Ref. No. :

To,

Date : 21st Dec, 2018

The Director,

National Assessment Accreditation Council,

Post Box No:-1075, Nagar Bhavi,

Bangalore-560010.

Subject:-Submission of AQAR for the year 2011-12

Respected Sir,

We are pleased to submit Annual Quality Assurance Report of our college for the year 2011-12.

Kindly accept and acknowledge it.

Thank you.

Yours sincerely,

(Dr. Dinesh Patel)

Principal
S. S. Mehts Arts & M. M. Patel
Commarce College,
Himatnagar (S.K.)

Date:-20th December, 2018

College Campus, Motipura, Himatnagar - 383 001. (S.K.) Gujarat. Tele Fax : 02772-229336

Revised Guidelines of IQAC and submission of AQAR   Page 1

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

1. Details of the Institution

1.1 Name of the Institution

> S.S.Mehta Arts & M.M.Patel Commerce College, Himmatnagar,

1.2 Address Line 1

> Off. National Highway-08

Address Line 2

> Motipura

City/Town

> Himmatnagar

State

> Gujarat

Pin Code

> 383001

Institution e-mail address

> achmt@rediffmail.com

Contact Nos.

> 9825021704

Name of the Head of the Institution:

> Dr. Dinesh Patel

Tel. No. with STD Code:

> 02772-229336

Mobile:

> 9825021704

Name of the IQAC Co-ordinator: Dr.K.S.Bhatt

Mobile: 9925777780

IQAC e-mail address: drbhatt2005@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   -

Or

1.4 **NAAC Executive Committee No. & Date:**   EC/130/A&A/2007
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: www.anchmt.org

Web-link of the AQAR: http://anchmt.org/upload/naac/AQAR_Report_Himatnagar11-12.pdf

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	1st Cycle	B+	773/1000	2007	5 Years
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY   21/6/2007

1.8 AQAR for the year *(for example 2010-11)*   2011-12

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

i. AQAR ____2007-08___Submitted to NAAC on_ 23/11/2008
ii. AQAR____2008-09 ___Submitted to NAAC on _12/09/2010
iii. AQAR____2009-10____Submitted to NAAC on_ 23/11/2011
iv. AQAR____2010-11____Submitted to NAAC on_20/12/2018

1.10 Institutional Status

University   State [√] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [√]   No [ ]

Constituent College   Yes [ ]   No [√]

Autonomous college of UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [ ]   No [√]

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

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

                        Urban [ ]   Rural [√] Tribal [ ]

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

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

1.11 Type of Faculty/Programme

Arts [√]   Science [ ]   Commerce [√] Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

Others (Specify)   [-]

1.12 Name of the Affiliating University *(for the Colleges)*   Hemchandracharya North Gujarat University, Patan. Gujarat.

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

Autonomy by State/Central Govt. / University	-

University with Potential for Excellence	-	UGC-CPE	-

DST Star Scheme	-	UGC-CE	-

UGC-Special Assistance Programme	-	DST-FIST	-

UGC-Innovative PG programmes	-	Any other (*Specify*)	-

UGC-COP Programmes	-

2. IQAC Composition and Activities

2.1 No. of Teachers   08

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   02

2.4 No. of Management representatives   02

2.5 No. of Alumni   02

2. 6 No. of any other stakeholder and
      community representatives   02

2.7 No. of Employers/ Industrialists   02

2.8 No. of other External Experts   01

2.9 Total No. of members   21

2.10 No. of IQAC meetings held   02

2.11 No. of meetings with various stakeholders: No.   10   Faculty   05

Non-Teaching Staff Students   02   Alumni   02   Others   01

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

- Organized a lecture on World Population Day on 11th july 2011.
- Attended a meeting at Van Chetana, Dhandha on 20th July 2011.
- Arranged a lecturer of Cpt. D.K.Singh on National Security on 1st August 2011.
- Arranged a lecturer of Prof. Pravin Chaudhari on Teachings of Swami Vivekanand on 2nd August 2011.
- Arranged Grow More Trees programme in college on 17th August 2011 by NSS & NCC.
- Organnized Thallisemia Awareness programme by NSS on 8th September 2011 and a CD was displayed.
- Organized Thalassemia Camp In collaboration with Indian Red Cross Society, Himatnagar on 14th September 2011.
- Collected Rs. 6563/- fund for National Association for the Blind on 16th September 2011.
- A Debade was organized on eradication of corruption on 30th September 2011.
- A rally was organized in the town to bring awareness on Swine flu.
- A Yoga Shibir was organized for 10 days in September 2011 and 324 students participated in it.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
• To promote research activities among teachers and students.	• Teachers provided services as research guide for M.Phil. Teachers are encouraged to attend and present research papers in quality seminars and conferences..
• To encourage teachers and students for participation in seminars and conferences. • To publish research papers with ISSN nos. • To publish books with ISBN nos. • To organize State and National level seminar. • To strengthen extension activities.	• Teachers participated in seminars and conferences and presented papers. Students were guided to attend seminars and conferences. • Teachers got published their quality research papers in journals with ISSN nos. • Five books were published by teachers with ISBN nos. some teachers contributed chapters in books. • The college could not organize State and National level seminar. • Extension activities were conducted by N.S.S. and N.C.C.

Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body   Yes [√]   No [   ]

Management [√]   Syndicate [   ]   Any other body [   ]

Provide the details of the action taken

> The IQAC planned activities with consultation of the stakeholders and executed with their support. The IQAC prepared its report and placed before the management which was approved by them with some suggestions.

Part – B

Criterion – I
1. 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	05	-	-	-
UG	06	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	11	-	-	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	02 (CBCS is introduced this year for B.A and B.Com Sem-1,2)
Trimester	Nil
Annual	11

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.

> The college is bound to implement the syllabi prepared by the university without any revision. However the teachers who are members of board of studies provide suggestions to the university in preparing the syllabi.

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
26	02	24	-	-

2.2 No. of permanent faculty with Ph.D.

12

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	03	-	-	-	-	-	-	-	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

-		03		05 (Part time)

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	03	18
Presented papers	01	09	13
Resource Persons	-		02

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

- To enhance teaching and learning, teachers made optimal use of ICT.
- To enhance teaching and learning, teachers prepared PPTs and presented before the students in seminar hall.
- To enhance teaching and learning, teachers made use of Maps, images and slides in the class rooms.
- Students were guided to submit assignments on the topics of the syllabi.
- Guest lecturers were arranged by departments for the students.
- Students were taken for visits of industries by teachers and for excursion to support learning.
- Students were provided with textbooks and reference books from library on minimum depreciation charges.
- Students were provided with paper sets of previous university exams from the library.
- Students were provided study material in soft and hard copies by the teachers to support learning.

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

232

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

Internal and external examinations are conducted as guide lined by the affiliating university

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

06	-	-

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

2.10 Average percentage of attendance of students

> 72

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-Sem-1	984	-	-	-	-	412
B.A-Sem-2	925	-	-	-	-	778
S.Y.B.A	851	-	78	491	192	761
T.Y.B.A	620	-	56	216	220	492
M.A-Sem-1	281	-	-	-	263	263
M.A-Sem-2	168	11	91	52	-	154
B.Com, Sem-1	382	-	-	-	-	160
B.Com, Sem-2	175	-	-	-	-	165
S.Y.B.Com,	270	-	72	129	53	254
T.Y.B.Com,	212	-	38	107	39	184
M.com- Sem-1	68	-	-	-	-	62
M.com- Sem-2	66	-	-	-	-	65

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

* The IQAC holds meetings with the stakeholders and guides them to make maximum use of ICT
  in teaching and learning process.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
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	02
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	11	10	-	12
Technical Staff	01	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC encourages teachers to participate and to present research papers in seminars and conferences.
- The IQAC encourages teachers to participate in faculty development programmes.
- The IQAC encourages teachers to participate in training programmes organized by KCG.
- The IQAC encourages teachers to publish research papers in journals with ISSN nos.
- The IQAC encourages teachers to publish books with ISBN nos.
- The IQAC encourages teachers to prepare research proposals for Major/Minor Research Project.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	04
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 *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No.   05   Chapters in Edited Books   03

ii) Without ISBN No.   01

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   07

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   [02]
     and students registered under them   [04]

3.19 No. of Ph.D. awarded by faculty from the Institution   [04]

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 [100]   State level [-]

National level [-]   International level [-]

3.22 No. of students participated in NCC events:

University level [65]   State level [   ]

National level [-]   International level [-]

3.23 No. of Awards won in NSS:

University level	15	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	65
National level	-	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	4		
NCC	2	NSS	8	Any other	-

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

Responsibility

- Environmental awareness programme
- Tree plantation programme
- Blood donation camp
- Emergency Blood donation service.
- Thalassemia test.
- Collection of donation from all stakeholders for National Association for The Blind.
- Cleanliness campaign in the campus and off the campus.
- Social awareness rally for National Integrity.
- Social awareness rally for Social Integrity.
- Visit of Industries for the students.
- HIV and AIDS awareness campaign.
- Training through Language Laboratory to the students.
- BAOU centre for External students.
- One day study tour to Polo Forest.

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	15.24acre	-	-	15.24 acre
Class rooms	23	-	-	23
Laboratories	03	-	-	03
Seminar Halls	01	-	-	01
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	Rs.26,23,290/-	UGC	Rs.26,23,290/-
Others	-	-	-	-

4.2 Computerization of administration and library

- Administration and library are partially computerized
- Library uses SOUL software.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	47140	4748301	2469	204472	49609	4952773
Reference Books	44763	4906911	3094	340707	47857	5247618
e-Books	-	-	-	-	-	-
Journals	139	31475	76	25000	215	56475
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	33	free	07	free	40	free
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	53	01	Yes	-	01	03	09	03
Added	-	-	Yes	-	01	-	-	-
Total	53	01	-	-	02	03	09	03

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

- Teachers have been trained to use computer and internet for research.
- Teachers and students are offered free access to internet.
- Students are trained in language laboratory.
- Seminar hall is equipped with a projector and teachers make use of it.
- Students are encouraged to watch live lectures through SANDHAN .

4.6 Amount spent on maintenance in lakhs :

   i) ICT   Rs.9710/-

   ii) Campus Infrastructure and facilities   Rs.8861/-

   iii) Equipments   Rs.34250/-

   iv) Others   Rs.50000/-

Total :   Rs.1,02,821

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students are circulated prospectus along with admission form, which contains detail information about the institution.
- Students, seeking admission, are made aware of rules and regulations and activities conducted by the institution on the first day (welcome Day) of the college.
- Students are informed about their subjects, elective subjects, internal exam, university exam and calculation of internal marks by all the departments separately in the class rooms.
- Students are informed about scholarship offered by Government of Gujarat and Free ship offered by the institution.
- Students are encouraged to participate in activities conducted by the college and the university.
- Students are guided to join N.C.C, N.S.S, and Sports activities.
- Students are encouraged to make maximum use of library for study material and reference books.
- Students are intimated about activities of SAPTADHARA and KHEL-MAHAKUMBH initiated by Govt of Gujarat.

5.2 Efforts made by the institution for tracking the progression

- Students' progression is tracked through internal and external exams.
- Students' progression is tracked by the star batch committee and students are boosted for better result in exams.
- Suggestion box is one of the means to track the progression of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3508	594	-	1074

(b) No. of students outside the state

-

(c) No. of international students

-

Men

No	%
2175	62.00

Women

No	%
1333	38.00

Last Year (2010-11)						This Year(2011-12)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1574	417	141	1010	03	3142	1611	467	178	1252	05	3508

Demand ratio   1:1   Dropout % 12.97%

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

- Students are informed about competitive examinations held by state and central Govt in the class rooms.
- Career counselling cell takes care of it and displays advertisements on notice boards.
- Students are encouraged to use library for study material from the library.
- Alumni students are also provided study material from the library.
- SCOPE centre also provides support for online examinations.

No. of students beneficiaries   120

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

- Career counseling cell arranges guest lecturers to provide career guidance to the students.
- Career counseling cell informs students about competitive exams held by State and central Governments by displaying advertisements on the notice board.
- Teachers provided career guidance to the students in the class rooms.
- Career counseling cell informs students about requirements of nearby industries and private firms.

No. of students benefitted   230

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

- N.S.S organizes programmes during 10 days off campus camp on gender issues.
- Department of Psychology provides guidance to the girl students on gender issues.
- Yoga committee arranges 10 days workshop for girl students and provides health awareness.
- Women's development cell provides guidance to the girls students on gender issues.

5.9 Students Activities

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

State/ University level [60]   National level [06]   International level [   ]

No. of students participated in cultural events

State/ University level [25]   National level [-]   International level [-]

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

Sports : State/ University level [01]   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	26	Rs.10300/-
Financial support from government	1897	Rs.24,70,512/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | - |

Exhibition: State/ University level | - | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | - |

5.13 Major grievances of students (if any) redressed: _____Nil_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- **Vision :** To provide training to develop students' skills to equip them better for getting job or running one's own private business.
- **Mission:** To inculcate discipline, determination and love for modern and quality education. To prepare mentally and physically healthy citizens to the society.

6.2 Does the Institution has a management Information System

- The Institution has a management Information System for Admission procedure of the college.
- It is also for administration of the college.
- It is for library services of the college.
- It is also for exam and its result of the college.

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

6.3.1 Curriculum Development

- The college does not have autonomy in designing of curricula. It implements the curricula designed by the affiliating university.
- Three faculties of the college are members of board of studies who help university in designing of curricula.

6.3.2 Teaching and Learning

- For quality sustenance and improvement of the institution in teaching and learning, the principal holds meetings with all the departments and plans for it.
- For effective teaching and learning, traditional method of teaching is aided by the use of ICT.
- Class room attendance is given prime importance.
- Students are guided to make maximum use of library for study material and reference books.
- Teachers and students use internet for effective teaching and learning.
- Guest lectures are arranged for effective teaching and learning.
- Teachers and students are encouraged to participate and to present papers in seminars and conferences.
- Teachers list out topics from the curriculum and collect assignments on them.

6.3.3 Examination and Evaluation

- Teachers evaluate students continuously in class rooms orally and through written test sometimes.
- Teachers prepare a list of topics from the curricula and collect assignments from the students.
- Students are intimated in the beginning of the year about internal and external exam pattern.
- Internal mark sheets are displayed on the notice board on fixed date by the exam committee.
- The students, who are unsatisfied with their marks, can apply for re-checking/ reassessment in a prescribed application form on Rs.50/- and Rs.200/- respectively.
- The fee for rechecking/reassessment is returned to the students, if there is any change in obtained marks of the students.
- The internal calculation committee prepares internal marks of the students and are displayed on the notice boards.
- Students are guided to visit library for paper sets of previous exams and solve them for

6.3.4 Research and Development

- One faculty member applied for Minor Research project for financial assistance from UGC.
- Teachers are encouraged to attend and to present quality research papers in seminars and conferences.
- Teachers are encouraged to pursue doctoral research.
- One faculty members guided two students for M.Phil dissertation.
- One faculty member visits university to deliver lectures to the students of M.Phil in the university.
- The exit students of P.G are encouraged for further research in their areas.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- SOUL software in installed for smooth functioning of library.
- Students are offered sets of textbooks from the library on meager depreciation charges.
- Students are offered reference books on library card.
- Students and teachers are provided magazines and journals for research subscribed by the library.
- The students who seek admission are oriented in the use of library.
- Students are provided internet facility for research.
- The coordinator of language laboratory of the college invites students for proficiency in language.
- Students make maximum use of reading room of the library.
- Adequate infrastructure / instrumentation facility is provided to the students of sports and cultural activities for practice.

6.3.6 Human Resource Management

- Teachers involve themselves in co-curricular, extra-curricular and extension activities of the college.
- At the outset committees are formed for the activities conducted by the college.
- Teachers are allotted responsibilities as per their interest.
- Meetings are held and planning of action is decided amicably.

6.3.7 Faculty and Staff recruitment

- Detail of vacant posts due to retirements or increased strength of students is reported in the beginning of the year to the commissioner of higher education.
- Regular faculty and staff recruitment depend on prevalent policy of the government.
- The management recruits vacant posts until they are sanctioned by the government.

6.3.8 Industry Interaction / Collaboration

- Guest lectures are arranged by the college for interaction with successful industrialists and alumni.
- Industrial visits are arranged especially for the students of commerce by the college.

6.3.9 Admission of Students

- Following the rules and regulations of the affiliating university and government of Gujarat, admissions of students is made.
- For admissions of students in PG, a merit list is prepared by the Departments.
- At the time of admission, students are informed about scholarship and free ship offered by state government and college respectively.

6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	College freeship

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	-	-	-	-
Administrative	Yes	P.P.Patel & BROs.	-	-

6.8 Does the University / Autonomous College declare 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?

- Due to implementation of CBCS system, exam reforms are made by the affiliating university.

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

NA

6.11 Activities and support from the Alumni Association

- The Alumni Association invites its members for interaction and gets suggestions.
- The members of Alumni Association provide feedback to the college.

6.12 Activities and support from the Parent – Teacher Association

- Parents can consult teachers during college hours with the consent of the principal to check progress of their dependents.
- The Parent Association invites its members for interaction and gets suggestions.
- The members of Parent Association provide feedback to the college.

6.13 Development programmes for support staff

- Support staff is sent to attend training programmes and workshops arranged by govt and other institutions.
- Support staff is guided and trained by the computer teacher in operating new programmes installed by the college.
- Support staff is offered free internet access on their desktop separately.
- Support staff, who is in need of financial assistance, is offered loan from college credit society.

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

- Tree plantation programme is regularly conducted by N.S.S and N.C.C every year.
- Wired cages are placed for the protection of trees.
- Underground pipeline is installed for watering the trees, plants and saplings.
- Sweepers and a gardener maintain cleanliness of campus.
- Elective generic subject in CBCS promotes environmental awareness among students.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

- A prospectus, containing all the details of the institution, is circulated to the students along with an admission form.
- The teachers are oriented to adapt to the implementation of CBCS.
- The administrative staff is oriented to the updated software for collection of fees.
- The newly introduced Elective Generic and Soft Skill subjects in CBCS pattern are co-related with the subjects already offered by the institution.
- All the teachers are allotted lectures for Elective Generic and Soft Skill subjects.

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

- To promote research activities among teachers, teachers sent proposals for minor research projects to WRO for financial assistance.
- To promote research activities among students, dissertations were submitted by 15 students of Department of Economics.
- Two students of Department of Economics got Gold medals in university examination.
- Teachers participated in seminars and conferences.
- Teachers got published research papers in reputed journals with ISSN nos.
- Teachers published books with ISBN nos.
- N.S.S and N.C.C conducted extension activities.

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

- Star batch (Annexure - i attached)
- Yoga shibir. (Annexure - ii attached)

Provide the details in annexure (annexure need to be numbered as i, ii, iii)

7.4 Contribution to environmental awareness / protection

- Tree plantation by N.S.S and N.C.C.
- Underground pipeline is placed for watering of trees and plants.
- One day excursion to POLO forest.
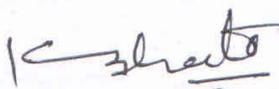- Teaching of environmental studies as an elective generic subject.

7.5 Whether environmental audit was conducted?   Yes | - | No | √ |

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

- Strengths :
  - Well experienced teaching staff.
  - Students' oriented administrative staff.
  - Large stock of books in library.
  - A large playground for activities of sports.
- Weaknesses :
  - Traditional teaching and learning process.
  - Infrastructure needs to be updated.
- Opportunities :
  - To encourage students for NET/SLET exams.
  - To encourage students for competitive exams.
- Threats :
  - Implementation of semester system.
  - Unemployment among students.

8. **Plans of institution for next year**

- To arrange guest lecture for students.
- To publish research papers in reputed journals.
- To prepare research proposals for minor /major research projects.
- To organized seminars, workshops and conferences.
- To promote teachers for publication of books.
- To promote teachers to apply for research supervisor.
- Maximum participation of students in extension activities.

Signature of the Coordinator, IQAC

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***

Annexure: 1

1. Title of the practice : ADHIT

2. Objectives of the practice:

1. To make students take interest in extracurricular lectures.
2. To acquaint them with the events that changed the course of life of the eminent persons.
3. To provide them supporting knowledge on topics which are in curricula.
4. To bring them face to face with the living writers.
5. To encourage them to come on the stage and express their views.
6. To acquaint them with Indian culture, Philosophy and traditions.
7. To acquaint them with Indian scriptures.

3. The context :

Mr. A. S. Patel, former principal of our institution, conceived this idea in 1990-91. Before taking charge as a principal, he was the Head of the Department of Economics. He had started his career from Gujarat Vidhyapeeth. He was a strict follower of Gandhian Philosophy and ideals. He had delivered many lectures on Akashvani particularly on Gandhi and Gandhism. He thought that the students of college should also be trained so that they could be the ideal citizens of the society, and he started this practice. His aim was to prepare the students by giving them information regarding the role models of India and Gujarat. He started arranging extra lectures and he started delivering lectures and then inviting other resource persons. The practice gradually got momentum and it is now one of the best practices of our institution. After his retirement, the other teachers viz., Dr. J. S. Joshi, Dr. R. N. Joshi and others trod on the path paved by Mr. A. S. Patel.

4. The practice:

The committee, for this practice, makes a list of eminent speakers and tries to contact them. The committee sends them invitation-letters and after their consent, organizes various lectures of educationalists. The committee keeps in mind all the students of the institution and try to arrange lectures keeping in mind interest and need of the students.

The committee has arranged following lectures during 2011-12:

- Dr. Rakesh N Joshi delivered a lecturer on " Meghdootam" in August 2011.
- Dr. Kameshvar Prasad delivered a lecturer on Teaching of Literature in September 2011.
- Dr. Balkrishna.M.Jani delivered a lecturer on Liberalization in India in November 2011.

5. Evidence of Success:

The impact of the practice is enormous. The students themselves come forward and demand lectures on particular topic. The students actively participle in such programmes and offer feedback later on.

When we arrange such extra lectures on the topic of existing curricula, the students come with their queries and seek guidance.

Such programmers create academic environment in the college and interactions with others and among ourselves provide sound knowledge and inspire for further research.

6. Problems Encountered and Resources Required:

The foremost obstacle is that the resource persons are not easily available. They do not have leisure time and we have to make compromise sometimes as far as time is concerned. Sometimes we want to invite eminent personalities but as they are busy in their routine work, they cannot provide time for us due to our being located in a remote area.

We don't have a full – fledged and well equipped room where we can arrange programmes instantly. So, we have to arrange programmes in a class room where we can accommodate not more than 200 students.

There are some financial constraints. We cannot call resource persons from far off because we pay them T.A. and with limited budget, we do not invite from far off places. However, we try to get the best among the list.

Most of the students of our college commute from nearby villages. After college hours, we cannot make them attend such extra lectures. So, we have to arrange such lectures during college hours only.

We need an exclusive room to arrange such programmes with adequate sound and multi-media system. We need a mobile mouth piece also so that we can go to the audience and get their questions. We need some financial resources so that we can invite professors from eminent universities and institutions.

Annexure: 2

1. Title of the Practice: Yoga Shibir

2. Objectives of the Practice:

- **To maintain physical health of the students.**
- **To provide mental peace through yoga to the students.**
- **To prepare the students to help in building healthy nation.**
- **To involve themselves in Swadeshi Movement**
- **To feel optimal peace and to lead a peaceful life.**
- **To prepare the students to overcome stress in life.**
- **To control their emotions and to behave as a good citizen of the nation.**

3. The Context:

Prof. B.G. Parmar, Department of Gujarati, participated in Yoga Training Camp at Patanjali Yoga Vidyapith, Haridwar as a representative of Sabarkantha district in 2007-08. He took complete training under the supervision of Baba Ramdevjee. Principal Dr. V.N. Raval, keeping in mind the Yoga skills of Dr. B.G. Parmar and his interest in teaching Yoga to the sudents, framed a Yoga & Health Committee in the college and appointed Dr. B.G. Parmar as Convener, and five faculties from different departments as members. The committee decided to give Yoga training to the college students. Thereby, the Yoga Shibir was organized during the Second Term; the college students were given the training for Yoga skills early in the morning from 7.00 a.m. to 8.00 a.m. for a week by the Yoga & Health Committee.

4. The Practice:

The practice is unique as it motivates the students towards the health consciousness. As the yoga exercise is about health awareness, it generates healthy atmosphere among the students as well as society. Yoga & Health Committee invites well known doctors of the city in the shibir and thereby imparts health awareness among the students. Mr. Shishpaljee Rajput, the master trainer and state representative extends his services in guiding the students for yogic skills. Such practice helps them to initiate the process of teaching yoga to people in their areas. It thus, focuses on the scope of social activity at various levels on the part of the students. Total participants were 324 in the academic year 2011-12.

5. Evidence of Success:

- The programme of Yoga encourages and motivates the students.
- The students participate actively in yoga programme and ready to extend the programme for more days.
- The students enjoy good health and mental peace.

- After getting the Yoga training successfully they teach yoga to people in their nearby houses, streets and areas and thereby grab opportunity to serve the community and get blessed.
- The Students and people have found this yoga awareness programmes very useful.
- Some of the students visited Patanjali Yoga Vidyapeeth Haridwar and got training and blessings of Swami Ramdevjee.
- The activity of Yoga has been appreciated by the college authority and college management. Moreover, all the news agencies took notice of this activity and provided a column in dailies.

6. Problems Encountered Resources Required:
- In the beginning it was difficult to convince the students to spare extra time for such activity.
- The students commuting from villages faced difficulties in the beginning due to unavailability of S.T. buses early in the morning.
- Yoga activity was scheduled from 7.00 a.m. to 8.00 a.m. keeping in mind the students commuting from rural area.
- The irregularity of the students is a major obstacle.
- The activity is conducted in an open area on a block-fitted flour. The students may get their clothes dirty so carpets are required for it.
- Due to untimely rain, the activity may be discontinued for some days.