S. S. Mehta Arts & M. M. Patel Commerce College

NAAC GRADE B+ ACCREDITED

Ref. No. :

To,

Date : 26th December, 2018

The Director,

National Assessment Accreditation Council,

Post Box No:-1075, Nagar Bhavi,

Bangalore-560010.

Subject:-Submission of AQAR for the year 2013-14

Respected Sir,

      We are pleased to submit Annual Quality Assurance Report of our college for the year 2013-14.

      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: 9825777780

IQAC e-mail address: drbhatt2005@gmail.com

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

<center>Or</center>

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

1.5 Website address: www.anchmt.org

Web-link of the AQAR: http://anchmt.org/upload/naac/AQAR_Report_Himatnagar13-14.pdf

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

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)*

2013-14

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 _23/11/2007
   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
   v. AQAR____2011-12____Submitted to NAAC on_21/12/2018
  vi. AQAR____2012-13____Submitted to NAAC on _21/12/2018

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 | 03 |

Non-Teaching Staff Students | 02 | Alumni | 02 | Others | 03 |

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 | Digish Mehta: A Distinctive Creative Writer. |

2.14 Significant Activities and contributions made by IQAC

- Inauguration of Home for the birds in college campus.
- Organised run for Arise India on Birth Anniversary of Swami Vivekanand.
- Organized Tree Plantation programme in collaboration with Forest Department Himmatnagar.
- Organized Blood Donation Camp in collaboration with Red Cross Society, Himatnagar. Organized Thalassemia Camp In collaboration with Indian Red Cross Society, Ahemdabad.
- Collected Fund on Flag Day in collaboration with Association for The Blind, Idar.
- Organized 10 Days Training Programme in the Campus on Pranayam and Yoga.
- Organized Voting awareness programme before Gujarat Election 2014.
- N.S.S organized One Week Programme at Daramli and conducted activities like Tree plantation, cleanliness of village etc.
- Organized Inter class sports completion as guide lined by Govt. of Gujarat Khel Mahakumbh.
- Organized One day state level seminar on Digish Mehta : A Distinctive Creative Writer. In collaboration with Gujarat Sahitya Academy Gandhinagar.

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 arrange guest lectures 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. • Maximum participation of students in extension activities.	• 7 guest lectures are arranged by Departments and N.S.S. • 9 research papers are published in reputed journal. • No research proposal for minor/major research project is sent. • One day State level seminar is organized in collaboration with Gujarat Sahitya Academy Gandhinagar. • 10 books are published by teachers with ISBN nos. • Participation of students increased in extension activities of the college.

* Attached the Academic Calendar of the year2013-14 Annexure i.

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

Management   √   Syndicate   -   Any other body   -   -

Provide the details of the action taken

• The AQAR report was placed and it was approved by it.

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	11
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders*   Alumni [ ] Parents [-] Employers [-] Students [√]
   (On all aspects)

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

- ***Students' feedback report attached. Annexure ii***

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

> The College follows the syllabi prescribed by the affiliating university. However the faculties contribute in revision/update of syllabi as members of BOS.

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
23	-	23	-	-

2.2 No. of permanent faculty with Ph.D.

11

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
-	07	-	-	-	-	-	-	-	07

2.4 No. of Guest and Visiting faculty and Temporary faculty

-		09		03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	15	24
Presented papers	03	14	07
Resource Persons	-	02	03

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

- Teaching and learning is aided by use of ICT.
- For effective teaching and learning Teachers make use of PPT.
- Various teaching aids are used in class rooms.
- Teachers collect assignments on respective papers.
- Experts are invited to deliver lecturers.
- Teaching and learning is supported by Industrial visits and excursions.
- Students are guided to make optimal use of library.
- Students are offered books, reference books and paper sets of previous exams of university for effective teaching and learning.
- Readymade study material is provided by the teachers in the classrooms.

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

230

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 guidelined by the university.

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

06		01		00

2.10 Average percentage of attendance of students

> 70

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	1063	-	-	-	-	337
B.A-Sem-2	881	-	-	-	-	426
B.A-Sem-3	793	-	-	-	-	400
B.A-Sem-4	819	-	-	-	-	693
B.A-Sem-5	794	-	-	-	-	614
B.A-Sem-6	744	-	410	35	62	507
M.A-Sem-1	357	-	-	-	-	328
M.A-Sem-2	350	-	-	-	-	340
M.A-Sem-3	349	-	-	-	-	337
M.A-Sem-4	295	125	113	02	01	241
B.Com, Sem-1	527	-	-	-	-	234
B.Com, Sem-2	489	-	-	-	-	316
B.Com, Sem-3	465	-	-	-	-	333
B.Com, Sem-4	299	-	-	-	-	217
B.Com, Sem-5	276	-	-	-	-	193
B.Com, Sem-6	206	39	107	18	-	164
M.Com, Sem-1	110	-	-	-	-	104
M.Com, Sem-2	88	-	-	-	-	85
M.Com, Sem-3	88	-	-	-	-	86
M.Com, Sem-4	71	37	29	01	02	69

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

- The IQAC regularly holds meetings to monitor and to evaluate the teaching and learning process.
- It also encourages teachers for participation in National and International conference.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*

Refresher courses	Nil
UGC – Faculty Improvement Programme	01
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

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	10	13	-	10
Technical Staff	01	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC motivates teachers to attend and to present research papers in International and National conferences.
- IQAC encourages teachers to attend short term courses, faculty development programmes organized by KCG and other institutions.
- Teachers are motivated to get their research papers published in reputed journals with ISSN nos.
- Teachers are promoted to publish their books with ISBN nos.
- The non Ph.D Teachers are encouraged to join Ph.D .
- The IQAC guides the library to subscribe reputed journals.

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	-	02	-	-
Outlay in Rs. Lakhs	-	225000/-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	11	07	-
Non-Peer Review Journals	04	-	-
e-Journals	05	01	02
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. | 10 | Chapters in Edited Books | 05 |

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	-	-	01	-	-
Sponsoring agencies	-	-	Gujarat sahitya Academy Gandhinagar	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons | 4 |

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
-	-	-	02	02	-	-

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

-

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   200   State level   -

National level   03   International level   -

3.22 No. of students participated in NCC events:

University level   55   State level

National level   01   International level   -

3.23 No. of Awards won in NSS:

University level   -   State level   -

National level   03   International level   -

3.24 No. of Awards won in NCC:

University level	-	State level	55
National level	-	International level	-

3.25 No. of Extension activities organized

University forum	24	College forum	10		
NCC	0	NSS	08	Any other	-

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

- Workshop for competitive exams.
- Lecture by expert for competitive exams.
- Foundation course in English proficiency level-1
- Celebration of Teachers Day.
- Three guest lecturers arranged by Adhit.
- Rangoli and Mahendi competitions by cultural committee.
- 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.
- 10 days yoga training programme.
- HIV and AIDS awareness campaign.
- Training through Language Laboratory to the students.
- BAOU centre for External students.
- Two students participated in Adventure Camp, Hathkoti, Himachal Pradesh.

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	-	-	15.24acre
Class rooms	23	-	-	23
Laboratories	03	-	-	03
Seminar Halls	01	-	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	Rs.55,235/-	UGC	Rs.55,235/-
Others	-	-	-	-

4.2 Computerization of administration and library

- Each member of administration is allotted separate computer and required software are installed.
- Librarian is provided with a separate computer and SOUL software is installed.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	51282	5188549	588	65111	51870	5253660
Reference Books	49524	4460370	2368	314985	51892	4775355
e-Books	-	-	-	-	-	-
Journals	289	85275	44	27513	333	112788
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	46	free	04	free	50	free
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	57	01	Yes	-	02	03	09	03
Added	-	-	Yes	-	-	-	-	
Total	57	01	-	-	02	03	09	03

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

- Teachers use computers for preparing study material, exam paper setting and research.
- Teachers and students make use of wifi in the campus free of charge.
- Language laboratory is equipped with computers and wifi and the students are provided training for proficiency in English language.
- Teachers prepare PPTs and present in seminar hall for the students.
- In B.Com programme, Computer is offered as one of the subjects and the students are trained by the computer teacher.

4.6 Amount spent on maintenance in lakhs :

    i) ICT   Rs.90,079/-

    ii) Campus Infrastructure and facilities   Rs.75,686/-

    iii) Equipments   Rs.11,063/-

    iv) Others   -

                            Total :   Rs.1,76,828/-

Criterion – V

5. Student Support and Progression

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

- At the time of admission a prospectus is circulated to the students along with admission form.
- On the first day of the college, entry students are divided into subject wise groups and are counselled by teachers about rules and regulations of the college and university.
- All the departments provide information about subjects offered, curricula, exam pattern etc. in class rooms.
- Students are guided and helped by the administrative staff for scholarship offered by Govt. and are helped in filling up forms.
- Students are informed about extension activities conducted by the college and they are encouraged to participate in them.
- Students are informed about regular activities of the university and are encouraged to participate in them.
- Students are encouraged to join N.C.C, N.S.S, and Sports activities as per their likings.
- Students are offered text books and reference books from the library on meager amount.
- Students are encouraged to participate in activities of SAPTADHARA and KHEL-MAHAKUMBH initiated by Govt. of Gujarat.

5.2 Efforts made by the institution for tracking the progression

- The progression of the students is tracked by results of Internal and external exams held in college.
- After declaration of result, the star batch committee scrutinizes the results of students and tracks the progression of students' academic performance.
- Alumni association holds meeting with its members and tracks the progression of the students.
- To track the progression of the students, suggestion box helps a lot.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3945	851	-	2226

(b) No. of students outside the state

-

-

(c) No. of international students

Men	No	%	Women	No	%
	2511	63.65		1434	36.34

Last Year(2012-13)						This Year(2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1715	532	215	1492	04	3954	1463	601	270	1611	05	3945

Demand ratio   1:1   Dropout %   12.85%

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

- Career counselling cell displays notices on notice boards about vacancies in state, central and private sectors and encourages to appear in such exams.
- Career counseling cell collects data of the students and encourages for competitive exams.
- Students are offered books for competitive exams from the library.
- The alumni students are also offered books for competitive exams from the library.
- The centre SCOPE provides facility for on line English proficiency test held by Cambridge University.

No. of students beneficiaries   07

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 counseling and career guidance

- Career guidance is provided by arranging lecturers by experts.
- The faculties provide career guidance in the class rooms.
- Career counselling cell provides career opportunities to the students by displaying advertisements on college notice boards.
- Career counselling cell encourages students to register themselves in Employment office.

No. of students benefitted   300

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
-	-	-	09

5.8 Details of gender sensitization programmes

- The N.S.S and Women's development cell address gender sensitization issues.

5.9 Students Activities

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

State/ University level [95] National level [08] International level [ ]

No. of students participated in cultural events

State/ University level [24] 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	78	Rs.39900/-
Financial support from government	2482	Rs.40,55,310/-
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 | 11 |

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 the following departments.
    o Admission.
    o Administration.
    o Library services.
    o Exam and its result.

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

6.3.1 Curriculum Development

- The college does not design the curricula but it is implemented by the college as prescribed by the affiliating university.
- The senior faculties of the college are members of Board of Studies who help university in designing of curricula.

6.3.2 Teaching and Learning

- The principal, in the beginning of academic year, holds meeting with all the departments separately and chalks out plans accordingly.
- For effective teaching and learning the teachers make use of ICT as and when required.
- The teachers keep record of attendance of the students which is collected randomly in the class rooms.
- For effective teaching and learning students are guided to make optimal use of library resources.
- Students and teachers make use of Wifi in the campus free of charge.
- Expert speakers are invited by departments and committees to enlighten students.
- Teachers collect assignments on prescribed topics of the syllabus.
- Computerized and photo copied study material is provided to the students.
- Teachers participate in seminars and conferences and share their experiences with the students.
- Industrial visits, tours help in effective teaching and learning.

6.3.3 Examination and Evaluation

- Students are evaluated in the class rooms by teachers orally.
- Teachers collect the assignments submitted by students and are evaluated by teachers.
- Internal calculation is measured by the students' attendance, assignments and result of internal exam.
- Internal marks are displayed by the exam committee on college notice boards.
- Students, if not satisfied with their results, can get their answer books rechecked or reassessed.
- Star batch committee Guides the students for better performance in university exam.

6.3.4 Research and Development

- Teachers are encouraged to attend and to present quality research papers in seminars and conferences.
- Teachers, who are not having doctoral degree, are encouraged to pursue it.
- Three students were guided by Dr.A.K.Patel for M.Phil. dissertation.
- Two students were offered Ph.D degree under the supervision of Dr.U.R.Patel.
- Four students are pursuing Ph.D Under the supervision of Dr.A.K.Patel And Dr.U.R.Patel.
- Dr.A.K.Patel delivers lectures to the M.Phil. Students in the University.
- The P.G. students are encouraged for research after post graduation.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Students are oriented in the class rooms on the first day of college separately in the class rooms by the teachers to make optimal use of library.
- Students are advised to enroll themselves for library books on depreciation charges.
- Students are offered reference books from the library on their personal cards.
- Students and teachers make use of magazines and journals subscribed by the library.
- SOUL software is installed in the library.
- Students and teachers are offered internet facility in the library.
- Students are encouraged to join Digital Language Laboratory for proficiency in language by its co-ordinator, Dr. P.M.Joshi.
- Students are provided with adequate physical infrastructure / instrumentation for sports and cultural activities as and when required.

6.3.6 Human Resource Management

- Committees are formed, in the beginning of the year in a staff meeting, and teachers are assigned duties in various committees as per their interest.
- Students are informed and circulated notices by the teachers for participation in co-curricular, extra-curricular and extension activities of the college.
- Teachers hold meetings with the selected students, make them practice and participate in activities organised by university.

6.3.7 Faculty and Staff recruitment

- The commissioner of Higher Education demands workload of existing teachers and detail of vacant posts after beginning of academic term.
- The college provides all the required data and the commissioner of Higher Education recruits posts as per the policy of the government.
- The management recruits temporarily the vacant posts until they are filled by the government.

6.3.8 Industry Interaction / Collaboration

- Industrial visits are arranged by department of commerce and the students interact with the employees, managers and industrialists during the visits.
- Local successful industrialists are invited on college activities as chief guests and they share their knowledge with the students.

6.3.9 Admission of Students

- Admission of students is made following the rules and regulations of the affiliating university and government of Gujarat.
- A merit list is prepared by the Departments (Gujarati and English) for admissions of students in PG.
- Students are informed about scholarship and free ship offered by state government and college respectively, at the time of admission.

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?

- University holds meeting with its stake holders and discuss about exam reforms and are Implemented.

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 holds meetings with its members and gets suggestions.
- The Alumni Association held two meetings with its members and got their feedback.

6.12 Activities and support from the Parent – Teacher Association

- With the consent of the principal parents can consult teachers during college hours to check progress of their dependents.
- Every year the Parent Association invites twice its members for interaction and gets suggestions.
- The members of Parent Association provide feedback to the college which help us in making certain reforms.

6.13 Development programmes for support staff

- The support staff attends training programmes and workshops arranged by govt and other institutions.
- The computer teacher trains and guides support staff in operating new programmes installed by the college.
- Free internet access is provided to support staff on their desktop separately.
- College credit society offers loan to support staff.

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

- N.S.S and N.C.C organizes Tree plantation programme in collaboration with Himmatnagar Nagarpalika.
- For the protection of trees wired cages are provided by Forest department and Nagarpalika.
- 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.
- The N.S.S programme officers arranged a one day tour for the N.S.S volunteers for environmental awareness to Polo forest.

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.

- The college circulates a prospectus, containing details of institution and subjects offered, to the students with admission forms.
- The college introduced commerce subject in English medium in U.G. and P.G.
- The teachers planned activities for the students in consultation with college academic calendar.
- Students are offered new subjects for Elective Generic and Soft skill.
- All the teachers are allotted lectures of Elective Generic and Soft skill as per their competency.

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

- Departments invited resource persons to enlighten students.
- Teachers got published their research papers in reputed journals with ISSN nos.
- Department of Gujarati organized one day Seminar on Digish Mehta: A Creative Writer in collaboration with Gujarat Sahitya Academy, Gandhinagar.
- Teachers published their books with ISBN no.
- Two teachers are research supervisors for Ph.D and one teacher for M.Phil.
- Students' participation increased in college activities especially in Sports, N.C.C, N.S.S and Cultural activities.

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

- Star batch   (Annexure iii attached)
- Training of yoga. (Annexure iv attached)

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

7.4 Contribution to environmental awareness / protection

- N.S.S and N.C.C organized Tree plantation in collaboration with Himatnagar Nagarpalika.
- Underground pipeline is extended for watering of trees and plants in the campus.
- One day excursion to Polo forest.
- Teaching of environmental studies as an elective generic subject for Sem-3 students as guidelined by the university.
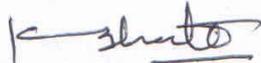
7.5 Whether environmental audit was conducted?   Yes [-]   No [√]

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

- Strengths :
  - Well experienced teaching and administrative staff.
  - Well-equipped library.
  - Digital language laboratory.
  - Students' first choice for U.G. and P.G. courses.
- Weaknesses :
  - Traditional teaching and less use of ICT.
  - Vacant posts in teaching and administrative office.
  - Not adequate physical infrastructure.
- Opportunities :
  - Introduction of professional courses.
  - Promotion of research activities.
  - Guidance to the students for competitive exams.
- Threats :
  - Subjects and their curricula do not satisfy students' needs.
  - Carelessness among students due to semester system.
  - Less employability.

8. Plans of institution for next year

- To arrange lectures of resource persons for students.
- To promote teachers for publication of research papers in reputed peer-reviewed journals.
- To promote research activities among teachers and students.
- To organize seminar, workshop and conference.
- To encourage teachers and students to participate and to present research papers in seminars, workshops and conferences.
- To promote teachers for publication of books with ISBN nos.
- To promote teachers to guide students for research.
- To arrange placement camps for the students.

Signature of the Coordinator, IQAC

Name: Dr. Kamlesh Bhatt
Co-Ordinator
Internal Quality Assurance Cell (IQAC)
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Signature of the Chairperson, IQAC

Name: Dr. Dinesh Patel
Principal
S. S.mehta Arts & M.M.Patel
Commarce College,
Himatnagar (S.K.)

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Annexure : i

College Academic Calendar -2013-14

June 2013-14

- 15th June 2013 Beginning of the first term.
- 17th June 2013 Meeting with the principal.
- 20th June 2013 Class room teaching began for B.A and B.Com Sem -3 & 5.
- 24th June 2013 Class room teaching began for M.A and M.com Sem -1 & 3.
- 27th June 2013 Celebration of welcome day for B.A and B.com Sem-1 (New Entrants)

July 2013-14

- 1st July 2013 Class room teaching began for B.A and B.com Sem-1
- 8th July 2013 Principal's meeting with HODs for planning of activities.

August 2013-14

- 15th August 2013 Celebration of Independence day

September 2013-14

- 5th September 2013 Celebration of Self teaching day.

October 2013-14

- 8th October 2013   College internal test began.
- 26th October 2013   College internal test ended.

November 2013-14

- From 1st November 2013
    to 21st November 2013   Diwali vacation.
- From 17th November 2013
- To 23rd Novemver 2013   N.S.S. Camp at village Daramali.
- From 25th November 2013   University Exams of B.A, B.com,
    To 17th December 2013   M.A, M.Com
- 22nd November 2013   Beginning of 2nd Term
- 24th November 2013   Declaration of internal exam Results

December 2013-14

- 17th December 2013   Uni. Exams ended.
- 18th December 2013   Principal's meeting with staff.
- 19th December 2013   Class room teaching began for

Second term

January 2013-14

- From 6th January 2014
  To 11th January 2014   Celebration of Days by Students
- 26th January 2014   Celebration of Republic Day

February 2014

- 10th February 2014   College internal Exam

March 2014

- 8th March 2014   Principal's meetings with staff.
- 10th March 2014   Declaration of internal exams results.
- 27th March 2014   University Exam began.

April 2014

- 15th April 2014   University exams continue.
- 27th April 2014   summer Vacation.

Annexure:ii

As an institution, we believe that the feedback from students on various aspects of education provided by the college, is one of the best tools for academic performance measurement and performance management. For the academic year 2013-14, we have collected students' feedback on various aspects related to education and allied educational services provided by our college. Samples were taken from both the faculties and all the subjects were included in the survey. Samples were selected on Random basis. Students were given full freedom to express their opinions. Ballet paper style was applied and no concern teacher was present at the time of opinion poll. Entire survey was administered by the persons not directly connected with students, to avoid any type of undue influence. Five scale system was adopted.

Following broad areas were included. Satisfaction level is indicated against each area/criteria.

Sr. No.	Criteria	Level of satisfaction (%)
1	Quality of Curriculum	99.6
2	Completion of syllabi	92.3
3	Facility of Library	96.0
4	Office Administration	98.0
5	Guidance provided by Teachers	98.4
6	Physical facility	95.6
7	Examination system	98.8
8	Total Administration	96.8
9	Do you suggest other for admission in this college(Yes)	85.9
10	Overall rating 3 or more out of 5 (more than or equal to 60%)	93
	Overall rating 5 out of 5	25

Quality of Curriculum

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Excellent	76	30.6	30.6	30.6
	Very Good	137	55.2	55.2	85.9
	Good	34	13.7	13.7	99.6
	Poor	1	.4	.4	100.0
	Total	248	100.0	100.0	

Completion of syllabi

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Excellent	95	38.3	38.3	38.3
	Very Good	105	42.3	42.3	80.6
	Good	29	11.7	11.7	92.3
	Poor	19	7.7	7.7	100.0
	Total	248	100.0	100.0	

Facility of Library

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Excellent	45	18.1	18.1	18.1
	Very Good	99	39.9	39.9	58.1
	Good	94	37.9	37.9	96.0
	Poor	10	4.0	4.0	100.0
	Total	248	100.0	100.0	

Office Administration

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Excellent	66	26.6	26.6	26.6
	Very Good	120	48.4	48.4	75.0
	Good	57	23.0	23.0	98.0
	Poor	5	2.0	2.0	100.0
	Total	248	100.0	100.0	

Guidance provided by Teachers

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Excellent	111	44.8	44.8	44.8
	Very Good	112	45.2	45.2	89.9
	Good	21	8.5	8.5	98.4
	Poor	4	1.6	1.6	100.0
	Total	248	100.0	100.0	

Physical facility

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Excellent	63	25.4	25.4	25.4
	Very Good	109	44.0	44.0	69.4
	Good	65	26.2	26.2	95.6
	Poor	11	4.4	4.4	100.0
	Total	248	100.0	100.0	

Examination system

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Excellent	94	37.9	37.9	37.9
	Very Good	116	46.8	46.8	84.7
	Good	35	14.1	14.1	98.8
	Poor	3	1.2	1.2	100.0
	Total	248	100.0	100.0	

Total Administration

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Excellent	84	33.9	33.9	33.9
	Very Good	108	43.5	43.5	77.4
	Good	48	19.4	19.4	96.8
	Poor	8	3.2	3.2	100.0
	Total	248	100.0	100.0	

Do you suggest other for admission in this college

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Yes	213	85.9	85.9	85.9
	No	35	14.1	14.1	100.0
	Total	248	100.0	100.0	

Your overall rating of the college out of 5

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	o out of 5	12	4.8	4.8	4.8
	1 out of 5	5	2.0	2.0	6.9
	2 out of 5	3	1.2	1.2	8.1
	3 out of 5	41	16.5	16.5	24.6
	4 out of 4	125	50.4	50.4	75.0
	5 out of 5	62	25.0	25.0	100.0
	Total	248	100.0	100.0	

Annexure: iii

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 2013-14:

- Dr. Bhartiben Shelat delivered a lecturer on Manuscripts and Epigrams.
- Dr. Harshdev Madhav delivered a lecture on Shri Krishna.

- Mr. P.M.Shah delivered a lecturer on Modern Trends in Marketing.

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 can not 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: iv

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 303 in the academic year 2013-14.

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.