the web and contribute to web
- To organize student seminar for surrounding college students
- To encourage student for preparation for competitive exams

Evaluative Report of the Sanskrit Department

1. Name of the Department: SANSKRIT
2. Year of Establishment: U.G. – 24/06/1993
3. Name of programmes offered: U.G.B.A – Core Elective & Comp. Lang.
4. Name of Interdisciplinary courses and the Department/units involved.
B.A Semester –1 to 4 Compulsory Sanskrit & Core. Elective
5. Annual/semester/choice based credit system (programme wise):
SEMESTER SYSTEM, CBCS.
6. Participation of the Department in the courses offered by other Departments:
N.A.
7. Courses in collaboration with other universities, industries, foreign Institutions, etc.: Nil
8. Details of courses/programmes discontinued (If any) with reasons:
Nil
9. Number of teaching posts

	Sanctioned	Filled
Professor
Associate professor	1	1

10. Faculty profile with name, qualification, designation, specialization

Name	Qualification	Designation,	Specialization	Experience	No of Ph.D. students guided for last 4 yrs
Dr. B. N. Chaudhari	M.A., PH.D.	Associate professor	Sanskrit Alamkar shastra	23 year	—

11. List of senior visiting Faculty: Nil

12. Percentage of lectures delivered and practice classes handled (program wise) by temporary faculty : Nil

At UG level: Nil At PG level: Nil

13. student–teacher Ratio (programme wise): UG: 112 /1 PG: N.A

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled : N.A

15. Qualification of teaching faculty with D Sc/D Lit/PhD/M. Phil/PG

PH.D: 1 M. Phil: —0— PG: —0—

16. Number of faculty with ongoing project from a) National b)

International funding agencies and grants received:

Nil

17. Department project funded by DST–FIST, UGC, DBT, ICSSR etc. and total grants received: Nil

18. Research Center/facility recognized by the University:

Nil

19. Publications

a) publication per faculty

- ❖ Number of paper published in peer reviewed journals by faculty and student's faculty...03... students.....
- ❖ Number of publication listed in international database ...Nil.....
- ❖ Monographs.....Nil.....
- ❖ Chapter in Books...01...
- ❖ Books EditedNil.....
- ❖ Books with ISBN/ISSN numbers with details of publishers

Annexure-III

- ❖ citation index..... Nil.....
- ❖ SNIP Nil.....
- ❖ SJR..... Nil.....
- ❖ Impact Factor Nil.....
- ❖ h-index.....Nil.....

20. Areas of consultancy and income generated

faculty members are engaged in social agencies (honorary)

21. Faculty as members in

- a) National CommitteesNil.....
- c) Editorial BoardsNil.....

22. Student's projects

- a) Percentage of students who have done in –house projects including inter departmental/programme– Nil
- b) percentage of students placed for projects in organizations outside the Institution i.e. in Research laboratories/Industry/agencies.....Nil.....

23. Awards/Recognitions received by faculty and students:

Faculty: NIL.... Students: Nil.....

24. List of eminent academicians and scientists/visitors to the Department:

Following are the eminent academicians/visitors to the department.

No.	Name	Institute	Date
1	Shri Hari Desai Director	Sardar Patel Recherché center V.V.Nagar	21/12/2010
2	Prof. Punit Shil	Somnath Sanskrit University, Somnath	20/07/2012
3	Dr. Rajendra Anand Physiatrist	civil Hospital Ahmadabad	20/12/2013
4	Prin. M. I. Patel X Principal	M.N. Government college, visnagar	22/01/2014
5	Prin. Dr. J. K. Patel Principal	Commerce college Mehsana	21/02/2015

25. Seminars/Conferences/ workshops organized & the source of funding

- a) National Nil
b) International Nil

26. Students profile programme/course wise:

Name of Programme	Applications Received	Selected	enrolled		Pass percentage
			M	F	
B.A					
2010–11	99	99	99		87.87

F.Y/S.Y				
2011–12	121	121	121	85.95
F.Y/S.Y				
2012–13	103	103	103	54.36
F.Y/S.Y				
2013–14	123	123	123	80.48
F.Y/S.Y				
2014–15	112	112	112	81.25
F.Y/S.Y				

27. Diversity of students

Name of the Course	%of students from the same state	% of students from other state	% of students from abroad
B.A	100%	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services etc.?

Institution does not have such data

29. Students progression

student progression	Against % enrolled
UG to PG	
N.A.	N.A.

30. Details of Infrastructural facilities

a) Library: Yes.....

b) Internet Facilities for staff & students: Yes.....

c) Classrooms with ICT facility: Yes.....

d) Laboratories.....N.A.....

31. Number of students receiving financial assistance from college,
University,
Govt. or other agencies.

In 2011 to 2015 671 Students receive financial assistance from stat
Government other Agency

32. Details on students enrichment programmes (special
lectures/workshop/seminar) with external experts

NIL

33. Teaching methods adopted to improve student learning

The department adopted following method to improve student learning

- * Group discussion
- * O.H.P/Power point
- * Seminar/Quiz
- * Take note
- * Work shops
- * Guest Lecture
- * Essay writing, Assignment
- * Internet
- * Use of news paper and magazines
- * Wright the article on “Girvan Manjari” Bhintpattra

34. participation in Institutional Social Responsibility (ISR) and extension
activities.

We do not have “Sanskrit” as separate department. contribute in all
the activities of social responsibility & extant ion activity carried by

institution in general.

35. SWOT analysis of the Department and Future plans—

Strength: Best Practices As many students in the department are encouraged to complete their education.

Weakness: Need more students for Sanskrit department.
Students from extremely poor academic background.

Opportunities: Student can become teachers, journalist, lawyer, author poet, computer teacher, etc...
Participation in co-curricular activities & other activities which will improve the academic & social background of the student.

Threats: Students interest in Arts faculty is decreasing will lead to decrease in student strength of Sanskrit Department also.
Time limit and voluminous syllabi.
Preparing students coming from extremely academically poor section for the new era.

Future Plans: To encourage student to browse the web and contribute to Sanskrit Wikipedia, To orientation Program on “How to access E-Book’s”.

Evaluative Report of the Sociology Department

1. Name of the Department: Sociology
2. Year of Establishment: U.G. – 24/06/1993
3. Name of programmes offered: U.G. B.A.–Core elective, S.E.
4. Name of Interdisciplinary courses and the Department/units involved.
B.A Semester 1 to 4 Core elective and S.E.
5. Annual / semester/ choice based credit system (Programme wise)
Semester/ choice based credit system
6. Participation of the Department in the courses offered by other Departments
N.A.
7. Courses in collaboration with other universities, industries, foreign
Institutions, etc. Nil
8. Details of courses/programmes discontinued (If any) with reasons N.A.
Nil
9. Number of teaching posts

	Sanctioned	Filled
Professor
Associate professor	1	1

10. Faculty profile with name, qualification, designation, specialization

Name	Qualification	Designation,	Specialization	Experience	No of Ph.D. students guided for last 4 yrs
Dr. Pankaj K. Patel	M.A., Ph. D.	Principal	Sociology	24 years	—

11. List of senior visiting Faculty: Nil

12. percentage of lectures delivered and practice classes handled (program wise)

by temporary faculty Nil

At UG level.....Nil..... At PG levelNil.....

13. student–teacher (programme wise): UG...103/1+1.....

PG...N.A.....

14. Number of academic support staff (technical) and administrative staff sanctioned and filledN.A.....

15. Qualification of teaching faculty with DSc/DLit/PhD/M.Phil/PG

PhD–1 M.Phil–1 PG–00

16. Number of faculty with ongoing project from a) National b) International funding agencies and grants received

1 Minor Research Project granted by UGC:–Rs 60000/–

17. Department project funded by DST–FIST, UGC, DBT, ICSSR etc. and

total grants received: Nil

18. Research Center/facility recognized by the University: Nil

19. Publications

a) publication per faculty

- ❖ Number of paper published in peer reviewed journals by faculty and student's faculty:-04 students.....Nil.....
- ❖ Number of publication listed in international database ...Nil.....
- ❖ Monographs.....Nil.....
- ❖ Chapter in Books... Nil
- ❖ Books Edited Nil
- ❖ Books with ISBN/ISSN numbers with details of publishers

Annexure-III

- ❖ citation index.....Nil.....
- ❖ SNIP Nil
- ❖ SJR..... Nil
- ❖ Impact Factor Nil
- ❖ h-index..... Nil

20. Areas of consultancy and income generated faculty members are engaged in social agencies (honorary)

21. Faculty as members in

- a) National CommitteesNil.....
- b) International Committees.....Nil.....
- c) Editorial BoardsGujarat Rajya Pathyapustak Mandal

22. Student's projects

- a)Percentage of students who have done in –house projects including interdepartmental/programme–It is compulsory for ———Nil—————
———
- b) percentage of students placed for projects in organizations outside the Institution i.e. in Research laboratories/Industry/other agencies.....Nil.....

23. Awards/Recognitions received by faculty and students: Faculty: Nil.....
Students;

24. List of eminent academicians and scientists/visitors to the Department:

Following are the eminent academicians/visitors to the department.

No.	Name	Institute	Date
1	Dr. Bharat Maheta	Prof. Guj. Department, M.S. Uni. Baroda	23/12/2010
2	Prof. Hitesh N. Patel	Prof. Department of Sociology, S.P. Uni. V.V. Nagar	28/12/2011
3	Prin. Dr. M.I. Patel`	X–Principal, Govt. College Vishnagar	21/12/2011
4	Dr. Amrapali Merchant	Head of Sociology Department, S. P. Uni., V.V. Nagar	21/08/2013
5	Prof. F.J. Thakor	J & J. College of Science, Nadiad	05/03/2014
6	Dr. G.H. Pancholi	X–Principal, B. Ed college Patan X– Pro vice –chancellor	21/02/2015

25. Seminars/Conferences/ workshops organized & the source of funding

a) National

b) International

26. Students profile programme/course wise:

Name of Programme	Applications Received	Selected	enrolled M F	Total pass	Total pass	Pass%

B.A.						
2010–11	F.Y 21+21=42	42		19+18=37	70/65	92.8
F.Y./ S.Y.	S.Y 14+14=28	28		14+14=28		
2011–12	F.Y 11+11=22	22		11+11=22	58/52	89.6
F.Y./ S.Y.	S.Y 18+18=36	36		13+17=30		
2012–13	F.Y 15+15=30	30		15+15=30	54/54	100
F.Y./ S.Y.	S.Y 12+12=24	24		12+12=24		
2013–14	F.Y 16+16=32	32		16+16=36	60/58	96.6
F.Y./ S.Y.	S.Y 14+14=28	28		13+13=28		
2014–15	F.Y 20 +20=40	40		16+16=32	72/64	88.8
F.Y./ S.Y.	S.Y 16+16=32	32		16+16=32		

27. Diversity of students

Name of the Course	% of students from the same state	% of students from other state	% of students from abroad
B.A	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services etc.?

Institution do not have Such data.

29. Students progression

student progression	Against % enrolled
UG to PG	
N.A.	N.A.

30. Details of Infrastructural facilities

- a) Library– Yes
- b)Internet Facilities for staff & students:..... Yes
- c)Classrooms with ICT facility:..... Yes
- d)Laboratories.....N.A.....

31. Number of students receiving financial assistance from college, University, Govt. or other agencies.

In 2011 to 2015 , 671 students receive financial assistance from state govt. and other agencies.

32. Details on students enrichment programmes (special lectures/workshop/seminar) with external experts

Nil

33. Teaching methods adopted to improve student learning

The department adopted following method to improve student learning

- Group Discussion
- OHP/ Power point
- Seminar
- Take note
- Work shops
- Guest Lecture
- Assignment
- Internet
- Use of news paper and magazines.

34. Participation in Institutional Social Responsibility (ISR) and extension activities

We don't have Sociology as separate department. Contribute in all the activities of Social responsibilities and extension activities carried by institution in general.

35. SWOC analysis of the Department and Future plans—

Strength :

- I.C.T. Teaching
- Research work for U.G Student

Weakness:

- No speak fluently English
- Lack student admit in Arts Faculty

Opportunities:

- I.C.T
- Library
- Sufficient Infrastructure

Challenges:

Rural Student not aware for our carrier

Future Plans:

P. G. Teaching

Ph. D. guide

Evaluative Report of the Department of English

1. Name of the Department : English
2. Year of establishment: 24/06/1993
3. Is the Department part of a School/Faculty of the university? UG BA/ B COM
Compulsory Subject
4. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D.,
Integrated Masters; Integrated Ph.D., etc.)
BA English Compulsory Semester I- VI
B.Com English Compulsory Semester I-II
B.Com Commercial Correspondence I- VI
5. Interdisciplinary courses and departments involved
N/A
6. Courses in collaboration with other universities, industries, foreign institutions,
etc.
H M Patel Institute of English (Certificate Course on English Language
Enrichment)
7. Details of programmes / courses discontinued, if any, with reasons
N/A
8. Annual/ Semester/Choice Based Credit System
Semester System, CBCS
9. Number of teaching posts sanctioned and filled (Professors/Associate

Professors/Asst. Professors)

	Sanctioned	Filled
Asst. Professors	1	1

10. Faculty profile with name, qualification, designation and specialisation (D.Sc./D.Litt./ Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided for the last 4 years
Dr. Sunilkumar S. Shah	MA, M Ed, M Phil, Ph D	Assistant Professor	ELT, Academic Writing, ICT, Communication Skills	4 Years Schools 9 Years 5 Months PG 1 Month UG	PhD Pursuing 4 M Phil 7 M Phil Completed 3

11. List of senior visiting Faculty: Nil

12. Percentage of lectures delivered and practice classes handled (program wise) by temporary faculty : Nil

At UG level: Nil

At PG level: Nil

13. student–teacher Ratio (programme wise): UG: 112 /1 PG: N.A

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled : N.A

15. Qualification of teaching faculty with D Sc/D Lit/PhD/M. Phil/PG

PH.D: 1 M. Phil: —0— PG: —0—

16. Number of faculty with ongoing project from a) National b)

International funding agencies and grants received:

1 (One)

17. Department project funded by DST–FIST, UGC, DBT, ICSSR etc. and

total grants received: Nil

18. Research Center/facility recognized by the University:

Nil

19. Publications

a) publication per faculty

❖ Number of paper published in peer reviewed journals by faculty 21

❖ Number of publication listed in international database ...15.....

❖ Monographs.....Nil.....

❖ Chapter in Books...01...

❖ Books EditedNil.....

❖ Books with ISBN/ISSN numbers with details of publishers

S. No.	Title	Type of Book and Authorship/ Year	Publisher and ISSN / ISBN No.	No. of co-authors
1.	Teaching Vocabulary through Print Advertisements	Research Publication, 2015	International Lambert Academic Publishing 978-3-659-74147-0	1
2.	Activities to Improve Listening Skills: A handbook for	Reference book for tertiary level students, 2015	International Canadian	1

	Teachers(Pages 63)		Academic Publishing 978-1-926488-271	
3.	Listening with Visuals and Without Visuals: A Comparative Study(Pages 85)	Research Publication, 2015	International Lambert Academic Publishing 978-3-659-72106-9	1
4.	Common Grammar Errors in Writing of ESL Learners in Gujarat(Pages 89)	Research Publication, 2015	International Lambert Academic Publishing 978-3-659-72106-9	01
5.	Communicative Techniques for ESL Students	Research Publication, 2013	International Createspace Publication 978-1-515-21323-9	1
6.	A Critical Evaluation of Digital English Language Laboratory Project , Gujarat, India(Pages 108)	Research Publication, 2015	Local Lajja Publication, India. 978-93-81286-47-0	00
7.	The Impact Study of Mobile Content Delivery System for Teachers' Training	Research Publication, 2014	International Createspace Publication 978-1-515-21368-0	1
8.	Communication Skills in English for Beginners: A Handbook for Teachers(Pages 66)	Reference book for beginners, 2015	Local Purn Publication, India 978-81-929873-0-9	00
9.	Authentic Materials to Enhance Vocabulary in English(Pages 82)	Reference book for tertiary level students , 2105	Local Purn Publication, India, 78-81-929873-1-6	01
10.	' Whatsapp' Messenger for English Language Teaching and Learning(Pages 104)	Research Publication, 2015	Local Lajja Publication, India, 978-93-81286-41-8	01

- ❖ citation index..... Nil.....
- ❖ SNIP Nil.....
- ❖ SJR..... Nil.....
- ❖ Impact Factor 3.....
- ❖ h-index.....Nil.....

20. Areas of consultancy and income generated

faculty members are engaged in social agencies (honorary)

21. Faculty as members in

- a) National CommitteesNil.....
- c) Editorial Boards3.....

22. Student's projects

- a) Percentage of students who have done in –house projects including inter departmental/programme– Nil
- b) percentage of students placed for projects in organizations outside the Institution i.e. in Research laboratories/Industry/agencies.....Nil.....

23. Awards/Recognitions received by faculty and students:

Faculty: NIL.... Students: Nil.....

24. List of eminent academicians and scientists/visitors to the Department:

Following are the eminent academicians/visitors to the department.

25. Seminars/Conferences/ workshops organized & the source of funding

- a) National Nil
- b) International Nil

26. Students profile programme/course wise:

27. Diversity of students

Name of the	% of students from	% of students	% of students
-------------	--------------------	---------------	---------------

Course	the same state	from other state	from abroad
B.A	100%	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services etc.?

Institution does not have such data

29. Students progression

student progression	Against % enrolled
UG to PG	
N.A.	N.A.

30. Details of Infrastructural facilities

a) Library: Yes.....

b) Internet Facilities for staff & students: Yes.....

c) Classrooms with ICT facility: Yes.....

d) Laboratories.....N.A.....

31. Number of students receiving financial assistance from college,

University,

Govt. or other agencies.

In 2011 to 2015 671 Students receive financial assistance from stat

Government other Agency

32. Details on students enrichment programmes (special lectures/workshop/seminar) with external experts

5

33. Teaching methods adopted to improve student learning

The department adopted following method to improve student learning

- * Power point
- * Work shops
- * Guest Lecture
- * Essay writing, Assignment
- * Internet
- * Use of news paper and magazines
- * Webtools

34. Participation in Institutional Social Responsibility (ISR) and extension activities.

We do not have “English” as separate department. I contribute in all the activities of social responsibility & extension activity carried by Institution in general.

35. SWOT analysis of the Department and Future plans——

Strength: Best Practices As many students in the department are encouraged to complete their education.

English Language Enrichement Programmes

Use of technology to teach English

Weakness: Students from extremely poor academic background. Students don't give importance to English as it is a compulsory subject

Opportunities: English Enrichment Programmes

Using Technology to improve English Language

Threats: Students interest in Arts faculty is decreasing will lead to decrease in student strength .

Preparing students to communicate in English is a big challenge as they come with weak academic background.

Future Plans: Conduct workshop on communication skills

Use technology to help students improve English

Evaluative Report of PHYSICAL EDUCATION

1. Name of the Department: PHYSICAL EDUCATION
2. Year of Establishment:U.G.– 24/06/1993
3. Name of programmes offered:U.G.
4. Name of Interdisciplinary courses and the Department/units involved.COMP.
ENG,F.C.,S.S.
5. Annual/Semester/Choice based credit system (programme wise): SEMESTER
SYSTEM,CBCS,T.Y. ANNUAL.
6. Participation of the Department in the courses offered by other
Departments:N.A.
7. Courses in collaboration with other universities,industries,foreign Institutions etc:
NIL
8. Details of courses/programmes discontinued (If any) with reasons :NIL
9. Number of teaching posts

	Sanctioned	Filled
Professor	—	—
Associate Professor	—	—
Ad.hoc Asst. Professor	1	1

10. Faculty profile with name, qualification, designation, specialization

Name	Qualification	Designation	Specialization	Experience	No Of Ph.D. Students Guided For Last 4 Yrs
Patel	M. P.ED	Ad.hoc	Physical	Two years
Rachnaben	M.PHIL	Assistant	Education	and Four	
Nalinkumar	Ph.d Continue	Prof.		Month	

11. List of senior visiting Faculty :NIL

12. percentage of lectures delivered and practice classes handled(program wise)

by temporary faculty: NIL

At UG level...NIL..... At PG level NIL

13. student–teacher (programmewise):UG::1 PG:NIL

14. Number of academic support staff(technical) and administrative staff, sanctioned and filled NIL.

15. Qualification of teaching faculty with DSc/DLit/PhD/M.Phil/PG

PhD: M.Phil PG–01

16. Number of faculty with on going project from a) National b) International funding agencies and grants received

17. Department project funded by DST–FIST, UGC, DBT, ICSSR etc. and total grants received :NIL

18. Research Center/facility recognized by the University: NIL

19. Publications

a)publication per faculty

- ❖ Number of paper published in peer reviewed journals by faculty -3
- ❖ Number of publication listed in international database NIL.....
- ❖ Monographs...NIL.....
- ❖ Chapter in Books...NIL.....
- ❖ Books Edited ...NIL.....
- ❖ Books with ISBN/ISSN numbers with details of publishers
- ❖ citationindex NIL.....
- ❖ SNIP ...NIL.....
- ❖ SJR.....NIL.....
- ❖ Impact Factor NIL.....
- ❖ h–index...NIL.....

20. Areas of consultancy and income generated NIL..... faculty members are engaged in social agencies (honorary)

21. Faculty as members in

a)National CommitteesNIL.....

b)International Committees...NIL.....

c)Editorial Boards ...NIL.....

22. Students projects

23. Awards/Recognitions received by faculty and students : Faculty :
Students: NIL.....

24. List of eminent academicians and scientists/visitors to the Department :

25. Seminars/Conferences/ workshops organized

a) National

b) International

No.	Event	Theme	Poster/Paper name of tital	Date	Place
1	International Conference	International Conference on Physical Education and sports science	Stress management through surya Bedan and bramari pranayam	25 to 27 th Feb, 2011	S.V's sridora Caculo Collage of Commerce& Management Stdies,Panaji.Goa
2	Cross Disciplinary International seminar	Creating Excellence for Sustainable Society	Presenting a Poster	15,16 th May,2011	Hemchndracharya North Guj,Uni.,Patan

c)State

DEPT.01 STATE LEVEL SEMINAR.(GadhyakarshreeUmashankar Joshi.)

26. Students profile programme/course wise:

27. Diversity of students

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services etc.

29. Students progression

student progression	Against % enrolled
---------------------	--------------------

UG to PG	

30. Details of Infrastructural facilities

a)Library:... YES

b)Internet Facilities for staff & students:... YES

c)Classrooms with ICT facility:... YES

d)Laboratories...NIL

31. Number of students receiving financial assistance from college, University, Govt. or other agencies .:

32. Details on students enrichment programmes (special lectures/workshop/seminar) with external experts

34. Participation in Institutional Social Responsibility (ISR) and extension activities

The institute has NSS and NCC units. Various activities are conducted throughout the year. All the faculty members of the institute participate in the work related to social welfare.

35. SWOT analysis of the Department and Future plans—

Strength :1.I would like to do that type of research work as usefull to society and personal Health and physical fitness

2.Keep away student from injury

3.Keep students physicaly fit

Weakness: 1.Less No Of Student because not healthy specialy in girls

2. Girls are not achieve optimum qualified Dis/Time/Weight

Opportunities: 1. Students can become Physical teacher,Any game's coach,Army
Soulder etc...

2. Participation in co-curricular activities & other activities which
will improve the academic&social back ground of the students.

Challenges and future plans:

1.To encourage student for Achieve motor ability for many
Tournament

2. Preparing healthy sports person

3. Do the Physical Fitness,sports & Sports medicine related Minor
project

4. Community Service

POST-ACCREDITATION INITIATIVES

If the college has already undergone the accreditation process by NAAC, please highlight the significant quality sustenance and enhancement measures undertaken during the last four years.

The narrative may not exceed ten pages. (Refer section IX of Guidelines for Assessment and Accreditation)

The entire effort can be divided into two parts: Responses to the Peer-team recommendations at the time of accreditation, and Initiatives, Both are narrated below.

A. PEER-TEAM RECOMMENDATIONS AND ACTION TAKEN

A. Action taken on the recommendations of the Peer Team at the time of the first Accreditation:

no.	Recommendation	Follow up
1	Annual Patterns of UG Programmes of the college need to be replaced with semester choice based credit system.	The semester choice based credit system have been Implemented from 2011-12.
2	Vacant teaching and non-teaching posts should be filled in permanent employee for the betterment of the college.	In last five years the institute has appointed two faculty members for English and PTI. Moreover our Management have appointed adhoc faculty for all vacant post and have spend Rs.9,90,000 on salary.

3	Need to computerize and update libraries facilities	<p>– Library facility fully computerized .</p> <p>– 3 Computer with Internet Connectivity, Printer and scanner added.</p>
4	Job placement cell has to establish.	<p>We have conducted various seminars workshop and training programmes for career counselling .</p> <p>We offer UGC Tally 0.9 programmes for career enhancement.</p> <p>7 Job placements through campus Interview successfully completed.</p>
5	Initiatives should be taken to reduce dropout rate of students.	<p>Institution have taken necessary initiative to minimize dropout rate by providing various scholarship, financial assistance , student counseling , door to door contact with student etc.</p> <p>presentation of their problem of transportation with concern authority.</p> <p>Various UGC grant arranged for students under 11th plan. Book bank Yojana started taking into consideration of economical background of rural student. Many students centric welfare scheme introduced.</p>
6	More teachers should be	<ul style="list-style-type: none"> • 1 faculty Ph.D Guide

	<p>encouraged to obtain Ph.D. degrees.</p>	<ul style="list-style-type: none"> • 3 Faculties have completed Ph. D and 3 Faculty ongoing for Ph. D out of 9 Faculty against only 1 Ph. D faculty earlier. • 4 faculties ongoing for Minor research project and about to complete. Thus we can say there is improvement .
7	<p>ICT enabled programmes need to be started as teaching aid.</p>	<p>Institution has:</p> <ul style="list-style-type: none"> • Establish Language Lab 25 Computers • Old computer in computer laboratory replaced with 27 new computers. • 16 Broadband Facilities • Training and workshop for faculty and administrative staff. • Each class have facilities of LCD projector. • Increased use of ICT in teaching and learning process.
8	<p>Need to introduce transport and accommodation facilities for staff and students.</p>	<ul style="list-style-type: none"> • UGC grant for Conveyance of students & approximately Rs. 1500 per year can be allocated to each student who came from more than 10 km away from

		<p>Institutions.</p> <ul style="list-style-type: none"> The Teachers are already getting conveyance allowance & almost all teacher are from surrounding Area.
9	College should introduce its own websites to update information	We have already introduced our own websites www.accvaso.org which is periodically updated with useful information.
10	More degree course like Sociology, English, and fashion Designing may be started.	We have tried our best to introduced English and Sociology as special subject in B.A. programme. Necessary approval obtain. But it was difficult to operate on self finance basis due to lower number of enrollment.
11	More add-on courses with support UGC may be introduced.	<p>We have introduced two certificates course by UGC support.</p> <ol style="list-style-type: none"> Human Rights education Tally accounting <p>Some more certificates courses have also been introduced.</p> <p>We are offered other needbased courses on self finance bases with collaboration with other institutions.</p>



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वयत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Smt. Sarlaben Babubhai Patel Arts & Shri Rambhai
Nathabhai Amin Commerce College
Vaso, Tal. Nadiad, Dist. Kheda, affiliated to Gujarat University, Gujarat as
Accredited
with CGPA of 1.86 on four point scale
at C grade
valid up to March 07, 2014*

Date : March 08, 2009



MP Patel
Director





राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
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Quality Profile

Name of the Institution : Smt. Sarlaben Babubhai Patel Arts & Shri Rambhai
Nathabhai Amin Commerce College
Place : Vaso, Tal. Nadiad, Dist. Kheda, Gujarat

Criteria	Weightage (W_i)	Criterion-Wise Grade Point Averages (Cr_i GPA)	$W_i \times Cr_i$ GPA
I. Curricular Aspects	050	1.60	080
II. Teaching-Learning and Evaluation	450	2.00	900
III. Research, Consultancy and Extension	100	1.40	140
IV. Infrastructure and Learning Resources	100	2.15	215
V. Student Support and Progression	100	2.00	200
VI. Governance and Leadership	150	1.53	230
VII. Innovative Practices	050	1.90	095
Total	$\sum_{i=1}^7 W_i = 1000$		$\sum_{i=1}^7 (W_i \times Cr_i \text{ GPA}) = 1860$

$$\text{Institutional Score} = \frac{\sum_{i=1}^7 (W_i \times Cr_i \text{ GPA})}{\sum_{i=1}^7 W_i} = \frac{1860}{1000} = \boxed{1.86}$$

Grade =

Descriptor =

Date : March 08, 2009




Director

- This certification is valid for a period of Five years with effect from March 08, 2009
- An institutional CGPA on four point scale in the range of 3.01 - 4.00 denotes A grade (Very Good), 2.01 - 3.00 denotes B grade (Good), 1.51 - 2.00 denotes C grade (Satisfactory)
- Scores rounded off to the nearest integer

**PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF**

**SMT. SARLABEN BABUBHAI PATEL ARTS &
SHRI RAMBHAI NATHABHAI AMIN COMMERCE COLLEGE,
VASO – 387 380, (DIST. KHEDA), GUJARAT**

16th – 17th February 2009

**National Assessment & Accreditation Council
(An autonomous Institution of the University Grants Commission)
P.O. Box 1075, Nagarbhavi, Bangalore-560 072**

**PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
SMT. SARLABEN BABUBHAI PATEL ARTS &
SHRI RAMBHAI NATHABHAI AMIN COMMERCE COLLEGE,
VASO – 387 380 (DIST. KHEDA), GUJARAT**

Section 1 : General

1.1 Name and Address of the Institution:	Smt. Sarlaben Babubhai Patel Arts & Shri Rambhai Nathabhai Amin Commerce College, Vaso – 387 380, Dist. Kheda, Gujarat
1.2 Year of Establishment :	24 / 06 / 1993
1.3 Current Academic Activities at the Institution (Numbers):	
• Faculties/Schools:	Arts & Commerce
• Departments/Centers:	3
• Programmes/Courses offered:	Degree–3, Certificate Course–6
• Permanent Faculty Members:	9
• Permanent Support Staff:	5 + 4 Temporary
• Students:	303
1.4 Three major features in the institutional Context	<ul style="list-style-type: none"> • Spacious playground and airy class rooms with necessary infrastructure surrounded in six acres of land. • Higher percentage of girl's students. • Catering to diverse the needs of the rural students. • Commendable University Examination results.
1.5 Dates of visit of the Peer Team:	16 th – 17 th February 2009
1.6 Composition of the Peer Team which undertook the on-site visit:	
Chairperson	Prof. Uttam B. Bhoite (Former Vice Chancellor, YCMOU & Bharati Vidyapeeth) Executive Director, Bharati Vidyapeeth, Lal Bahadur Shastri Marg, Pune – 411 030 Maharashtra

Smt. Sarlaben Babubhai Patel Arts & Shri Rambhai Nathabhai Amin Commerce College, Vaso – 387 380 (Dist. Kheda), Gujarat.



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Member Coordinator	Prof. Jacob John Kattakayam Dean, Faculty of Social Sciences & Director, UGC-Academic Staff College University of Kerala, Kariavattom Trivandrum – 695 581
Member	Dr. Vitthal Maruti Ingavale Principal Shailendra Education Society's Arts, Science & Commerce College Shailendera Nagar, Dahisar (E) Mumbai – 400 068
NAAC Coordinating Officer	Dr. M.S. Shyamasundar Deputy Adviser, NAAC Bangalore – 560 072
Section II: CRITERION WISE ANALYSIS	
2.1 Curricular Aspects:	
2.1.1 Curricular Design & Development:	<ul style="list-style-type: none">• The curriculum has been designed for imparting value and quality based higher education to the students.• The members of the Board of Studies (BOS) prepare the syllabi of various academic programmes and curriculum programmes under the guidance of University.• A teacher in the college has been the chairman of BOS and some other teachers have participated in workshops organized to design curriculum.
2.1.2 Academic Flexibility:	<ul style="list-style-type: none">• The college offers bachelor's degrees in Arts and Commerce with a very few of optional courses it runs a few self financing and certificate courses of Dr. B. A. Open University.• The students can select the programmes based on their interests and attitudes.
2.1.3 Feedback on curriculum:	<ul style="list-style-type: none">• The College collects feedback on curriculum from the students, alumni and parents.
2.1.4 Curriculum Update:	<ul style="list-style-type: none">• In Commerce faculty, curriculum is updated every three year and in Arts faculty curriculum is updated every two years.

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	<ul style="list-style-type: none"> • The BOS updates the curriculum, according to the guide lines of the university. • For fostering global competencies, the college provides instructions in basic computer literacy and other courses like Spoken English to students.
2.1.5 Best Practices in Curricular Aspects(if any):	<ul style="list-style-type: none"> • The faculty members prepare academic calendar including teaching schedules at the beginning of academic year. • The college frequently arranges lecturers of subject experts from outside to supplement the teaching by faculty.
2.2 Teaching-Learning & Evaluation:	
2.2.1 Admission Process and Student Profile	<ul style="list-style-type: none"> • The college follows open door admission policy. • The admission process of the college is regulated by the rules and regulations of Gujarat Government and Gujarat University. • To economically weaker sections, college gives special assistance in the form of scholarships.
2.2.2 Catering to the Diverse Needs:	<ul style="list-style-type: none"> • The students are identified by the faculty in advance, as good, average and slow learners in the beginning of the academic year. • The slow and average students are given extra attention. • Student tours, Lecture series and visits to various institutions are also organized as a part of mentoring of the students.
2.2.3 Teaching – Learning Process:	<ul style="list-style-type: none"> • Lecture method is predominantly followed for almost all classes. • The college has recently prepared a Multimedia Room which is well – equipped with Audio Visual Aids to ensure that the students get effective learning experience. • The college organizes state level seminars and conferences more or less regularly.
2.2.4 Teacher Quality :	<ul style="list-style-type: none"> • The College has 9 permanent teachers. They constituted 56% of the total number of faculty.



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	<ul style="list-style-type: none"> • In the faculty, only one teacher has Ph. D. and two teachers have M. Phil degrees as the highest qualifications. • The college conducts training programmes and workshops for the faculty with audio visual aids and computer aided packages. All the permanent teachers have attended refresher courses.
2.2.5 Evaluation Process & Reforms:	<ul style="list-style-type: none"> • The college conducts periodical examinations & maintains records. Thus the students are continuously evaluated. • Students can express their grievances to the Principal regarding evaluation and he passes those grievances to the examination committee for further actions.
2.2.6 Best Practices in Teaching – Learning and Evaluation (If any):	<ul style="list-style-type: none"> • Periodical tests are held by the institution. • Besides class room lecturers, the college arranges workshops, seminars, study tour for students. • ‘Lesson Diary’ maintained by the teacher is one of special the features of teaching learning innovation. • Two special awards ‘Best student of Arts Faculty’ and ‘Best Student of Commerce Faculty’ are awarded by evaluating overall performance of the students.
2.3 Research, Consultancy & Extension:	
2.3.1 Promotion of Research:	<ul style="list-style-type: none"> • Only one teacher has undertaken a minor Research Project sanctioned by UGC which is in process. • The college allows the faculty members to participate in Refresher courses.
2.3.2 Research and Publications Output:	<ul style="list-style-type: none"> • The teachers have almost no significant research based publications. • A teacher has two books to his credit some others have published in news papers, souvenirs etc.
2.3.3 Consultancy:	<ul style="list-style-type: none"> • The college has provided formal consultancy services to DBAOU, by conducting its various computer literacy courses. • One teacher provides consultancy to an investment firm which in turn accepts



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		<p>commerce students of the college for training.</p> <ul style="list-style-type: none"> • The college has also provided consultancy to SCOPE, which is useful for students to become proficient in English.
2.3.4	Extension Activities:	<ul style="list-style-type: none"> • Student oriented activities are organized through student union, CWDC, NSS and NCC. • NSS and NCC units are involved socially relevant activities. • The extension activities and outreach programmes in collaboration with NGOs and GOs are channelized for women empowerment.
2.3.5	Collaborations:	<ul style="list-style-type: none"> • The college has arrangement collaboration with both formal and informal agencies. • It has entered into MOU with 5 institutions for the well-being of the students.
2.3.6	Best Practices in Research, Consultancy & Extension (if any):	<ul style="list-style-type: none"> • The college has organized a workshop on Research Methodology. • It encourages the faculty to do research. • NSS Unit has adopted villages and contributes to their development.
2.4	Infrastructure and Learning Resources:	
2.4.1	Physical Facilities for Learning:	<ul style="list-style-type: none"> • The college has 6 acres of land with a well constructed spacious building. • The college building has nine classrooms, one audio visual room, well – equipped library, and a fairly large computer lab. • The college can avail of facilities of Seminar hall, Auditorium, Guest House, Prayer Hall and Gym in the nearby sister institutions. • The college provides separate rest room for women students and staff. • Drinking water facility is provided.
2.4.2	Maintenance of Infrastructure:	<ul style="list-style-type: none"> • The management pays for the maintenance of infrastructure and makes provision for maintenance in the college budget. • The building and surrounding are well maintained. • In case of the computer lab faculty members themselves repair the computers.



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2.4.3 Library as a Learning Resources:	<ul style="list-style-type: none"> • The Library has 8,826 books, 15 journals – periodicals and 55 CDs and 81 Cassettes as e-resources. • The library advisory committee ensures the optimal use of library facility by the students as well as faculties. • The college has started availing INFLIBNET. • There is a spacious reading room for the students. • The college library is being computerized.
2.4.4 ICT as Learning Resources:	<ul style="list-style-type: none"> • Computer centre with 15 computers is available for the students. • The college provides internet facility for preparing computer aided teaching learning materials.
2.4.5 Other facilities:	<ul style="list-style-type: none"> • In charge faculty of CWDC motivates the girl students to come out with their problems and ideas. • She ensures participation of girl students in the intra & inter institutional sports competition. • The college has sufficient common vehicle parking facility.
2.4.6 Best Practices in the development of infrastructure and Learning Resources (if any):	<ul style="list-style-type: none"> • Separate spacious airy well furnished rooms are allotted for various curricular of co-curricular activities. • Audio visual room helps in making learning easier, effective and interesting. • Well-equipped computer centre runs certificate courses in collaboration with Dr. Baba Saheb Ambedkar Open University.
2.5 Student Support and Progression :	
2.5.1 Student Progression:	<ul style="list-style-type: none"> • To minimize the dropout rate, the college provides fee concessions and good academic environment. • Coaching Classes are arranged for students preparing for competitive exams. • The college has student council to gear up students' activities. • The college faculty is extremely student caring.
2.5.2 Student Support:	<ul style="list-style-type: none"> • Prospectus is updated annually.

Smt. Sarlaben Babubhai Patel Arts & Shri Rambhai Nathabhai Amin Commerce College, Vaso – 387 380 (Dist. Kheda), Gujarat.



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	<ul style="list-style-type: none"> • Provides financial and teaching aids to economically weaker and disabled students • Guest lectures and workshops are organized to motivate and develop entrepreneurial skills among the students. • The college has Grievance Redressal Cell to do deal with grievances regarding teachers, teaching method, courses etc. • The college runs a canteen for students.
2.5.3 Student Activities:	<ul style="list-style-type: none"> • Students are involved in curricular, co-curricular as well as extra-curricular activities which lead to their all around development. • The college motivates the students for achievements in extra- curricular and sports activities.
2.5.4 Best Practices in Student Support and Progression	<ul style="list-style-type: none"> • Collegiate Women Development Cell organizes various programmes for women development. • Well equipped computer lab. • Wall magazine encourages students to work on subject related material as well as on their own creation.
2.6 Governance and Leadership:	
2.6.1 Institutional Vision and Leadership:	<ul style="list-style-type: none"> • The management ensures effective and efficient teaching learning process. It has appointed some faculty member with its own funding. • The reports on the activities of the college are communicated to the management by the head of the institution. • The management gives full support to academic as well as administrative staff. • The head of the institution has formed various committees and has empowered the conveners of the committees to take their decisions. • The college management is interested in the all sided development of the college.
2.6.2 Organizational Arrangements:	<ul style="list-style-type: none"> • Decentralized administration is practiced through a committee system. • Curricular, co – curricular and extra – curricular activities are organized by



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	<p>different committees.</p> <ul style="list-style-type: none"> • The management motivates faculty members in formal and informal ways.
2.6.3 Strategy Development & Deployment:	<ul style="list-style-type: none"> • The Planning Committee prepares a priority list of future requirement of the college. • The institution has an MIS in place to select, collect, align and integrate data and information on the academic and administrative aspects of education. • Faculty members visit various other institutes to deliver lectures.
2.6.4 Human Resource Management:	<ul style="list-style-type: none"> • Feed back is taken regularly from the students to assess the performance staff members. • All the faculties are appointed and given salaries as per government guidelines. • The college motivates the faculty members for professional development. • The faculty members have attended and actively participated in approximately 190 faculty development programmes including Seminars, Conferences, and workshops during the last two years.
2.6.5 Financial Management and Resource Mobilization:	<ul style="list-style-type: none"> • The college receives substantiatial financial support from the management to carry out activities and programmes. • The institution covers day to day expenses with state government grants, fee from students, management support and donation from financially sound well-wishers.
2.6.6 Best Practices in Governance and Leadership (If any):	<ul style="list-style-type: none"> • All the staff members are appointed purely on merit base. • The management has prescribed code of conduct for the staff members. • The head of the institution not only leads but also co – ordinates, motivates, inspires and monitors activities of colleagues. • Various functional committees are formed.
2.7 Innovative Practices:	
2.7.1 Internal Quality Assurance System:	<ul style="list-style-type: none"> • Grievance Redressal cell, study circle association and discipline committee play



	<p>an important role in internal quality assurance.</p> <ul style="list-style-type: none"> • Faculty members are encouraged to attend orientation courses. • During the last two years, faculty members have attended various faculty development programmes. • The college has added to the quality enhancement of students by starting value added activities like computer training, SCOPE, sports, summer camp, workshops, nature club, and English club.
2.7.2 Inclusive Practices:	<ul style="list-style-type: none"> • The socially and economically backward students are provided with various scholarships. • The college gives admissions to students irrespective of any class caste or creed. • The college records incremental academic growth of the students by analyzing results of each exam.
2.7.3 Stakeholder Relationships:	<ul style="list-style-type: none"> • Stakeholders like students and faculty are actively involved in planning and its implementation • Suggestions are invited regularly from students, guardians, experts and alumni. • College assesses the level student satisfaction through feedback forms and interaction. • Alumni association is formed.
Section III : OVERALL ANALYSIS	
3.1 Institutional Strengths:	<ul style="list-style-type: none"> • Provides basic computer literacy to economically background students. • A fairly well equipped library with large reading room. • Collegiate Women Development Cell for women development. • Variety of additional courses such as Spoken English, Computer Courses etc. is organized. • 'Lesson Diary' as one of the major Teaching Learning Innovation. • Strong and adequate infrastructure facility.



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	<ul style="list-style-type: none">• The college has launched its website: www.vaso.edu.com
3.2 Institutional Weaknesses:	<ul style="list-style-type: none">• Limited use of ICT in teaching learning process.• Limited academic options.• Poor research activities.• No hostel facilities.• Absence of health centre.• Limited academic options.• Inadequate faculty.
3.3 Institutional Opportunities:	<ul style="list-style-type: none">• Scope for empowerment of rural women• Scope for improving English communication skill especially for the vernacular medium students.• Further scope for participation of students in extension activities.• Scope for programmes promoting social justice and good citizenship among the students.
3.4 Institutional Challenges :	<ul style="list-style-type: none">• To fully realize its vision and mission.• To raise the level of research in terms of quality and quantity.• Add new innovative courses.• To increase the number of teachers with Ph. D. as the highest qualification.• To generate revenue through consultancy services.• To attract more students.

Section IV : RECOMMENDATIONS FOR QUALITY ENHANCEMENT OF THE INSTITUTION

- Annual patterns of UG programmes of the college need to be replaced with semester choice based credit system.
- Vacant teaching and non-teaching posts should be filled in with permanent employees for the betterment of the college
- Need to computerize and updated library facilities.
- Job placement cell has to be established.
- Initiatives should be taken to reduce dropout rate of the students.



NAAC for Quality and Excellence in Higher Education

- More teachers should be encouraged to obtain Ph. D. degrees.
- ICT enabled programmes need to be started as teaching aid.
- Need to introduce transport and accommodation facilities for staff and students.
- College should introduce its own web-site to update information.
- More degree courses like Sociology, English, and Fashion Designing may be started.
- More add-on courses with the support of UGC may be introduced.

I agree with the observations of the peer team as mentioned in this report.






P. K. Patel

Coor. Paen Kesh. K. Patel

Signature of the Head of the Institution

Smt. S. B. Patel Artr &
Shri R. N. Amin Commerce College
VASO-387 380 Dist. Kheda.

Signature of the Peer Team Members:

	Name	Signature with date
Chairman	Prof. Uttam B. Bhoite	 17/2/09
Member Coordinator	Prof. Jacob John Kattakayam	 17/2/09
Member	Prof. Vitthal Maruti Ingavale	 17/2/09
NAAC Coordinating Officer	Dr. M.S. Shyamasundar	



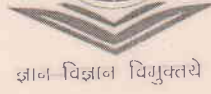
23236351, 23232704, 23237721, 232341
23235733, 23232317, 23236735, 232394

www.ugc.ac.in

F.8-52/2004 (CPP-I)

The Registrar,
Gujarat University,
Ahmedabad-380 009 (Gujarat)

In word No. 105
Date. 17-11-05
Sign.



ज्ञान-विज्ञान विमुक्तये

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली 110 002

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

October, 2005

26 OCT 2005

Sub:- List of Colleges prepared under Section 2 (f) of the UGC Act, 1956-Inclusion of New Colleges.-

Sir,

I am directed to refer to your letter No. Gen/UGC/Inclusion/52371/2003 dated 17.06.2003 on the above subject and to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) the UGC Act, 1956 under the head Non-Government Colleges teaching upto Bachelor's Degree:-

Name of the College	Year of Establishment	Remarks
Smt. Sarlaben Babubhai Patel Arts and Shri Rambhai Nathabhai Amin Commerce College, Vaso (Tal:Nadiad, District Kheda)-387 380, Gujarat.	1993	The College, if it so desires may send its proposal for inclusion its name under Section 12 (B) of the UGC Act through the University as per guidelines.

The Indemnity Bond and other documents in respect of the above College have been accepted by the Commission.

Yours faithfully,

(Mr. Urmil Gulati)
Under Secretary

Copy to:-

- ✓ The Principal, Smt. Sarlaben Babubhai Patel Arts and Shri Rambhai Nathabhai Amin Commerce College, Vaso (Tal:Nadiad, District Kheda)-387 380, Gujarat.
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhavan, New Delhi-110 001.
3. The Secretary, Government of Gujarat, Department of Higher Education, Gandhinagar (Gujarat).
4. The Joint Secretary, UGC, Western Regional Office, Ganeshkhind, Poona University Campus, Pune-411 007 (M.S).
5. Publication Officer, UGC-Website, New Delhi.
6. Section Officer (F.D.-III Section) U.G.C., New Delhi.
7. All Sections, U.G.C, New Delhi.
8. Guard file.

(B.R. Nagpal)
Section Officer

23236351, 23232701, 23237721, 23234116
23235733, 23232317, 23236735, 23239437

www.ugc.ac.in

In word No. 226
Date. 9/10/06
Sign. [Signature]



ज्ञान-विज्ञान विमुक्तये

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

F.8-52/2004 (CPP-I)

September, 2006

The Registrar,
Gujarat University,
Navrangpura,
Ahmedabad-380 009 (Gujarat).

- 6 SEPI 2006

Sub:- Declaring a College fit to receive Central assistance under Section 12-B of UGC Act, 1956- Smt. Sarlaben Babubhai Patel Arts and Shri Ramabhai Nathabhai Amin Commerce College, Vaso, Tal. Nadiad, District Kheda-387 380 (Gujarat)

Sir,

I am directed to refer to the letter No. 31\06-07 dated 18th July, 2006 received from the College on the above subject and to say that on the basis of the information/documents submitted by Smt. Sarlaben Babubhai Patel Arts and Shri Ramabhai Nathabhai Amin Commerce College, Vaso, which already stands included under Section 2 (f) of the UGC Act, 1956 under the head "Non-Government Colleges teaching upto Bachelor's Degree" is now declared fit to receive central/UGC assistance in terms of Rules framed under Section 12-(B) of the UGC Act, 1956.

Yours faithfully,

(Mrs. Urmil Gulati)
Under Secretary

Copy forwarded to:-

1. ✓ The Principal, Smt. Sarlaben Babubhai Patel Arts and Shri Ramabhai Nathabhai Amin Commerce College, Vaso, Tal. Nadiad, District Kheda-387 380 (Gujarat)
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education & Higher Education, Shastri Bhavan, New Delhi-110 001.
3. The Secretary, Government of Gujarat, Department of Higher Education, Gandhinagar (Gujarat).
4. The Joint Secretary, UGC, Western Regional Office, Ganeshkhind, Poona University Campus, Pune-411 007 (M.S).
5. Publication Officer (Website-UGC), New Delhi.
6. Section Officer (F.D.-III Section) U.G.C., New Delhi.
7. All Sections, U.G.C, New Delhi.
8. Guard file.

[Signature]
(Om Prakash)
Section Officer

ફેક્સ : (૦૭૯) ૨૬૩૦૨૬૫૪
ટેલિફોન : ૨૬૩૦૧૩૪૧-૨૬૩૦૦૩૪૨-૪૩,
૨૬૩૦૦૧૨૬
ટેલિગ્રામ : યુનિગુજરાત



Fax : (079) 26302654
Phone : 26301341-26300342-43,
26300126
Grams : UNIGUJARAT

ગુજરાત યુનિવર્સિટી કાર્યાલય,
પોસ્ટ બોક્સ નં. ૪૦૧૦
નવરંગપુરા, અમદાવાદ-૩૮૦ ૦૦૯.

ગુજરાત યુનિવર્સિટી
GUJARAT UNIVERSITY

www.gujaratuniversity.org.in

OFFICE OF THE GUJARAT UNIVERSITY
POST BOX NO. 4010
NAVRANGPURA,
AHMEDABAD-380 009 (INDIA).

No.Academic/725/2015

Dt. ૩ -05-2015
૬

TO WHOM IT MAY CONCERN

This is to certify that Smt. S.B.Patel Arts and Shri R.N.Amin Commerce College, Vaso is affiliated to the Gujarat University since 1993 and recognized by the University Grants Commission and the following Courses/Subjects are taught in the said college as per approval,

ARTS FACULTY

Statement Showing Details Of Subject Affiliation

Sr. No.	Name of the Course(s) and Duration	Subject	Affiliation Permanent / Temporary	Period Validity for the year(s)
1	Three Year B.A. General Course	Gujarati(Main)	Permanent	From 15-6-2003
2	Three Year B.A. General Course	Sanskrit(Main)	Permanent	From 15-6-2003
3	Three Year B.A. General Course	Economics (Main)	Permanent	From 15-6-2003
4	Three Year B.A. General Course	Sociology	Permanent	From 15-6-2003
5	Three Year B.A. General Course	Hindi	Permanent	From 15-6-2003

ફેક્સ : (૦૭૯) ૨૬૩૦૨૬૫૪
ટેલિફોન : ૨૬૩૦૧૩૪૧-૨૬૩૦૦૩૪૨-૪૩,
૨૬૩૦૦૧૨૬
ટેલિગ્રામ : યુનિગુજરાત



Fax : (079) 26302654
Phone : 26301341-26300342-43,
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ગુજરાત યુનિવર્સિટી કાર્યાલય,
પોસ્ટ બોક્સ નં. ૪૦૧૦
નવરંગપુરા, અમદાવાદ-૩૮૦ ૦૦૯.

ગુજરાત યુનિવર્સિટી
GUJARAT UNIVERSITY
www.gujaratuniversity.org.in

OFFICE OF THE GUJARAT UNIVERSITY
POST BOX NO. 4010
NAVRANGPURA,
AHMEDABAD-380 009 (INDIA).

COMMERCE FACULTY

Statement Showing Details Of Subject Affiliation

Sr. No.	Name of the Course(s) and Duration	Subject	Affiliation Permanent / Temporary	Period Validity for the year(s)
1	Three Year B.Com. General Course	Advance Accounting & Auditing	Permanent	From 15-6-2003
2	Three Year B.Com. General Course	Statistics (Sub.)	Permanent	From 15-6-2003
3	Three Year B.Com. General Course	Management	Permanent	From 15-6-2003

TRUE COPY

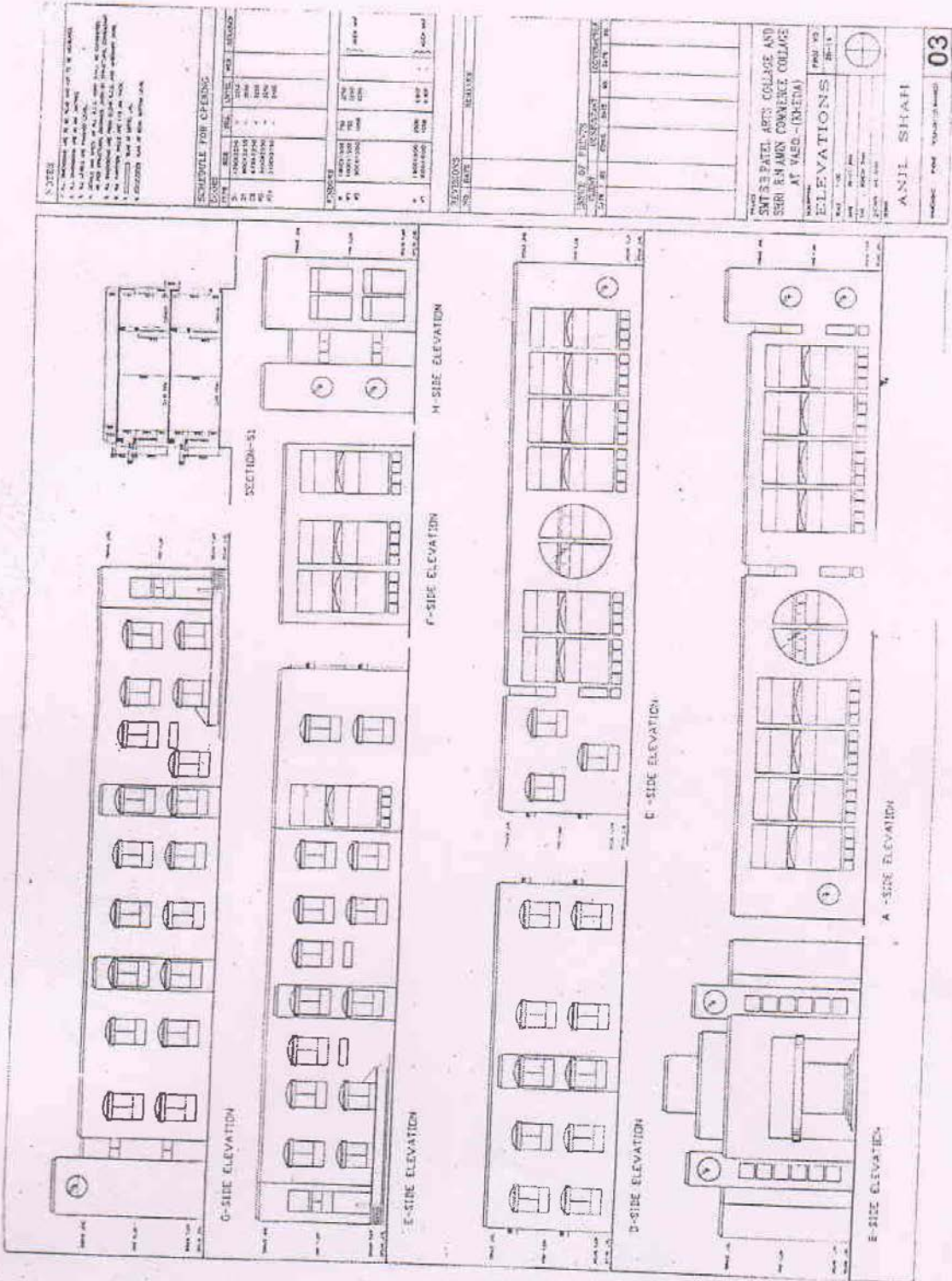
P. K. Patel
PRINCIPAL

Sank. S. B. Patel Arts &
Shri R. H. Amto Commerce College,
VASO 387380 Dist. Kheda

Checked &

Registrar
Gujarat University
Ahmedabad-380009





PROJECT: SMT. S. PATEL ARTS, COLLEGE AND
 SRI. R. N. AMY COMMERCE COLLEGE
 AT VASO - (MUMBAI)

ELEVATIONS

DATE: 10/10/2011

SCALE: 1/4" = 1'-0"

ANIL SHAH

03



NOTES

1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.
2. ALL WALLS ARE 200mm THICK UNLESS OTHERWISE SPECIFIED.
3. ALL FLOORS ARE TO BE FINISHED WITH POLISHED CONCRETE.
4. ALL ROOFING SHALL BE AS PER SPECIFICATION.
5. ALL SERVICES SHALL BE AS PER SPECIFICATION.
6. ALL WORK SHALL BE AS PER SPECIFICATION.

SCHEDULE FOR OPENING

NO.	TYPE	SIZE	LOCATION	REMARKS
1	DOOR	1000 x 2100
2	WINDOW	1500 x 1200
3

LIST OF FINISHES

NO.	DESCRIPTION	THICKNESS	REMARKS
1
2
3

CLIENT'S
SRI SRI SRI COLLEGE AND
SRI SRI SRI COLLEGE

PROJECT
SRI SRI SRI COLLEGE AND
SRI SRI SRI COLLEGE
AT YASO-THEDA

DATE 15/11/2011

SCALE 1:100

PROJECT NO. 11/11/11

DESIGNER ANIL SHAH

02

