# The Annual Quality Assurance Report (AQAR) of the IQAC

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

# Part – A

**AQAR for the year)**

| 2014-15 |

## 1. Details of the Institution

1.1 Name of the Institution

| D.D.Thakar Arts and K.J.Patel Commerce College |

1.2 Address Line 1

| College Road |

Address Line 2

| Khedbrahma |

City/Town

| Khedbrahma |

State

| Gujarat |

Pin Code

| 383255 |

Institution e-mail address

| Acckhed1987@gmail.com |

Contact Nos.

| 09427695500 |

Name of the Head of the Institution:

| Prin. N.D.Patel |

Tel. No. with STD Code:

| O2775- 291515 |

Mobile: 94276 95500

Name of the IQAC Co-ordinator:

Dr.Shruti Kikani

Mobile:

9714442939

IQAC e-mail address:

Shrutianerao646@gmail.com

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

GJCON13494

**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(SC)/02/RAR/106

1.5 Website address:

Acckhed.org

Web-link of the AQAR:

http://acckhed.org/AQAR2014-15

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-------|-------|------|----------------------|-----------------|
| 1 | 1st Cycle | B | 2.46 | 2007 | 5 Years |
| 2 | 2nd Cycle | B | 2.72 | 2013 | 5 years |
| 3 | 3rd Cycle | | | | |
| 4 | 4th Cycle | | | | |

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

18/06/2008

√Accreditation by NAAC

   i.  AQAR   25th April___2014-15_____ _____ (DD/MM/YYYY)

ii.  AQAR___--_____ _____ (DD/MM/YYYY)
iii. AQAR__--_____ _____ (DD/MM/YYYY)
iv.  AQAR___--_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University          State [ ✓ ] Central [  ] Deemed [  ] Private [  ]

Affiliated College      Yes [ ✓ ]    No [  ]

Constituent College     Yes [  ]    No [  ]

Autonomous college of UGC   Yes [  ]    No [  ]

Regulatory Agency approved Institution     Yes [  ]    No [  ]

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

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

Urban [  ]   Rural [ ✓ ]  Tribal [ ✓ ]

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

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

1.10 Type of Faculty/Programme

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

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

Others   (Specify)   [ M.A.(Arts)  (Gujarati, Economics, Hindi, Sanskrit ]

1.11 Name of the Affiliating University *(for the Colleges)*   [ Hemchandrachary North Gujarat University, Patan ]

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

Autonomy by State/Central Govt. / University    [  ]

3

| | | | |
|---|---|---|---|
| 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                                  5 + 1

2.2 No. of Administrative/Technical staff            2

2.3 No. of students                                  2

2.4 No. of Management representatives                3

2.5 No. of Alumni                                    2

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

2.7 No. of Employers/ Industrialists                 -

2.8  No. of other External Experts                   -

2.9 Total No. of members                             15

2.10 No. of IQAC meetings held                       4

2.11 No. of meetings with various stakeholders:   No.   4   Faculty   2

        Non-Teaching Staff Students   1   Alumni   2   Others   -

2.12 Has IQAC received any funding from UGC during the year?   Yes  √  No 

Rs.3.00 lacs

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. | 1 | International | | National | | State | | Institution Level | 1

(ii) Themes | Quality Enhancement in Higher Education

2.14 Significant Activities and contributions made by IQAC

1.Purchase of Instruments/ Construction of Girls Hostel and Indoor stadium/ Programmes of Environmental Awareness

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 |
| --- | --- |
| -Purchase of CCTV Cameras/ Podiums/ Xerox machines/ etc | -Required equipments were purchased |
| Organization of Expert Lectures/ University Lecture Series | -Lectures were arranged as planned |
| Training for Competitive Examination | - Training for Comp. Exams arranged by SPIPA |
| Co-operation Training and Tally Accounting Courses to be run | - Courses were run successfully |
| -Buildings for Girls Hostel and Indoor stadium to be constructed | -Construction of Girls' Hostel completed and the construction of Indoor stadium is in going on in full swing. |
| Sports Tournaments be held | - Inter-college (University level) Volley-ball Tournament held on the campus |
| Programmes of Women empowerment be arranged . | - Karate Training, Rifle Training, Beautician Course, Awareness lectures were arranged. |
| Research be encouraged | Faculty were given Minor Research Projects/ students were involved in HDI survey |
| Environmental Awareness be | |

| raised | Quit Plastic project was taken up. Cloth/ paper bags distributed. Street-plays enacted for awareness. Drip installed in the garden for water conservation |
|---|---|

*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body      Yes  ☑      No  ☐

Management ☑      Syndicate ☐      Any other body ☐

Provide the details of the action taken

As mentioned in 2.15, actions were taken to enhance the quality of teaching-learning., Infrastructural facilities , research, etc. Students, alumni and parents' feedback were used to increase student support and facilities. Use of ICT based instruction. Students were involved in extension activities and environmental awareness programmes.

# 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 | 1 | - | | - |
| UG | 2 | - | 2 | - |
| PG Diploma | | - | | - |
| Advanced Diploma | | - | | - |
| Diploma | | - | | - |
| Certificate | 6 | - | | - |
| Others | | - | | - |
| **Total** | 9 | | | - |

| Interdisciplinary | 1 | - | | - |
| Innovative | - | - | | - |

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

| Pattern | Number of programmes |
|---|---|
| Semester | √ |
| Trimester | - |
| Annual | - |

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

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

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

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

| -nil- |
| --- |

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

| -nil |
| --- |

# Criterion – II

## 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
| --- | --- | --- | --- | --- |
| 14 | - | 13 | -- | 1 |

2.2 No. of permanent faculty with Ph.D.    [ 12 ]

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

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| R | V | R | V | R | V | R | V | R | V |
| | | 14 | 4 | | | | | 14 | 4 |

2.4 No. of Guest and Visiting faculty and Temporary faculty    [ 7 ]    [ ]    [ ]

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
| --- | --- | --- | --- |
| Attended | 1 | 17 | 6 |
| Presented papers | 1 | 13 | 2 |
| Resource Persons | -- | - | 8 |

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

-Conversational Practice in languages/ Technical writing/ Tally Accounting/ Co-Operation Training/ HDI Survey/ Use of ICT/ Excursions/ Assignments/ Class seminars/ group discussions

2.7  Total No. of actual teaching days    [ 230 ]

during this academic year

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

> Extra Tests, MCQs, Photocopy, Bar Coding at external exams etc.

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

| 4(BOS) | | |
|---|---|---|

2.10 Average percentage of attendance of students

| 80% |
|---|

2.11 Course/Programme wise
     distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|---|---|---|---|---|---|---|
| | | Distinction % | I % | II % | III  % | Pass % |
| B.A Sem VI | 256 | 25 | 55 | - | - | 31.25 |
| B.Com Sem VI | 34 | 04 | 10 | - | - | 41.17 |
| M.A. | 67 | 29 | 21 | - | - | 74.62 |

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

- IQAC is vigilant for the maintenance of standards and quality. It actively monitors and evaluates the teaching – learning process, sees to it that diagnostic test are taken. Slow learners are given assignments and advanced learners are given books and Golden ticket from library. It is also observed whether the teacher applies innovative techniques and ICT to make his/her teaching effective.

2.13 Initiatives undertaken towards faculty development

| Faculty / Staff Development Programmes | Number of faculty benefitted |
|---|---|
| Refresher courses | - |
| UGC – Faculty Improvement Programme | 14 |
| HRD programmes | -- |
| Orientation programmes | 1 |
| Faculty exchange programme | -- |
| Staff training conducted by the university | 3 |
| Staff training conducted by other institutions | -- |
| Summer / Winter schools, Workshops, etc. | -- |
| Others | |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|---|---|---|---|---|
| Administrative Staff | 4 | 2 | -- | 4 |
| Technical Staff | -- | 1 | -- | 2 |

## Criterion – III

## 3. Research, Consultancy and Extension

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

Research is encouraged by the Head of the institution. Every faculty has been assigned a minor research project under CPE. 10 Minor research projects have been completed by the faculty. Students are also encouraged by the institution to make socio-economic surveys and make some basic research.

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 | 7 | 16 | 23 | 7 |
| Outlay in Rs. Lakhs |  |  |  |  |

3.4 Details on research publications

|  | International | National | Others |
|---|---|---|---|
| Peer Review Journals | 1 | 8 | -- |
| Non-Peer Review Journals | -- |  | -- |
| e-Journals | --- | 2 |  |
| Conference proceedings |  | 1 | -- |

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 | 2012-15 | UGC(CPE) | 11,24000/- | 11,24000/- |
| Interdisciplinary Projects | -- | -- | -- | -- |
| Industry sponsored | -- | -- | -- | -- |
| Projects sponsored by the University/ College | -- | -- | -- | -- |
| Students research projects *(other than compulsory by the University)* | 2012-2015 | GUJ. Govt. | | |
| Any other(Specify) | 2014-17 | UGC | 1,2000/-- | 80000/-- |
| Total | | | | |

3.7 No. of books published    i) With ISBN No.  [ 2 ]    Chapters in Edited Books  [ 1 ]

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  [ Nil ]

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---|---|---|---|---|---|
| Number | -- | -- | -- | -- | 1 |
| Sponsoring agencies | --- | -- | -- | -- | UGC |

3.12 No. of faculty served as experts, chairpersons or resource persons  [ 8 ]

3.13 No. of collaborations    International [ -- ]    National [ -- ]    Any other [ 1 ]

3.14 No. of linkages created during this year  [ -- ]

3.15 Total budget for research for current year in lakhs :

From Funding agency  [ 1,20000 ]    From Management of University/College  [ --- ]

Total    1,20000

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 |
|---|---|---|---|---|---|---|
| | | | | 1 (Ph.D Guideship) | | |

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

4

   and students registered under them

16

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

3

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

JRF [ ]    SRF [ 1 ]    Project Fellows [ ]    Any other [ ]

3.21 No. of students Participated in NSS events:

University level [ 2 ]    State level [ 1 ]

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

3.22 No.  of students participated in NCC events:

University level [ - ]    State level [ 21 ]

National level [ 9 ]    International level [ -- ]

3.23 No.  of Awards won in NSS:

University level [ -- ]    State level [ -- ]

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

3.24 No.  of Awards won in NCC:

University level [ -- ]    State level [ -- ]

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

3.25 No. of Extension activities organized

| University forum | -- | College forum | 10 |
| --- | --- | --- | --- |

| NCC | 2 | NSS | 2 | Any other | -- |
| --- | --- | --- | --- | --- | --- |

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

-Blood Donation/ Traffic Awareness/ services to the Ambaji Temple/ Services to Pilgrims on Bhadrapadi Purnima/ Voters' Awareness/ Education to Slum Children by YUVA/ Plantation/ Distribution of Clothes/ Distribution of Spectacles/ Distribution of Book/ Tribal Awareness Programmes

# Criterion – IV
# 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total Rs.in lacs |
| --- | --- | --- | --- | --- |
| Campus area | College Bldg / Canteen | Girls' Hostel Indoor Stadium | UGC UGC | 72.00 100.00 |
| Class rooms | 16 | - | - | 16 |
| Laboratories | 2 | 1 | UGC | 3.00 |
| Seminar Halls | - | - | - | - |
| No. of important equipments purchased ($\geq$ 1-0 lakh)  during the current year. | - | Podium-5 Printer- 3 Photocopiers-2 Solarlight-4 | UGC UGC UGC UGC | 1.63 0.23 1.44 0.60 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | - | 3.80 | UGC | 3.80 |
| Others | - | - | - | - |

4.2 Computerization of administration and library

The library administration is fully computerized.

4.3  Library services:

| | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 15678 | | 41 | 2860.00 | 15719 | 1332661.00 |
| Reference Books | 16624 | | 472 | 193484 | 17096 | 2935617.00 |
| e-Books | 51000 | 5000 | | | 51000 | 5000.00 |
| Journals | 62 | 23978 | | | 62 | 23978 |
| e-Journals | 21000 | 5000 | | | 21000 | 5000 |
| Digital Database | -- | -- | | | -- | -- |
| CD & Video | 350 | 21250 | 4 | 990 | 354 | 22240.00 |
| Others (specify) | -- | -- | | | | -- |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
|---|---|---|---|---|---|---|---|---|
| Existing | 94 | 25+26+3 | 75 | 50 | 1 | 4 | - | - |
| Added | 2 | - | - | - | - | 2 | - | - |
| Total | 96 | 25+26+3 | 75 | 50 | 1 | 6 | - | - |

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

Inflibnet Training for e-journals/ e-books./Tally Accounting/ Internet training to non-teaching staff/ e-governance training by Gujarat State Department of Education.

4.6  Amount spent on maintenance in lakhs :

i)  ICT                                          1.08

ii)  Campus Infrastructure and facilities        -

iii) Equipments                                  -

iv) Others

Total :        1.08

# Criterion – V
# 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Orientation of new comers/ Prospectus/ Website/ Internet Training/
> Free Internet through Wi-Fi/ Notice display/ Wheel chair/
> Announcements/ Canteen/ Library- Book-Bank/ Career Guidance/
> Competitive Examination Training/ Sorts Facilities/ Gymnasium/
> Yoga Training/Karate Training/ Health Care/ Free Thelesemia Test

5.2 Efforts made by the institution for tracking the progression

> University Results/ Classroom Performance/ Assignments/ UnitTest/
> Class seminars/ presentations/ Elocution and Essay writing
> Competitions/ Conversational Practice

5.3 (a) To

(b) No. of students outside the state      | --- |

(c) No. of international students      | --- |

| Men | No | % |
|-----|------|-------|
| | 1014 | 49.84 |

| Women | No | % |
|-------|-----|-------|
| | 624 | 37.97 |

| | Last Year | | | | | | This Year | | | | | |
|---|---------|----|----|-----|----------------------|-------|---------|----|----|-----|----------------------|-------|
| | General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| | 187 | 228 | 733 | 430 | 01 | 1579 | 124 | 178 | 913 | 426 | 02 | 1643 |

Demand ratio   -        Dropout %   -

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

> Regular Career Counseling Classes/ Special training and guidance for the
> preparation of Competitive Examinations by the experts from SPIPA,
> Ahmedabad .

No. of students beneficiaries      | 142 |

5.5 No. of students qualified in these examinations

| 1 |      | 1 |      | -- |      | -- |

NET             SET/SLET         GATE            CAT

IAS/IPS etc  `--`    State PSC  `--`    UPSC  `--`    Others  `20`

5.6 Details of student counselling and career guidance

Regular Career Counseling Classes/ Special training and guidance for the preparation of Competitive Examinations by the experts from SPIPA, Ahmedabad

No. of students benefitted  `142`

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

1. Lectures by Experts on Gender Sensitization/ Women Law /2. Karate Training/ 3. Rifle Training/4. Beautician Course.

5.9 Students Activities

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

State/ University level  `66`    National level  `10`    International level  `--`

No. of students participated in cultural events

State/ University level  `35`    National level  `--`    International level  `--`

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

Sports :  State/ University level  `1`    National level  `--`    International level  `--`

Cultural: State/ University level  `1`    National level  `-`    International level  `-`

5.10 Scholarships and Financial Support

|  | Number of students | Amount |
|---|---|---|
| Financial support from institution | 22 | 46270/- |
| Financial support from government | 1059 | 16,87,059/- |
| 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:  2 incidents.

# Criterion – VI

## 6.  Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

**Vision:**
To generate the spirit of social service and concern for the nation among the students so that along with their aspirations they actively contribute to the all round development of the nation.
**Mission:**
Excellence in education through Experiment, experience and exposure.

6.2 Does the Institution has a management Information System

Yes, the college does have a management information system through which all information are available with computers. Admission, examination, administration, accounts, library and all other departments keep and update the data systematically.

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

6.3.1  Curriculum Development

Faculty (4) play a major role in syllabi design and recommend necessary changes in the curriculum as the members of Boards of Studies in the HNG University.

16

### 6.3.2 Teaching and Learning

Use of CDs/Audios/ Films/ SANDHAN Lectures/Power point Presentations, etc for effective teaching/ University Lecture series and Expert lectures/ Assignments/ seminars/ group discussions, etc.

### 6.3.3 Examination and Evaluation

Extra –tests are arranged for the students having genuine reasons for not appearing at exams

Strict discipline during exams does not allow any malpractices. Vigilance through CCTV Camera. Disinterested evaluation system/ Answer-books shown to dis-satisfied students. Rechecking and re-evaluation.

### 6.3.4 Research and Development

- Well-equipped tribal research centre has enhanced the research activities among the faculty and students
- Latest books on research methodology and Inflibnet are extremely helpful in research
- Along with faculty's research, students have also started taking interest in the research related activities right from the under graduate level.
- Publication of quality research would definitely be helpful to the other researches and policy makers.

- Research is encouraged by the Principal and the Management. A Local Research Committee is formed and is functioning actively. It encourages tribal research also. 16 Minor research projects under CPE have been given to the faculty. 10 other MRPs have been completed by faculty. Faculty frequently take part in faculty development programmes and present papers at state, national, international level seminars and conferences.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Library is fully computerized. Steps have been taken to augment ICT and other infrastructural facilities. Brail software is available. Girls' Hostel and Indoor stadium is constructed recently.

### 6.3.6 Human Resource Management

It is seen that faculty gets facilities for research and development. They are provided Duty Leave and Delegation Fees for attending seminars, conferences. Faculty persuing research is provided with facilities and convenience. Management tries to establish a long-term relations with the staff.

### 6.3.7 Faculty and Staff recruitment

Visiting faculty is invited as per requirement. They are employed and paid by the management. As posts of class III and IV are vacant and not sanctioned by the state Government, the same are recruited by the management on temporary basis.

### 6.3.8 Industry Interaction / Collaboration

As our institution is situated in tribal rural and backward area, there are hardly any industries. Still interaction is done with Lalbhai group for Collaborations and linkage with their projects.

### 6.3.9 Admission of Students

Students from all strata of life get admission on first come first basis without any discrimination. If need be reservation policy is implemented. Admission process is fully computerized.

6.4 Welfare schemes for

| Teaching | Credit Society |
|---|---|
| Non teaching | Credit Society |
| Students | Contribution of college in Insurance Policy of each student |

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 | Yes | AAA, KCG, Gujarat | No | - |
| Administrative | -- | -- | Yes | Statutory Body, Management |

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 has introduced Semester system and in the external examinations students are allowed to appear till 5$^{th}$ semester even if he has to clear some of the papers. Thus more flexibility is provided to the students under this system.

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

> --

6.11 Activities and support from the Alumni Association

> Alumni Association take active interest in cultural and sports activities. They guide and encourage the present students for participation. They also remain present in all major events of the college.

6.12 Activities and support from the Parent – Teacher Association

> Parents' Association also take active interest in cultural and sports activities. They guide and encourage the present students for participation. They also remain present in all major events of the college.

6.13 Development programmes for support staff

> - ICT based training by the institution./ Staff members are allowed to participate in state government and KCG training for e-governance. They are also involved in all events and programmes of the college.

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

> - Solar Lights installed on the campus/ Green Belt maintained / Plantation Programmes/ Water Conservation with two underground tanks in which rain water is preserved./ Drip for Irrigation/ Quit Plastic/ Quit Tobacco Moves

# 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 has made the Free Wi-Fi campus through which students can use sources from net for their studies. Book-bank, Xerox machines, On-line and other study material made available to the students have made the students techno-savvy and the campus vigorously academic. Poor students Scholarship and other student support facilities attract the students to the all activities and help him for his all-round development.

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

-Required equipments were purchased

-Expert/ University Lectures were arranged as planned

- Training for Comp. Exams arranged inviting experts from SPIPA

- Skill based Courses were run successfully. (Tally Accounting, Computer, Co-Operation Training etc.)

-Construction of Girls' Hostel completed and the construction of Indoor stadium is in going on in full swing.

- Inter-college (University level) Volley-ball Tournament held on the campus

- Karate Training, Rifle Training, Beautician Course, Awareness lectures were arranged by Women Cell

Faculty were given Minor Research Projects/ students were involved in HDI survey

Quit Plastic project was taken up. Cloth/ paper bags distributed. Street-plays enacted for awareness. Drip installed in the garden for water conservation

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

1. Quit Plastic Move for Eco-friendly Environment

2. Training for Competitive Examinations under Career Guidance Cell

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

7.4 Contribution to environmental awareness / protection

Solar Lights installed on the campus/ Green Belt maintained / Plantation Programmes/ Water Conservation with two underground tanks in which rain water is preserved./ Drip for Irrigation/ Quit Plastic/ Quit Tobacco Moves. Street plays, distribution of Cloth and Paper bags in the market/ Efforts were appreciated by the Local Mahajan Mandal. They have promised to ban use of Plastic bags for edible items.

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

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

S- Highly qualified faculty- Environment friendly ambience/ Infrastructure

W: 1. Poor input of student/   Shortage of Faculty

O:  Producing Excellent Students  for various department of government and private sector.

C : Maintain relevance and efficacy of the conventional courses in the age of technology.

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

To make attendance compulsory.- Make bio-metric entry of students

To arrange State/National Level Seminars in English and Economics/ IQAC

To take up programmes for environmental awareness

To make efforts for fund and construct an Auditorium Building.

To run Remedial Coaching classes in English.

To arrange a state/ University level Syllabus oriented workshop of Economics Teachers' Association.

*Name :Dr.Shruti   Kikani*                          *Name:  Prin. N.D.Patel*

*Signature of the Coordinator, IQAC*                          *Signature of the Chairperson, IQAC*

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Annexture -1

Academic Calender 2014-15

First term : 16$^{th}$ June to 21$^{st}$ Oct 2014

| No. | Detail | Date |
|---|---|---|
| 1 | Commeneement of Academic term | 16$^{th}$ 2014 |
| 2 | Admission Process Complete | 15$^{th}$ July 2014 |
| 3 | Commeneement of Classroom teaching | 20$^{th}$ June 2014 |
| 4 | Registration, Enrolment, Examination form Last Date | 15$^{th}$ July 2014 |
| 5 | Scholarship Form Filling upto<br><br>A. (SC/ST/OBC Scholarship)<br>B. (Handicap/National Merit/Higher Education Scholarship, Hindi, Sanskrit Scholarship) | 31$^{st}$ July 2014 |
| 6 | College Ineternal Examination | 1$^{st}$ /2$^{nd}$ week of October |
| 7 | End of 1$^{st}$ Term | 21$^{st}$ Oct.2014 |
| 8 | Diwali Vacation | 22$^{nd}$ Oct.'14 to 11 Nov.'14 |

2$^{nd}$ Term – 12$^{th}$ Nov.14 to 25$^{th}$ April 2015

| No. | Detail | Date |
|---|---|---|
| 1 | Commeneement of Academic 2$^{nd}$ term | 12$^{th}$ Nov.2014 |
| 2 | Admission Fees/2$^{nd}$ Semester Examination Forms to be filled - Last Date | 30 Oct.'14 to 10 Nov.'14 |
| 3 | Examinations of semester(I,III,VI) | 17$^{th}$ Nov.2014 |
| 4 | Classroom teaching starts from | 27$^{th}$ Nov.2014 |
| 5 | Internal Examination | 2$^{nd}$ /3$^{rd}$ week of Feb.15 |
| 6 | College Annual Day Function | 1$^{st}$ week of March'15 |
| 7 | Semester(II,IV,VI)Examination | 23$^{rd}$ March'15 |
| 8 | 2$^{nd}$ Term end | 25$^{th}$ April 2015 |
| 9 | Summar Vacation | 27$^{th}$ April to 14$^{th}$ June 2015 |

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