

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year (for example 2013-14)

2013-14

I. Details of the Institution

1.1 Name of the Institution

Smt. S. B. Patel Arts & Shri R. N.
Amin Commerce College, Vaso

1.2 Address Line 1

Station Road,

Address Line 2

City/Town

Vaso

State

Gujarat

Pin Code

387380

Institution e-mail address

accvaso@yahoo.com

Contact Nos.

0268-2585416

Name of the Head of the Institution:

Dr.Pankaj.K.Patel

Tel. No. with STD Code:

0268-2585416

Mobile:

+919825367344

Name of the IQAC Co-ordinator:

Prof. N. J. Dave

Mobile:

+919879961448

IQAC e-mail address:

accvaso@yahoo.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

BC/48/A & A/28

1.5 Website address:

www.vasocollege.org

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C	1.86	March – 8 2009	March 7 - 14
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

16/06/2008

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

- i. AQAR __06/10/2010_____ (DD/MM/YYYY)
ii. AQAR __21/10/2011_____ (DD/MM/YYYY)
iii. AQAR __25/11/2012_____ (DD/MM/YYYY)
iv. AQAR __25/12/2013_____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

Gujarat University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text" value="Human Right edu."/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="4"/>	
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>	
2.3 No. of students	<input type="text" value="2"/>	
2.4 No. of Management representatives	<input type="text" value="1"/>	
2.5 No. of Alumni	<input type="text" value="2"/>	
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>	
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>	
2.8 No. of other External Experts	<input type="text" value="1"/>	
2.9 Total No. of members	<input type="text" value="13"/>	
2.10 No. of IQAC meetings held	<input type="text" value="3"/>	<input type="text" value="05/07/2013, 12/10/2013, 16/04/2014"/>

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Academic calendar and planning 2013-14

No	Month	Curricular and Co curricular Planning	Implementation
1	15 June To 30 June	<p>Start new Academic year</p> <ul style="list-style-type: none"> -Meeting- Teaching & Non Teaching-Staff -Meeting-with management -Meeting of I.Q.A.C -Meeting with various department like Gujarati, Economics ,Commerce, other -Meeting with Research & library committee -Meeting with various committee - Planning for N.C.C, N.S.S,C.W.D.C,SPORT, ECO CLUB, - I.C.T Training programme - Grievance redresser cell - Carrier development cell, - Add New Course Semester -5 B.A./B.Com - Add New Soft Skills and Foundation courses <p style="margin-left: 20px;">- Orientation of N.S.S/N.C.C - Orientation of C.W.D.C - Orientation of Sport - Orientation of Cultural Activity Preparation of time table</p>	<p>All meetings have done like Teaching Staff, Management, I.Q.A.C, Various department, like, Arts, Commerce, library, Research, Committee</p> <p>N.C.C,N.S.S, C.W.D.C, Sport,</p> <p>I.C.T Training is starting Add New Course Semester -5 B.A./B.Com</p> <ul style="list-style-type: none"> - Add New Soft Skills and Foundation courses For B. A. Programme -Adobe photoshop -Health management &Diet -For B.com-5 -Tourism marketing -Presentation skills -Teaching work start as per time table
2	1 July to 31 July	<ul style="list-style-type: none"> - To Start Book bank Yojna - Health awareness & sex Education lecturer - Celebration of World population Day on 11th July - Sapta dhara (K.C.G) Meeting - Youth festival preparation - Basket ball /hand ball practice -To start Scope course - Giving Assignment 	<p>I.C.T training program has done Orientation of N.S.S ,N.C.C, C.W.D.C has Done Sapta Dhara And youth festival preparation are starting</p>
3	1 August To 31 August	<ul style="list-style-type: none"> - Carrier development-Work shop - Department Wise guest lecture - Celebration of Rakshabandhan - Tournament Host - Internal Test -1(M.T) - Celebration of Independent day Workshop on Carrier development – presentation Skills 	<ul style="list-style-type: none"> -Scope course start -Carrie development Work shop <ul style="list-style-type: none"> - Gujarati Economics Commerce guest lecturer - Independent day Rakshabandhan day celebrated.

4	1, September To 30 September	<ul style="list-style-type: none"> - Celebration of Teacher Day - Celebration of Blind Day - Youth festival practice - Co-operation course -Celebration of N.S.S Day - Carrier Development –personality development 	<ul style="list-style-type: none"> Youth festival practice -Celebration of N.S.S day Workshop on -Carrier development -personality development
5	1,October To 31 October	<ul style="list-style-type: none"> - Inter Zone youth festival - Talent 2013-14 - Presentation - Navaratri Celebration -All subject presentation - Internal Test -2 (M.T) - Alumni /Parent meeting - I.Q. A.C Meeting - Carrier Development work shop 	<ul style="list-style-type: none"> -participation of youth festival -Subject presentation. -Internal test-2 -Parent meeting -I.Q.A.C Meeting -Carrier Development work shop
6	1,November To 30 November	<ul style="list-style-type: none"> -Diwali vacation - University examination Semester-3 B.A/B.com -Semester-5 B.A/ B.com -Rusa Proposal preparation 	<ul style="list-style-type: none"> - Rusa proposal Submitted - University examination Semester -3-5
7	1,December To 31,December	<ul style="list-style-type: none"> -Hiv/Aids awareness program - blood Donation - Uni examination Semester-1 B.A / B.Com -N.S.S Annual Camp -C.C.C Admission -Submission of A.Q.A.R Report on line 	<ul style="list-style-type: none"> -Hiv / Aids awareness lecturer Uni examination-1 N.S.S. Annual camp organize C C C admission - A.Q. A. R Report sent
8	1, January To 31, January	<ul style="list-style-type: none"> -Start -2-4-6 B.A/B.Com -Choice base Credit system -New addition of Foundation/soft skill Course in B.A/ B. Com Semester-6 - Motibhai Amin lecture series -7 - Sport Day - Various Day celebration - work shop on carrier guides - Human right certificate Course 	<ul style="list-style-type: none"> B.A/B.Com-2-4-6 New Foundation & soft skill course Added B.A/B.Com-6 For B.A -Research Methodology -Fundamental Right And duty For B.Com -Personal financial planning -Writing Skill Certificate course on Human rights started
9	1 February To 28February	<ul style="list-style-type: none"> -Work shop of department of Commerce And Economics - Preparation of Driving school - Preparation of proposal for P.G.D.C.A - Various Day Celebration - Internal examination-1 - Educational tour 	<ul style="list-style-type: none"> - Work shop on Financial Education - Internal examination- 1 -- work shop on “Talati cum mantri” Competitive examination Done -Workshop on e- life style done Various lecture on Competitive Exam

		<ul style="list-style-type: none"> - work shop on Competitive examination -Guest lecture on Women empowerment- - Workshop on e-life style 	
10	1, March To 31, March	<ul style="list-style-type: none"> - Scope examination - Celebration of annual day - General Guest lecture - Work shop on Financial Education workshop - Educational tour - Research report preparation - Surrounding School visit - Internal examination 	<ul style="list-style-type: none"> - Scope examination -Lecture on Indian Railway -Work shop on Financial education - preparation of Research report - Surrounding School visit done - Internal examination done
11	1. April To 30, April	<ul style="list-style-type: none"> - I.Q.A.C meeting - Management meeting - Parents meeting - Alumni Association meeting - Student union meeting - Surrounding School visit - University examination 	<ul style="list-style-type: none"> I.Q.A.C, Management, parent, Alumni, Student union Meetings are done -Faculties have visited Surrounding school for new admission -university examination - examination of Human right certificate course
12	1, May To 31, May	<ul style="list-style-type: none"> - Surrounding School visit - New Admission - University examination - Computer course-- Vacation Batch 	<ul style="list-style-type: none"> - New Admission - university examination -Computer course of vacation Bach
13	1 June to 15 June	<ul style="list-style-type: none"> - Admission of all semester - preparation of infrastructure for New Academic year 	<ul style="list-style-type: none"> - Admission of all semester - Necessary infrastructure development for New Academic year

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	2	-	-	-
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	2	-	-	-
Others	1	-	-	-
Total	5	-	-	-

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	-
Annual	3

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Nil

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
10	2	5	-	3

2.2 No. of permanent faculty with Ph.D.

2

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	1	-	-	-	-	-	1	-	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

-
5
-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	15	6
Presented papers	1	13	2
Resource Persons	-	-	1

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

1. “Research Methodology” taught to Students to B.A. Programme & “Presentation skill” thought to B.Com Student
2. We have maximise the use of I.C.T in our teaching & Learning process as all our class room are well equipped with L.C.D Projector
3. We have give copy of last two years university Exams paper for solutions as assignment so that they can appear confidently in their forth coming university exam.

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

194

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

NIL

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

0
0
1

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

80 %

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A Programme	62	10	6	55	18	89
B.Com Programme	40	5	35	25	10	75

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

1. Analysis of results and if any shortfall in any subject found brings it to concern faculty for necessary action to improve results in future.

IQAC guide faculty member to improve no. of distinction and first class students.

2. IQAC periodically monitor the use of ICT by faculty and suggest concern faculty to improve their participation in ICT in their teaching and learning.

3. Principal and management constantly emphasis importance of research work by faculty member and motivate them for minor research project.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	12
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	5	6	NIL	4
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC periodically remind importance of research work to faculty. Faculty member have presented research paper in many seminar and conferences. To promote research work in students we have introduce “Research Methodology” paper in foundation course for last year student’s of B. A. Programme. Accordingly six group of students have done research project on various topics.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	3	-	2
Outlay in Rs. Lakhs	-	3.67	-	2.5

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	3
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum	-	College forum	2		
NCC	4	NSS	6	Any other	3

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

- Blood donation camp, educational awareness programme etc.
-

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area				
Class rooms	11			
Laboratories	2			
Seminar Halls	1			
No. of important equipments purchased (1-0 lakh) during the current year.		LED Projector	UGC Grant	
Value of the equipment purchased during the year (Rs. in Lakhs)		LED Projector		
Others				

4.2 Computerization of administration and library

Majority Administrative Work done on Computer including enrolment, fee receipt, admission, enrolment for university exam, etc.

Automation of library through INFLIBNET

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3980	597000	670	96670	4650	6 93670/-
Reference Books	11408	1825280	390	28708	11798	1853988/-
e-Books	-		-		-	
Journals	12		2		14	
e-Journals						
Digital Database						
CD & Video	85	2780	30	980	115	3760/-
Others (specify)	88		-		88	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	25	2	10	45	-	2	3	
Added	20	-	-	-	-	-	-	
Total	45	2	10	45	-	2	3	

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

<ul style="list-style-type: none"> • Staff training program me for faculty on power point presentation. • Implementation of computer skill in Foundation & soft skill subject for students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	12825/-
ii) Campus Infrastructure and facilities	95890/-
iii) Equipments	
iv) Others	1500/-
Total :	110215/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC periodically discuss how to increase student support service like availability of books through book bank, to provide financial aid to needy students, to introduce as many paper of computer literacy as possible in foundation course and soft skill subject.

We motivate students to increase their participation in co – curricular activity.

5.2 Efforts made by the institution for tracking the progression

We have formed various committees and concern committee take necessary action for tracking progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
326	-	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No	%	Women	No	%
	174	53		152	47

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
201	43	2	120	2	368	167	32	1	124	2	326

Demand ratio 100 %

Dropout %

26 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

We have organized classes on various topics which is useful for the students to appear in various competitive exams by our own faculty members. Nearly 30 students participated in above classes which last for 30 days.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

We have organized workshop for students on their career opportunity and required skill. Special coaching class was organized for appearing in exam for "TALATI CUM MANTRI" post – clerical post in Jilla Panchayat of Govt. of Gujarat.

Special workshop on 'HOW TO SUCCEEDED IN C. A. EXAMINATION' was organized and provided guidance by Chartered Accountant.

Periodically we arrange guest lecture on how to face interview, presentation skills, how to develop personality etc. which is helpful for their career advancement.

No. of students benefitted

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

We have CWDC which conduct programmes related to awareness of health, education, law etc. particularly for women. Special lady doctors are invited to institute and carry students counselling for girls students in which they can explain their problems if any.

We arrange expert lectures on law, education etc. for gender sensitization.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	10	10,000
Financial support from government	166	2,34,775
Financial support from other sources	5	8000
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

As majority students came from economically backward class, they can't buy necessary books by their own. So they expect books from institution. So we have started "BOOK BANK YOJNA" by which we provide complete set of text book to them at a nominal rate of Rs. 200/-. Out of which Rs. 100/- goes towards depreciation and Rs. 100/- is refundable to them.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision :

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

Mission :

To provide conducive academic environment and set up constant evaluation system to empower especially female students ,implement curricular and co-curricular activities for personality development of rural students.

6.2 Does the Institution has a management Information System

We have formed various committees to monitor different activities of the institute. Periodically convenors of each committee bring important matter to the notice of principal. Moreover, each employee specifically inform for his rights and duties. They provide necessary information to the management.

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

6.3.1 Curriculum Development

Curriculum is designed by board of studies in which there is no direct role of institution. However, we take feedback from students about the curriculum and if we received any notable suggestions from students, faculty tries to cover up in their teaching and learning process.

6.3.2 Teaching and Learning

Each faculty prepare their academic diary and planned academic programme for whole semester. They try to cover up each portion of syllabus as per planning and make sure that teaching and learning process runs smoothly.

We also take feedback about teaching and learning method of each faculty and brings to notice to concern faculty, if needed. Faculty members are motivated to enhance use of ICT facility in their teaching and learning process for quality improvement.

6.3.3 Examination and Evaluation

University have suggested only one internal exam of 50 marks but institute arrange one additional examination of 50 marks at the middle of the each semester. So that students will be well prepare for their university exam. Moreover each students' have to give presentation on each subject in the class room. And same have been evaluated for their internal marks. Assignment is also given and part of their evaluation for internal marks.

We give copy of past two university exam paper sets as assignment since last two years.

So that, they will be well aware of their annual exam.

6.3.4 Research and Development

More & more faculty members have started their minor research project and each faculty member presents research paper in various seminars, conferences. Students are also motivated for research project and for that paper of "Research Method & Research Techniques" introduced in foundation courses and soft skill subject. 7 various minor research project conducted by students at local level.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Students and faculty are motivated to maximum use of library and available reference books. We have purchased many latest books for preparation of competitive exams. Moreover, library is fully computerized. Special reading room is provided to students and library keeps open up to 4:00 p.m. (even after normal working hours). So that students can use library for preparation of various examinations and big seminar hall is constructed with UGC Grants of Rs. 24,00,000/-. Each class room is well equipped with LCD projector.

6.3.6 Human Resource Management

Management are always willing to allow faculty participation in various staff development programme. Positive environment is provided for innovative ideas. We are proud that even if faculty grievances cell is exist all staff members work together as like a family member. No grievances are received from any staff members since last so many years.

6.3.7 Faculty and Staff recruitment

We have not received any new NOC to recruit faculty members for vacant post. However, our management have recruited all necessary faculty members on ad hoc bases. And provide full financial support. So that each and every vacant post is fill up by qualified staff members, if possible.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Our faculty members visit various surrounding schools and deliver lectures on various subjects and inform them about the activities and available courses and facilities of institute. So interested students can come to college with confidence.

6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	3

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Institute have to follow rules and regulations laid down by university.

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

Nil

6.11 Activities and support from the Alumni Association

Member from alumni association offer their services for better performance in cultural activities, sports activities and NCC, NSS etc. Many alumni have made financial help to organize Zone level Youth Festival in institute. **6 members have supported Rs. 59,611/- for this.**

6.12 Activities and support from the Parent – Teacher Association

Valuable suggestions received from parents and we planned our activities accordingly. Institute also explain various courses conducted by institute directly to parents. So, more students participation possible through parent teacher association.

6.13 Development programmes for support staff

ICT training programme is continuous process in this institute. Institute provide positive environment for their development.

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

Tree plantation programme organized under NSS and NCC. Cleanliness awareness and classroom decoration competition organized to make the campus eco-friendly.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

To promote research activity in student, paper of 'Research Methodology' introduced in foundation and soft skill courses and accordingly 7 minor research paper presented by the students.

For better performances in university exam, students are given two set of last two year's university exam paper for solution as their assignment which is very useful for excellent academic performance in their forth coming university exam.

"Book Bank Yojna" introduced for the all students of the college through this yojna. Complete set of text book provided to students at a nominal depreciation rate of Rs. 100/- for set arts students and Rs. 150/- for commerce faculty students.

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

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

We give opportunities to each student for computer literacy and spoken English. We have 50 computers and 10 internet connections for student use. Computer skill I & II, computer application, computer method and Tally accounting subject offered in foundation and soft skill subject which helpful for computer literacy during their UG Programme.

University decided to go for one internal exam of 50 marks during each semester but we take two internal exams of 50 marks during each semester which is very useful for students for better performance in University exam.

7.4 Contribution to environmental awareness / protection

One paper on Environment studies and science introduced in arts and commerce faculties for environment awareness amongst students

We organize tree plantation programme each year and institute have well developed garden in front of the buildings.

Programme on "Save Water", "Save Electricity", "Save Tree" etc. organized during NSS Camp.

7.5 Whether environmental audit was conducted? Yes No

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

Considering grand success of Gujarat University South Zone – 2 Youth Festival of past, **we have decided to host zone level youth festival of Gujarat University for Academic Year 2014 – 2015.**

8. Plans of institution for next year

Academic planning 2014-15

- Start new Academic year 2014-15
- Meeting- Teaching & Non Teaching-Staff
- Meeting-with management
- Meeting of I.Q.A.C
- Meeting with various department like Gujarati, Economics
Commerce, other
- Meeting with Research & library committee
- Meeting with various committee
- Planning for N.C.C, N.S.S,C.W.D.C,SPORT,
ECO CLUB,
- I.C.T Refresher course
- Grievance redresser cell
- Carrier development cell,
- Orientation of N.S.S/N.C.C
- Orientation of C.W.D.C
- Orientation of Sport
- Orientation of Cultural Activity
- Preparation of time table
- Health awareness & sex Education
lecturer
- Celebration of World population Day
on 11th July
- Sapta Dhara (K.C.G) Meeting
- Host Gujarat university Inter Zone Youth festival preparation
- To start Scope course
- Giving Assignment
- Carrier development-Work shop
- Department Wise guest lecture
- Celebration of Rakshabandhan
- Tournament Host
- Internal Test -1(M.T)
- Celebration of Independent day

- Work shop on Carrier development – presentation
- Start Tally account 09 certificate course
- Start E-life style certificate course
- Celebration of Teacher Day
- Celebration of Blind Day
- Youth festival practice
- Co-operation course
- Celebration of N.S.S Day
- Carrier Development –personality development
- Inter Zone youth festival
- Talent 2014-15
- Presentation
- Navaratri Celebration
- All subject presentation
- Internal Test -2 (M.T)
- Alumni /Parent meeting
- I.Q. A.C Meeting
- Carrier Development work shop
- Work shop of department of Commerce And Economics
- Student support service
- Fill up, and gelidness of passport
- Various Day Celebration
- Internal examination-1
- Educational tour
- work shop on Competitive examination
- Guest lecture on Women empowerment-
- Workshop on e-life style
- Scope examination
- Celebration of annual day
- General Guest lecture
- Work shop on Financial
- Education workshop
- Educational tour
- Research report preparation
- Surrounding School visit
- Internal examination
- I.Q.A.C meeting
- Management meeting
- Parents meeting
- Alumni Association meeting
- Student union meeting
- Surrounding School visit
- University examination
- New Admission
- University examination
- Computer course-- Vacation Batch

- Admission of all semester
- preparation of infrastructure for New Academic year 2014-15

Name -Nareshkumar J Dave

Name - Dr. Pankaj K Patel

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

