Himatnagar Kelavani Mandal's

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

NAAC GRADE B+ ACCREDITED

Ref. No. :

Date : 29th December, 2018

To,

The Director,

National Assessment Accreditation Council,

Post Box No:-1075, Nagar Bhavi,

Bangalore-560010.

Subject:-Submission of AQAR for the year 2016-17

Respected Sir,

We are pleased to submit Annual Quality Assurance Report of our college for the year 2016-17.

Kindly accept and acknowledge it.

Thank you.

Yours sincerely,

(Dr. Dinesh Patel)

Principal
S. S. Mehta Arts & M. M. Patel
Commerce College,
Himatnagar (S.K.)

Date:-28th December, 2018

The Annual Quality Assurance Report (AQAR) of the IQAC
2016-17

Part – A

1. Details of the Institution

1.1 Name of the Institution

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

1.2 Address Line 1

College Campus, N. H. No. 08

Address Line 2

Motipura

City/Town

Himatnagar

State

Gujarat

Pin Code

383001

Institution e-mail address

achmt@rediffmail.com

Contact Nos.

(02772) 229336

Name of the Head of the Institution:

Dr. Dinesh P. Patel

Tel. No. with STD Code:

(02772) 229336

Mobile:

9825021704

Name of the IQAC Co-ordinator:

Dr. Prakash M. Joshi

Mobile:

9998266589

IQAC e-mail address:

pm_johi2000@yahoo.com

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

EC/130/A & A/2007

1.5 Website address:

www.anchmt.org

Web-link of the AQAR:

http://anchmt.org/upload/naac/AQAR_Report_Himatnagar16-17.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+	77.30 773/1000	2007	5 years (March 2007 - March 2012)
2	2nd Cycle	--	--	--	--
3	3rd Cycle	--	--	--	--
4	4th Cycle	--	--	--	--

1.7 Date of Establishment of IQAC: DD/MM/YYYY

21/06/2007

1.8 AQAR of the year (for example 2010-11)

2016-17

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

 vii. AQAR_2013-14 _Submitted to NAAC on 26/12/2018

viii. AQAR_2014-15 _Submitted to NAAC on 29/12/2018

 ix. AQAR_2015-16 _Submitted to NAAC on 29/12/2018

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)

- There is a Study centre of BAOU in the college where students are offered various courses in distance mode.

- There is .D.E.L.L. in the college where the students are offered English speaking courses in regular batch/ under Only Assessment Scheme.

- M.A. /M.Com. External students' registration/examination forms are accepted in the college and counseling is provided to them.

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

Hemchandracharya North Gujarat University, Patan

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 [----]   UGC-COP Programmes [--]

UGC-COP Programmes [--]   Any other (*Specify*) [--]

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

| 02 |

community representatives

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. | 01 | International | | National | | State | | Institution Level | 01 |

(ii) Themes | Role of API in Higher Education |

2.14 Significant Activities and contributions made by IQAC

- Ensured efficient and effective performance at academic and administrative level
- Encouraged Faculty members for Research and Publication
- Organized a Seminar on Role of API in Higher Education
- Organized motivational Programmes for students by inviting experts of concerned fields.
- Organized Gujarat Government initiated programmes.
- Encouraged the freshers to join N.C.C. & N.S.S.
- Counseled the students to take maximum benefit of library.

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
- Formation of committees	- Several committees which were formed by the Principal in 2014-15 & 15-16 were retained with minor changes.
- Encouraging students to excel in various sports events	- Students achieve success in several sports activities under the guidance of Prof. V.C.Vala, Physical Instructor.
- Llibrary upgradation	- library upgraded by subscription to more journals and magazines
- Student Support Programmes.	- Students were taken for an education tour to Visnagar where they visited Sankalchand Uni.and got acquainted with several courses running in the University. - Organized Student Orientation programmes
- Career Guidance	- UDISHA Cell of college provides career guidance to the students and also functions as Placement Cell for the final year students of U.G. and P.G.

The Academic Calendar of the year 2016-17 attached as Annexure I.

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

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

Provide the details of the action taken

> The AQAR of the academic year 2016-17 was placed in the meeting with the Management and it was approved by it.

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	01	06	----
UG	07	----	----	----
PG Diploma	----	----	----	----
Advanced Diploma	----	----	----	----
Diploma	----	----	----	----
Certificate	----	----	----	----
Others	----	----	----	----
Total	12	01	06	----

Interdisciplinary	----	----	----	----
Innovative	----	----	----	----

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG 07 PG 06
Trimester	--
Annual	--

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

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

* The feedback Report of Students, Parents and Alumni attached as Annexure II, III & IV

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

No, there isn't any updation in syllabi during the academic year

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

M.Com. English Medium Programme has been introduced successfully this year following the demand of students and parents of this area.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
27	05	22	--	--

2.2 No. of permanent faculty with Ph.D.

13

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
---	02	---	--	--	--	--	---	--	02

2.4 No. of Guest and Visiting faculty and Temporary/
Part-Time faculty

---		05		03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	07	63	43
Presented papers	07	58	02
Resource Persons	-	01	03

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

- Assignments submitted by students in all subjects

- Interactive Method of teaching is followed by the faculty in the classroom.

- Discussion of study topics with the pair partner in the classroom under the suoervision of the concerned teacher.

- Some topics of teaching are taught with the help of Video clips and films on projector.

- Revision and Remedial coaching at the end of the chapter for weaker students.

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)

> - College conducts Internal and External Examinations as per the guideline of
>
>   HNGU Patan, the affiliating University.

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

| 08 |

2.10 Average percentage of attendance of students | 80% |

2.11 Course/Programme wise distribution of pass percentage:

U.G. Programmes:

Title of the Programme	Total no. of students appeared	Division						
		Distinction	I	II	III	Reserve & W. 0103	Fail & cancel	Pass %
1. B.A. English	144	01	24	04	----	46	69	52.08%
2. B.A. Gujarati	241	01	16	28	----	80	116	51.86%
3. B.A. Sanskrit	37	01	06	01	----	10	19	48.64%
4. B.A. Economics	47	02	03	01	----	03	38	19.14%
5. B.A. Psychology	73	07	12	03	----	19	32	56.14%
Total	**542**	**12**	**61**	**37**	**----**	**158**	**274**	**49.44%**
6. B.Com.	434	56	91	08	----	134	145	66.58%
Total	**434**	**56**	**91**	**08**	**----**	**134**	**145**	**66.58%**

P.G. Programmes:

Title of the Programme	Total no. of students appeared	Division						
		Distinc tion	I	II	III	Reserve & W. 0103	Fail & cancel	Pass %
1. M.A. English	124	----	36	42	06	12	28	77.41%
2.. M.A. Gujarati	99	53	36	----	--	07	03	96.96%
3. M.A. Sanskrit	57	15	27	02	05	06	02	96.49%
4. M.A. Economics	37	02	25	06	01	02	01	97.29%
Total	**317**	**70**	**124**	**50**	**12**	**27**	**34**	**88.32%**
5. M.Com.	106	13	37	05	01	39	11	89.62%
Total	**106**	**13**	**37**	**05**	**01**	**39**	**11**	**89.62%**

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

1. Insists on the enhancement of teaching quality in the institute

2. Encourages faculty to attend seminars, conferences and Faculty Development Programmes to
   update their knowledge in their respective research field

3. conducts Online English proficiency Test for U.G. students of B.A./B.Com. through SCOPE
   under Govt.'s Only Assessment Scheme.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	04
UGC – Faculty Improvement Programme	04
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	03
Staff training conducted by the university	-
Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	11
Others	03

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	06	15	---	13
Technical Staff	01	--	---	--

Criterion – III

3. Research, Consultancy and Extension

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

- All the faculty members encouraged to present papers in seminars/conferences.
- All the faculty members encouraged to publish Subject/Reference Books, Research articles in journals.
- Faculty members encouraged to join Ph,D. and pursue research.
- Ph.D. holder faculty members, motivated to enroll as Ph.D. Guides.

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	03	02	02
Non-Peer Review Journals	-	06	-
e-Journals	-	-	-
Conference proceedings	01	01	-

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   11

i) With ISBN No.   03   Chapters in Edited Books   07

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	-	-	-	-	01
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons   12

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 institution in the year

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

3.18 No. of faculty from the Institution who are Ph. D. Guides | 05 |

and students registered under them | 03 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 02 |

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 | --- |

International level | --- | National level | --- |

3.22 No. of students participated in NCC events:

University level | 55 | State level | |

International level | | National level | |

3.23 No. of Awards won in NSS: University level | 100 | State level | -- |

International level [---]   National level [---]

3.24 No. of Awards won in NCC: University level [   ]   State level [55]

International level [   ]   National level [   ]

3.25 No. of Extension activities organized

University forum [05]   College forum [11]

NCC [02]   NSS [08]   Any other [03]

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

Social Responsibility

- N.S.S. camp was organized at Sampad village from December 03 to 09, 2016.
- Tree Plantation Programme was arranged in the college campus on Seprember 20, 2016. 111 Volunteers remained present and new 55 plants were sown during the programme.
- Every year the college conducts Blood Donation Camp. Maximum amount of Blood Bottles are collected and is given to the Indian Red Cross Society. The Students and the teachers participate in this Blood Donation Camps. Blood Donation Camp was organized in the college on December 7, 2016. Total 24 bottles of blood were collected from the volunteers. In emergency situation, the students of our college donate blood, when the patient admitted in the hospital badly requires it.
- Thalessamia Test Programme was organized in the college on February 3, 2015. Total 210 students of Semester I remained present for Thalessamia Test.
- The Fund collection for the blind, done on the World Blind Day.
- Online English proficiency Test conducted for Under Graduate students of B.A./B.Com.
- Gujarat Government initiated programmes organized periodically.
- A seminar on Role of API in Higher Education organized.
- One week Yoga Shibir organized.
- I/C, Prin. A.P. Doshi, attended conference of All India Principals Association at Coimbatore.

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	15.24 Acre.	-	Donators	15.24 Acre.
Class rooms	23	-	Donators	23
Laboratories	03	-	U.G.C. Guj.Govt Donators	03
Seminar Halls	01	-	U.G.C.	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others (Maintenance of equipments)	-	-	-	-

4.2 Computerization of administration and library

Computerization of administration:

- All the work in the office related to university and government is computerised.
- Some student related work is done manually also.
- Each of the administrative member is allotted a computer

Computerization of library:

- Librarian is facilitated with a separate computer & SOUL software is installed in it.
- All the books in the library have been entered in computer.
- The student data is entered in both the manners-manual as well as computerized.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	52335	5324324	314	37172	52649	5361496
Reference Books	53104	5236202	1127	116130	54231	5352332
e-Books			-	-	-	-
Journals	360	131998	30	20670	390	152668
e-Journals	--	--	-	-	-	-
Digital Database	--	--	-	-	-	-
CD & Video	50	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 + 19 (Laptops)	15	yes	--	--	07	04 Exam Departments. 01 Library 01 N.S.S. 01 N.C.C 01 NAAC 01 UDISHA 01 Sports 19 Laptops to	25 DELL

							Faculties	
Added	--	--	--	--	--	--	--	--
Total	57 + 19 (Laptops)	15	yes	--	--	07	10 Computers 19 Laptops	25

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

- Most of the members of teaching and non-teaching staff are well versed in the use of Computer for administration and research work.

- Projectors and speakers have been installed in seminar hall/labs.

- Students have been oriented in the use of internet through wifi connectivity in the campus.

- Five members of the teaching staff passed successfully ccc + examination held by SPIPA.

4.6 Amount spent on maintenance in lakhs:

i) ICT

47630

ii) Campus Infrastructure and facilities

99310

iii) Equipments (Electrictic + Plumbing)

23040

iv) Others (Data Entry + Xeroxe)

210258

Total :

380238

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation conducted on the first day for the new entrants to make them familiar with the college academic activities and the facilities available in the campus.
- College provides the whole set of Text books free of charge to the first class achievers in University Examination.
- IQAC explains the students the online as well as off line process of getting Government scholarships.

5.2 Efforts made by the institution for tracking the progression

- Class teachers help the students regarding academic and non-academic matters when they approach them for any help.
- Analysis of Internal marks of students is done in the classroom, displayed on the Notice-Board and recorded.
- Career advancement cell- UDISHA organizes Campus Recruitment in collaboration with some reputed organizations.

5.3 (a) Total Number of students

U.G.	P.G.	Ph. D.	Others M.A. /M.Com. External students	Babasaheb Amedkar Open University students
3445	856	03	900	318

(b) No. of students outside the state

| --- |

(c) No. f international students

| --- |

U. G. Programmes

	No	%			No	%
Men	2054	59.62%	Women		1391	40.38%

P. G. Programmes:

	No	%			No	%
Men	277	32.36%	Women		579	67.64%

U. G. Programmes:

Last Year (2015-16)						
	General	SC	ST	OBC	Physically Challenged	Total
Boys	868	440	212	868	{ 02 }	2388
Girls	712	209	107	400	{ 02 }	1428
						3816

This Year (2016-17)						
	General	SC	ST	OBC	Physically Challenged	Total
Boys	622	343	121	968	{ 04 }	2054
Girls	580	181	127	503	{ 01 }	1391
						3445

P.G. Programmes:

Last Year (2015-16)						
	General	SC	ST	OBC	Physically Challenged	Total
Boys	101	42	22	114	{ 02 }	279
Girls	268	75	94	196	{ 02 }	<u>633</u> **912**

This Year (2016-17)						
	General	SC	ST	OBC	Physically Challenged	Total
Boys	99	42	29	107	{ 03 }	277
Girls	248	77	91	163	{ 02 }	<u>579</u> **856**

Dropout & Demand ratio:

<u>Arts:</u> 2016-17:

Name of the Course	Subject	Application Received	Enrolled	Drop out	Drop out Ratio	Demand Ratio
B.A.	English	150	150	06	1: 0.04	1:1
B.A.	Gujarati	280	280	39	1: 0.1392	1:1
B.A.	Sanskrit	40	40	03	1: 0.075	1:1
B.A.	Economics	50	50	02	1: 0.04	1:1
B.A.	Psychology	80	80	06	1: 0.075	1:1
M.A.	English	83	83	01	1: 0.0120	1:1
M.A.	Gujarati	75	75	-	-	1:1
M.A.	Sanskrit	31	31	-	-	1:1
M.A.	Economics	36	36	-	-	1:1

Commerce: 2016-17

Name of the Course	Subject	Application Received	Enrolled	Drop out	Drop out Ratio	Demand Ratio
B.Com. Guj Medium	Accountancy	307	307	07	1: 0.0228	1:1
B.Com. Eng. media	Accountancy	134	134	-	-	1:1
M.Com. Guj Medium	Accountancy	109	109	-	-	1:1
M.Com. Eng. medium	Accountancy	91	91	-	-	1:1

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

- UDISHA – Placement Cell arranges career guidance lectures for Final year students of U.G. and all P.G. students at regular interval.

No. of students beneficiaries   28

5.5 No. of students qualified in these examinations

NET   ----   SET/SLET   ----   GATE   ----   CAT   ----

IAS/IPS etc   ----   State PSC   ----   UPSC   ----   Others   ----

*The students usually appear in such examinations after leaving the college. They move outside for
 further study and so the college has no record of the successful students.

5.6 Details of student counselling and career guidance

- There is a career counselling cell/UDISHA in the institute. Any relevant information about appearing in the exam is displayed on the board. Interested students are asked to concern the convenor of the UDISHA cell for more information.
- The cell often invites experts and scholars to guide the students for their career options. The cell also makes a list of students interested in getting jobs. The cell helps students in filling up off-line and online forms.
- It prepares students for various competitive exams and also arranges job fairs.
- Soft Skills, Resume Writing and Personality Development Programmes, job fairs etc. are organized to prepare the students for the job market.
- The Cell organizes a programme in the beginning of the First Term for the students of
- B.A./B.Com. to guide them about several job opportunities after their graduation.
- The Cell also organizes a motivating programme at the end of the Second Term for the Final year students of B.A./B.Com. for career guidance and Competitive examinations after their graduation.
- The Cell organized educational tours; 50 students of Final years of B.Com.and M.Com. were taken to Ganpat Uni. Kherva. 54 students of B.Com. Sem. IV & VI were taken to Ganesh Oil Mill Mehsana for industrial visit.

No. of students benefitted

2400

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
02	40	----	28

5.8 Details of gender sensitization programmes

- Women Cell is formed with as many as ten faculty members from different departments and administrative office in the college. Women Cell is active to prevent any kind of sexual harassment to the girls of the college. The Cell also provides counseling to the girls off and on and guides them about women health, women's awareness regarding the laws and how to face any adverse situation. The Cell also recommends the students to listen the discussions on T.V. Channels and read newspapers regarding women's safety, women empowerment etc.

5.9 Students Activities

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

State/ University level | 267 | National level | 38 | International level | |

No. of students participated in cultural events

State/ University level | 28 | 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	32	20800/-
Financial support from government	2150	35,21,190/-
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives

Fairs   : State/ University level | 03 | National level | - | International level | - |

Exhibition: State/ University level | 02 | National level | - | International level | - |

5.12 No. of social initiatives undertaken by the students | 08 |

5.13 Major grievances of students (if any) redressed:

Discipline is maintained in the college campus. If the requirement arises, strict actions are also taken for maintaining discipline. College students' complaints regarding the issues of disciplines are also solved by the Discipline Committee constituted with Principal as Convener, and ten faculty members from different departments as members.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the Institution is:

- To provide quality education to all, especially to lower strata of society and having less privileged background with a view to improving the society
- To prepare a community of responsible youths with higher education and thereby build up healthy society and nation
- To motivate the students towards bright career building and work towards a harmonious social order.
- To equip the students to face challenges with courage and commitment.

Mission of the institution is:

- S.S. Mehta Arts & M.M. Patel Commerce College was established in the Year 1965 with a mission to become an Institution of Academic excellence.
- To impart knowledge which is empowering and value based in nature
- To increase self confidence of the students and lead them towards their development and advancement
- To create a vibrant academic atmosphere which focuses on teaching, learning, and research programmes.

6.2 Does the Institution has a management Information System

- The smooth functioning of the institution is achieved by proper systematizing and channeling of information flow and decision making process.
- The chief constituents of the college are the Management, the teaching and administrative staff and the students.
- The Principal ensures that the suggestions made by the Management are implemented by the teaching and administrative staff.
- The institute tries to implement the use of ICT in almost all the spheres; the administrative work in the office is computerized.
- The library is partially computerized.
- One hall i.e. Seminar Hall has the facility of projector and other devices.

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

6.3.1 Curriculum Development

- Ours is an affiliated college, so the curriculum designed by Hemchandracharya North Gujarat University Patan is followed by us. Of course, some of our staff members who are the members of the Board of Studies contribute their suggestions, valuable opinions in the framing of the syllabus. Around 11 teachers from our college participated in curriculum design process in the capacity of the member of Board of Studies.

6.3.2 Teaching and Learning

- Different types of teaching and learning strategies are adopted from Library references to Assignment submission and Paper Presentation at the end of the term.
- Guest lectures are arranged besides written tests to evaluate students' performance.
- This helps to improve their creativity, originality and analytical thinking.
- Through an effective system of student evaluation, a meaningful teaching and learning is assured.
- Interactive technique is adopted by way of question – answer sessions and group discussions.
- Students are guided to use library and other reference sources while preparing their assignments.
- Field Visits, Industrial Visits, and Educational Tours are arranged to enable the students to get experience of particular fields.
- Best practice of conducting and organizing Mock Parliament by Political Science department is on.

6.3.3 Examination and Evaluation

- Internal assessment as per University norms.
- Model examinations conducted by internal examination committee on the basis of assignment, presentation and written test.
- The teachers make an analysis of the performance of students after every internal test and external examination in classroom.

6.3.4   Research and Development

- The college has a Research Committee which looks after the various Research initiatives of the teachers.
- The staff members are encouraged to submit proposals for minor projects and major projects.
- Motivates the staff and students to publish their research findings in reputed national and international journals.

6.3.5   Library, ICT and physical infrastructure / instrumentation

- The Library is partially computerised and is in the process of fully automation.
- Book Bank facility is available in the library for the students
- The College is under central surveillance with the installation of CCTVs at several locations on campus to ensure safety and security of the campus community.

6.3.6   Human Resource Management

- Human resources of the institute are utilized at its best possible manner.
- The faculty members given the liberty of arranging programme of their choice.
- New faculty members are sent to workshops and faculty development programmes organised for the upgradation of their skills and knowledge.

6.3.7   Faculty and Staff recruitment

- Permanent Posts of teaching staff as well as non-teaching staff is recruited by the office of the Commissioner, Higher Education, Gandhinagar.
- Well qualified Ad-hoc teachers are appointed through lecture test and interview for Psychology and Commerce Departments.
- As per requirement, non-teaching staff members are recruited by college management through proper procedure.

6.3.8   Industry Interaction / Collaboration

- Students were taken for an education tour to Visnagar where they visited Sankalchand Uni. and got acquainted with several courses running in the University.

6.3.9   Admission of Students

- College follows the Government Norms for admission procedure.
- The Government reservation policy is strictly adhered.
- For Undergraduate Arts courses, admissions are done through First Come First
- Serve basis to tackle huge rush of students.

6.4 Welfare schemes for

Teaching	-Tuition Fees concession to the Children of staff - Loan facilities through credit society - Tea facility during the examination days - Free Wi-Fi connectivity
Non teaching	- Tuition Fees concession to the Children of staff - Loan facilities through credit society - Uniforms for the supportive staff - Tea facility during the examination days - Free Wi-Fi connectivity
Students	-Book Bank facility is available in the library for the students -Career Guidance cell provides information on job availability and provides placement opportunities through placement camps -Health Centre is established in the college. Dr. Bharatbhai Shah visits it thrice a week for the treatment of students' illness. -Well come programme is organised for the fresher students' in order to acquaint them with all the related matters of academic and support services. -Thallessemia Test is organised for the B.A./B.Com. Sem I students of the college. -Free Wi-Fi connectivity

6.5 Total corpus fund generated

5,41,700

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 & Brothers	-	-

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?

- On-line application facility implemented for Post Graduate admissions.
- The University has started online entry of Exam Forms.
- Results are declared through website.
- Exam Dates / Change in the Exam Dates are informed to the students.
- Complementary examination is held by the University for the final year fail students.

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

-There isn't any provision for providing autonomy to the affiliated colleges in H.N.G. University Patan. Of course the faculty members of our college are in various bodies of the University, and thereby the institute has its indirect role in framing the syllabi and examination patterns.

6.11 Activities and support from the Alumni Association

- The alumni association holds meetings with their members twice a year and gives suggestions.

- The alumni association arranged two meetings and provided their feedback.

6.12 Activities and support from the Parent – Teacher Association

- The Parents association holds meetings twice a year, discusses the issues with the Principal, analyses the progress of their wards and gives suggestions.

- The Parents association held two meetings and provided their feedback.

6.13 Development programmes for support staff

-Credit Society for all the Staff members is formed in the College.

-Loan facilities through credit society

-Teachers are also encouraged to appear in CCC+ examination conducted by SPIPA.

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

-N.S.S and N.C.C. Units of the college arrange Tree-plantation programmes and cleanliness drive in the college campus.

-Celebration of Petrol/fuel saving Day

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.

- Focus on quality education
- Daily Attendance system for students
- Development of Sports and infrastructure
- Separate exam cell made available.

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

- Several committees organized programmes at regular interval during the year.
- Student Orientation programme was organized for fresher students on the opening day of the term.
- Students were taken for campus visit to Visnagar where they visited Sankalchand University, participated in various competitions and also got acquainted with several courses running in the University.
- Students were taken for an education tour to Kadi, where they participated in management games.
- Students were taken for campus visit to Kherva, where they participated in an educational Seminar.
- College library upgraded by subscription to more journals and magazines
- Career counseling programme held for the final year students. UDISHA Cell of the college organized a motivating programme at the end of the Second Term for the Final year students of B.A./B.Com. for career guidance and Competitive examinations after graduation.

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

Yoga Shibir:

-The College conducted Yoga Shibir of seven days in the college campus which had a positive impact in the minds of the students and they developed the concept of yoga and its relevance in their life. They became more conscious of their health and vowed to help people by explaining them several yogic exercises.

Spoken English Course:

-The institute offers graduation and post graduation degree programme in English. The institute always tries to cater to the needs of the students. The chief aim of this course was to satisfy the demand of the college students who wanted to improve their communication skills.

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* The details of the best practices are attached as annexure vi & vii

7.4 Contribution to environmental awareness / protection

-Tree Plantation Programme was arranged in the college campus in which new 55 saplings were planted.

-Petrol saving Day is celebrated every year. The Teaching staff, Non-teaching staff and the students come to the college without vehicles on that day.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

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

A Brief SWOT Analyses of the College is stated below.

STRENGTH

- A well equipped college building with large area of the college campus
- A well equipped library with a good collection of textbooks and reference
  books and journals with a space for reading, where 100 students can be
  accommodated at a time
- A well equipped Computer Lab., Psychology Lab. and English Language Lab
- Huge number of regular students
- Large number of SC/ST and Minority students
- The institute offers 07 courses at U.G. and 05 courses at P.G. level.
- Out of twenty seven permanent faculty members, thirteen are Ph.D. and
  five are pursuing Ph.D.
- Six faculty members are recognized Ph.D. Guides
- Faculty members participate in national and international Seminars and
  Conferences and present papers.
- Publication by faculty members has increased considerably
- 07faculty are members of Board of Studies in their respective subjects
- Two NSS units
- Cultural activities, sports activities and student development activities
- Timely internal exams and student evaluations
- Good Canteen facility for students as well as staff members
- A large sports ground
- Hostel facility for Boys and Girls
- A large well equipped Seminar Hall
- A beautiful garden with NAVARN YANTRA
- R.O. Plant.
- D.E.L.L. for English learners
- A Study Center of Dr. Baba Saheb Ambedkar Open University
- The institute has appointed four temporary faculty and two members for carrying out the administrative work. The management bears the expense of salary of these members.

WEAKNESSES

-All students' participation in college activities is not seen as many students
 commute from nearby villages.

-The weak communicative and linguistic competence of students is a major
 obstacle in their development.

-Only one room i.e. seminar Hall is equipped with ICT.

-Weak English language proficiency of the administrative and temporary staff.

OPPORTUNITIES

-Research loving teachers with research aptitude can further promote research culture
and a research based learning approach among students.

-Promoting the sense of social responsibility and instilling the national spirit among
the students of the area can bring about an improvement in the social and community
set up of the area.

THREATS

-The students with good academic record prefer other job orientated courses to B.A.
and B.Com. Degree course.

-The drop out ratio of the students has increased because of unavailability of better
job opportunities.

-Some girl students with talent do not participate in events at distant places as they
commute from nearby villages and their parents do not allow them.

8. Plans of institution for next year

- To build a multipurpose large hall
- Library upgradation
- To arrange guest lectures to update the knowledge of the students
- To promote the activity of research among the faculty and students
- To prepare Research proposals and organize National Seminars by several Departments related to Core Subjects

Name: Dr. Prakash Joshi
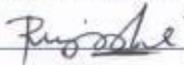
Signature of the Coordinator, IQAC
Co-Ordinator
Internal Quality Assurance Cell (IQAC)
S.S.Mehta arts & M.M.Patel Comm.Collage
Himmatnagar-383001
Dict.Sabarkantha,Gujarat

Name: Dr. Dinesh. Patel

Signature of the Chairperson, IQAC
Principal
S. S.mehta Arts & M.M.Patel
Commarce College,
Himatnagar (S.K.)

Annexure-I

Academic Calendar Year- 2016-2017

June: 2016

- The beginning of the term: June 15, 2016

- Meeting of the Principal with the Staff

- Yoga Day Celebration June 21, 2016

- The beginning of the teaching work for Under Graduate students June 22, 2016

- Welcome function for the First Year students June 23, 2016

July: 2016

- The begining of the teaching work for Post Graduate students July 1, 2016

- The Recruitment of the N.S.S. volunteers.

- The Recruitment of the N.C.C. Cadets.

- Team selection for sports.

- Tree Plantation Programme by NCC / NSS.

- Thalessamia test.

August: 2016

- IQAC Organized One Day Seminar on Role of API in Higher Education August 13, 2016

- Independence Day Celebration August 15, 2017.

September: 2016

- The fund-collection for the blind on the Blind day.

- Meeting of the Principal with the Staff members September 14, 2016

- Tree Plantation by NSS volunteers and NCC cadets September 20, 2016

- Internal Examination September 16, 2016 to September 30, 2016

October: 16

- Internal Examination and Retest examination continued.

- Navaratri Celebration in college campus on 7th Day of Navaratri

- Beginning of the University Examination B.A./B.Com. Sem.- III & V

- The End of the First Term: October 26, 2016

- The Diwali Vacation: October 27, 2016 to November16, 2016

November: 16

- The beginning of the second term: November 17, 2016

- Meeting of the Principal with the Staff members.

- University Examination B.A./B.Com. Sem.-I & M.A./M.Com.

- Selection for Youth Festival Programme November 30, 2016

December: 2016

- Practice and preparation for Youth Festival Programme December 1 to 13, 2016

- A weekly Camp/ Shibir by N.S.S. at Sampad from December 03 to December 09, 2016.

- Blood Donation Programme December 07, 2016

- 28th University Youth Festival Programme December 14-16, 2016

- Education Tour

January: 2017

- New Year and several Days' Celebration January 1- 5, 2017

- Republic Day celebration January 26, 2017

- Thalessamia Check-up for the students of first semester B.A./B.Com. December 31, 2017

 February: 2017

-Revision and doubt solving

March: 2017

- Internal Examination March 9 - 23, 2017.

April.17

- University Examination.

- The End of the Second Term April 26, 2017

- The Summer Vacation April 27to June 11, 2017

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:ii

| Executive summary of students' feedback for the year 2016-17 |

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 2016-17, 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	99.06
2	Completion of syllabi	92.03
3	Facility of Library	96
4	Office Administration	98
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%)	92
	Overall rating 5 out of 5	25

Student feedback for the year 2016-17

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

Executive summary of feedback from Parents for the year 2016-17

Feedback from various stakeholders proves fruitful to decide the reputation of the institution. It is one of the best tools to measure academic performance, management, governance and facilities provided to the students in the institution.

We collected feedback from Parents manually on various aspects of the institution. We tried to collect information on institution itself and various services offered to their ward during their studies. The feedback form was circulated to 120 parents and they were free to answer the questions of the feedback form without any watch over them. The survey was conducted in an unbiased way and the analysis of the feedback was made with SPSS software. Four scale system was adopted for it.

The findings of the feedback from Parents was as below.

Sr.No	Criteria	Level of satisfaction %
1	Academic environment	87.5
2	Admission process	85.0
3	Library facilities of college	85.0
4	Sports & Cultural activities of the college	85.8
5	Curriculum of your ward	87.5
6	Counseling & Guidance by the teachers	85.8
7	Existing examination system	81.7
8	Discipline in the college	76.7
9	Activities of the Placement Cell	81.7
10	General impression of the college	86.7

1.How is the academic atmosphere in the college ?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	EXCELLENT	6	5.0	5.0	5.0
	VERY GOOD	66	55.0	55.0	60.0
	GOOD	33	27.5	27.5	87.5
	POOR	15	12.5	12.5	100.0
	Total	120	100.0	100.0	

2.How is the admission process in the college ?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	EXCELLENT	4	3.3	3.3	3.3
	VERY GOOD	45	37.5	37.5	40.8
	GOOD	53	44.2	44.2	85.0
	POOR	18	15.0	15.0	100.0
	Total	120	100.0	100.0	

3.What is your opinion about library facilitees ?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	EXCELLENT	13	10.8	10.8	10.8
	VERY GOOD	48	40.0	40.0	50.8
	GOOD	41	34.2	34.2	85.0
	POOR	18	15.0	15.0	100.0
	Total	120	100.0	100.0	

4.How will you judge sports& cultural activities in the college ?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	EXCELLENT	22	18.3	18.3	18.3
	VERY GOOD	50	41.7	41.7	60.0
	GOOD	31	25.8	25.8	85.8
	POOR	17	14.2	14.2	100.0
	Total	120	100.0	100.0	

5.Give your opinion about the curriculum of your ward ?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	EXCELLENT	7	5.8	5.8	5.8
	VERY GOOD	46	38.3	38.3	44.2
	GOOD	52	43.3	43.3	87.5
	POOR	15	12.5	12.5	100.0
	Total	120	100.0	100.0	

6.Give your opinion about students' counseling & guidance by the teachers.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	EXCELLENT	4	3.3	3.3	3.3
	VERY GOOD	45	37.5	37.5	40.8
	GOOD	54	45.0	45.0	85.8
	POOR	17	14.2	14.2	100.0
	Total	120	100.0	100.0	

7.What is your opinion about the examination system?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	EXCELLENT	11	9.2	9.2	9.2
	VERY GOOD	49	40.8	40.8	50.0
	GOOD	38	31.7	31.7	81.7
	POOR	22	18.3	18.3	100.0
	Total	120	100.0	100.0	

8.How will you judge the atmosphere of discipline in the college?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	EXCELLENT	2	1.7	1.7	1.7
	VERY GOOD	21	17.5	17.5	19.2
	GOOD	69	57.5	57.5	76.7
	POOR	28	23.3	23.3	100.0
	Total	120	100.0	100.0	

9.Give your opinion about the activities of the Placement Cell in the college.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	EXCELLENT	4	3.3	3.3	3.3
	VERY GOOD	57	47.5	47.5	50.8
	GOOD	37	30.8	30.8	81.7
	POOR	22	18.3	18.3	100.0
	Total	120	100.0	100.0	

10.What is the general impression of the college on you? How will you rate it?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	EXCELLENT	9	7.5	7.5	7.5
	VERY GOOD	42	35.0	35.0	42.5
	GOOD	53	44.2	44.2	86.7
	POOR	16	13.3	13.3	100.0
	Total	120	100.0	100.0	

Annexure : IV

Executive summary of feedback from Alumni for the year 2016-17

Feedback from various stakeholders proves fruitful to decide the reputation of the institution .It is one of the best tools to measure academic performance, management, governance and facilities provided to the students in the institution.

We collected feedback from alumni students manually on various aspects of the institution. We tried to collect information on institution itself and various services offered to them during their studies. The feedback form was circulated to 140 students and they were free to answer the questions of the feedback form without any watch over them. The survey was conducted in an unbiased way and the analysis of the feedback was made with SPSS software. Four scale system was adopted for it.

The findings of the feedback from Alumni was as below.

Sr.No	Criteria	Level of satisfaction %
1	**Admission process**	**90.7**
2	**Academic environment**	**85.7**
3	**Facilities of the college**	**87.1**
4	**Library facilities provided to you**	**90.0**
5	**Teachers' preparation for lecture**	**94.3**
6	**Teachers' attitude**	**93.6**
7	**Overall impression of the college**	**90.7**
8	**Teachers' accessibility for guidance**	**89.3**
9	**Punctuality of teachers**	**92.1**
10	**Quality of feedback from**	**80.0**

1.How was the adission process in the college ?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	EXCELLENT	34	24.3	24.3	24.3
	BEST	63	45.0	45.0	69.3
	GOOD	30	21.4	21.4	90.7
	AVERAGE	13	9.3	9.3	100.0
	Total	140	100.0	100.0	

2.How was the academic atmosphere in the college ?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	EXCELLENT	53	37.9	37.9	37.9
	BEST	64	45.7	45.7	83.6
	GOOD	3	2.1	2.1	85.7
	AVERAGE	20	14.3	14.3	100.0
	Total	140	100.0	100.0	

3.Give your opinion about the facilites of the college to the students ?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	EXCELLENT	26	18.6	18.6	18.6
	BEST	70	50.0	50.0	68.6
	GOOD	26	18.6	18.6	87.1
	AVERAGE	18	12.9	12.9	100.0
	Total	140	100.0	100.0	

4.What is your opinion about library facilities ?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	EXCELLENT	25	17.9	17.9	17.9
	BEST	86	61.4	61.4	79.3
	GOOD	15	10.7	10.7	90.0
	AVERAGE	14	10.0	10.0	100.0
	Total	140	100.0	100.0	

5.How was the teachers' preparation for lecture ?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	EXCELLENT	46	32.9	32.9	32.9
	BEST	64	45.7	45.7	78.6
	GOOD	22	15.7	15.7	94.3
	AVERAGE	8	5.7	5.7	100.0
	Total	140	100.0	100.0	

6.How was the teachers' dealing with the students ?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	EXCELLENT	44	31.4	31.4	31.4
	BEST	81	57.9	57.9	89.3
	GOOD	6	4.3	4.3	93.6
	AVERAGE	9	6.4	6.4	100.0
	Total	140	100.0	100.0	

7.What is your general evaluation of the college ?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	EXCELLENT	43	30.7	30.7	30.7
	BEST	61	43.6	43.6	74.3
	GOOD	23	16.4	16.4	90.7
	AVERAGE	13	9.3	9.3	100.0
	Total	140	100.0	100.0	

8.Were the teacher easily accessible for guidance ?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	EXCELLENT	79	56.4	56.4	56.4
	BEST	35	25.0	25.0	81.4
	GOOD	11	7.9	7.9	89.3
	AVERAGE	15	10.7	10.7	100.0
	Total	140	100.0	100.0	

9.Were your lectures delivered regularly ?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	EXCELLENT	89	63.6	63.6	63.6
	BEST	16	11.4	11.4	75.0
	GOOD	24	17.1	17.1	92.1
	AVERAGE	11	7.9	7.9	100.0
	Total	140	100.0	100.0	

10.Did you like this feedback form ? Rate it.

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	EXCELLENT	14	10.0	10.0	10.0
	BEST	69	49.3	49.3	59.3
	GOOD	29	20.7	20.7	80.0
	AVERAGE	28	20.0	20.0	100.0
	Total	140	100.0	100.0	

ANNEXURE-V

Sports Achievements for the year 2016-17

National level achievements by our students:

-------- Nil --------

State level achievements by our students:

-------- Nil --------

Selection in Uni./State/National Team:

Total 38 students were selected in the inter-state team of Hemchandracharya North Gujarat University Patan in the academic year 2016-17, out of which 20 were male students and 18 were female students.

Total 267 students were selected at state level team as under:

No.	Event Name	Male students	Female students
1.	Table Tennis	03	02
2.	Volley Ball	12	12
3.	Basket Ball	12	--
4.	Foot Ball	16	16
5.	Cross country	05	05
6.	Kabaddi	12	12
7.	Badminton	03	02
8.	Cricket	15	15
9.	Boxing	03	--
10.	Judo	03	--
11.	Cycling	06	06
12.	Athletics	07	05
13	Hand Ball	12	12

14	Chess	02	02
15	Tennis	03	--
16	Khokho	12	--
17	Hockey	12	12
18	Net Ball	12	12
19	Archery	04	--
Total	**All Events**	**154**	**113**

Total 38 students were selected at national level team as under:

No.	Event Name	Male students	Female students
1.	Table Tennis	--	01
2.	Volley Ball	--	03
3.	Basket Ball	03	--
4.	Foot Ball	01	02
5.	Kabaddi	01	01
6.	Badminton	01	--
7.	Cricket	02	03
8.	Cycling	03	05
9	Chess	01	--
10.	Hand Ball	04	--
11.	Hockey	03	03
12.	Archery	01	--
Total	**All Events**	**20**	**18**

Participation in several sports events organized by the University:

Our College students participated in the following events:

1. Table Tennis: (Male & female students):

 Female team: 4th place ; 01 female student selected for inter university team

2. Volley Ball (Male & female students):

 Female team – 3rd place; 03 female students selected for inter university team

3. Basket Ball: (Male & Female students)

 Male team: Champion; 05 students selected for Inter University team

 Female team: Direct Selection; 01 female student selected for inter university team

4**.** Foot Ball (Male & Female students)

 01 male student selected for Inter University team

 Female team – 3rd place; 02 female students selected for inter university team

5. Cross country (Male & Female students)

6. Kabaddi (Male & female students)

 01 Male student selected for inter university team

7. Badminton (Male & female students)

 Female team – 4th place in Singles; 01 female student selected for Inter University team

8. Cricket (Male & Female students)

 02 students selected for inter university team

 02 female students selected for inter university team

9. Judo (Male students team participated)

10. Wrestling (Male students team participated)

11. Cycling (Male & Female students)

 Male team: **1st** place in %0 K.M.; **3**rd place in 100 K.M. 03students selected for inter university team

Female team – 2nd place; as many as 05 female students selected for inter university team

12. Athletics (Male & Female students)

14 Medals won- 02 Gold Medals, 02 Silver Medals, 10 Bronz Medals won

Participation in the events conducted by other institutions:

-------- Nil --------

Tournaments conducted by our institution:

1. Our institution organized Inter-college Cricket Tournament for Boys and Girls 2 matches for each team.

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ANNEXURE-VI

Best Practice - I

Title: Yoga Shibir

Goal:

- To improve the health of students

- To get qualitative achievement in study

- To contribute the building of healthy nation

- To live a peaceful life with spiritual experience

The Aim of the Practice:

- To avoid stress and live healthy life

- To refrain students from anger, restlessness, boredom, frustration, excessive worry etc.

- To concentrate more on qualitative study

- To get physical as well as mental happiness and make the students free from stress and problems of life.

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 with Dr. B.G. Parmar as Convener, and five faculty 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.

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. Along with practical training, using practice booklet for learning yogic skills increases confidence in them. Yoga & Health Committee invites well known doctors of the city in the shibir and thereby imparts health awareness to 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 area. It thus, focuses on the scope of social activity at various levels on the part of the students. Total participants were 211 in the academic year 2016-17.

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 by the end of their college study, they teach yoga to different people in their nearby houses, streets and areas and thereby grab the opportunity to serve the community and get blessed.

- The Students and people have found this yoga awareness programmes very useful and informative for life, also a means of livelihood.

- 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 made it a news into their news papers.

Resources Required:

- The students who are interested in Yoga exercise voluntarily

- Mike, mattress and Banner

- Convener and members of Yoga and Health committee as trainers

Problems Encountered and Solutions:

- 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.

- With the celebration of International Yoga Day on 21st June 2016, more awareness of Yoga came among students and they enthusiastically joined this activity.

- Yoga committee continuously tries its best to avert the difficulties of the students.

ANNEXURE-VII

Best Practice-II

Title: Spoken English Course for college students

Goal:

- To enable the college students to talk in English

- To guide them to learn English language and communicate in it

- To enable them to develop accuracy and fluency in communication

- To make them free from psychological fear and develop confidence among them.

The aim of the practice:

Department of English is one of the most dynamic departments in the college. The institute offers graduation and post graduation degree programme in English. The Department of English consists of four full time lecturers. The institute always tries to cater to the need of the students. The chief aim of this course was to satisfy the demand of the students of final year of graduation who lacked proficiency in communication skills.

The Context:

The existing situation of the college as well as the town states the lack of proficiency of communicative skills among the students. As everyone knows good communicative skills are essential in today's competitive world for building career in any field. Of course, there are number of so called spoken English courses available in the market, but there also they fail to learn the basic skills of communication. So, the D.E.L.L. tries to cater to the needs of the college students. The SCOPE Only Asssessment Scheme registration was kept open for all the students, who study in the college. The course was of two week duration i.e. from January 16 to 28, 2017.

The Practice:

- The practice is unique as the proficiency of communicative skills is the need of today.

- The course made them familiar with all the four basic language learning skills – Listening, Speaking, Reading and Writing.

- It made them free from psychological fear and other barriers.

- It helped them to feel self-assured and confident.

- The course helped them to get enough practice to appear in SCOPE examination and have Cambridge University Certificate.

Evidence of Success:

- The students who opt for only assessment scheme to appear in SCOPE examination have found this course very useful for their career and expected result in SCOPE examination.

- 40 students were registered for the course and all of them enthusiastically attended the class.

- It proved blessing for the students who belong to economically backward classes as it is not affordable for them to get admission in D.E.L.L. to study English language skills.

- All the students participated interestingly in the programme and are ever eager and enthusiastic to attend such more programmes.

Resources required:

- A group of language learners

- A class room and D.E.L.L.

- Enthusiastic and scholar teachers

- Projector, CDs, White Board etc.

Problems Encountered and Solutions:

- In the beginning the students felt awkward to spare extra time for such activity.

- All the students who joined the course of Spoken English have found it very useful.

- It is comparatively more important for the rural students as the lack of communicative skill often cause an obstacle in building their social and professional career.

- All of them participate keenly in such programmes and ready to attend such more programmes.

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