

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

:

2017-18

I. 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@yahoo.com

Contact Nos.

09427695500

Name of the Head of the Institution:

Prin. N.D. Patel

Tel. No. with STD Code:

09427695500

Mobile:

9427695500

Name of the IQAC Co-ordinator:

Dr. Rohitkumar J. Desai

Mobile:

9427364153

IQAC e-mail address:

rdesai1970@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

GJCOGN13494

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, 10 July 2014

1.5 Website address:

www.acckhed.org

Web-link of the AQAR:

http://acckhed.org/AQAR2017-18.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.46	2007	5 Year
2	2 nd Cycle	B	2.72	2014	5 year
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

18/06/2008

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

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

1. AQAR : 2014-15 (21th April , 2015)
2. AQAR : 2015-16 (3rd August,2016)
3. AQAR : 2016-17 (31th August,2017)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

- 1. Regular Course : Affiliated with Hemchandracharya North Gujarat University, Patan**
 - (i.) UG Programme in Arts and Commerce
 - (ii) PG Programme in Arts
- 2. Distance Education Course : Affiliated with Dr. B.R. Ambedkar Open University, Ahmedabad**
 - (i.) UG Programme in Arts and Commerce
 - (ii) PG Programme in Arts
 - (iii) Certificate Course : (CCC- BAOU, CCAW, CFN, BPP,CCDP)**

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

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

6

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

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

12

2.10 No. of IQAC meetings held

4

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

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

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Monitoring and enhancement of the teaching learning process.
- Organized academic tour.
- Awareness about the various welfare scheme for the privilege student.
- Preparation of prospects for college.
- To encourage the faculty and students for the research activity .
- To encourage the students for participating in co- curricular and extracurricular activity.
- Monitoring the infrastructure facility of the college .
- Planning for the improvement of library collection and facility.
- Organized career oriented training course.
- University level cultural shibir – workshop for enhancement of cultural activity during July – August, 2017
- Organized remedial coaching class in English in the first academic session of the year 2017-18.
- Regarding the competitive examinations, the students are provided the facilities of filling up from on concessional rate and guidance in filling it up.
- Provided material of competitive exam free of cost to 100 economically poor students.
- Organize subject oriented and value base expert lectures.
- Organize yoga shibir and book exhibition
- Extension activity was done. (Cloth distribution voter awareness programme, cleanness movement etc.).
- Organize a women Empowerment programme.

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
<ul style="list-style-type: none"> • To participate a faculty Development Programme. • To organize a cultural activity related to shibir workshop. • To organize a university level sports tournament. • To organize a career oriented training course. • Organize a expert lecture in various subject. • To organize a value base expert lecture. • Student and other stake holder feedback will be taken. • To Organize a awareness program about the welfare scheme. • Promoting research. • To promote Co- curricular and extra-curricular activities • To organize a university level sport tournament. • To organize a certificate course of computer for students. • To organize a study tour. • To modernize language lab. • To organize a women empowerment programme. • To organize awareness programme of anti ragging 	<ul style="list-style-type: none"> • All the faculties member were participated in International Faculty Development Programme organized by Gujarat Government and; British high commission. • With the collaboration of HNG University level cultural shibir – workshop was organized during July-August -2017 • Due to university general policy college was not organized university sport competition. However our student participated in various university sport competition and got two Gold and Silver medal in Athletic. Apart from this one student was selected in inter university archery competition. • Teaching course for competitive exam was arranged and reading material was provided for G.K. • Special training course for police constable exam was organized with the collaboration of NGO (Amar Social Welfare Development). • Expert lecture organized in Economics, Commerce, Psychology, Sociology English and Gujarati . • Spiritual and value base lecture were arranged. • Students and other Stake holder feed back was taken. • Awareness about the Welfare Scheme of ST/SC/ OBC in college and Village. • Under the guidance of our faculty 1 student competed Ph.D. and 4 students competed M.Phil. • Sptadhara (Cultural) activity was organized. • Seven students participated in university level various shibir. • Sanskrit Gaurav exam was conducted • Yoga shibir and book exhibition was arranged. • With the help of khedbrahma tribal project 100 student were enrolled in CCC course of BAO University free of cost.

	<ul style="list-style-type: none"> Organized a study tour and participated in education fair. Advanced computer system has been placed in place of old computer. Organize an awareness programme of anti-raging.
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* Attach the Academic Calendar of the year as Annexure. : See Annexure - 12.16

2.16 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 students support and facilities . Use of ICT based instruction . Student were involved in extension activities.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of Programmes added during the year	Number of self-financing Programmes	Number of value added / Career Oriented Programmes
PhD	-	-	-	-
PG	1	-	1	-
UG	2	-	1	-
PG Diploma	-	-	--	-
Advanced Diploma	-	-	-	-
Diploma(Distance)	-	2	-	2
Certificate(Distance)	7	7	-	14
Others(Distance: B.A.,M.A., B.Com)	-	3	-	-
Total	10	12	2	16
Interdisciplinary	1	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: **CBCS**

(ii) Pattern of programmes:

Pattern	Number of Programmes
Semester	3
Trimester	-
Annual	3

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

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

*Please provide an analysis of the feedback in the Annexure : See Annexure -2

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

Yes, Syllabus of Gujarati and Commerce had been changed.

- Gujarati : UG Sem.-2 and PG Sem-2 (Change Literary Work)
- B.Com. : UG Sem.- 1 to 4 (GST and Company Act. 2013 Introduce)

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
	16	2	12	-	2

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
	-	4	-	-	--	-	2	-	2	4

2.4 No. of Guest and Visiting faculty and Temporary faculty - 2 2

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	16	12	8
Presented papers	2	7	3
Resource Persons	-	1	3

2.6 Innovative Processes adopted by the Institution in Teaching and Learning:

- An attempt to comprehend the topic of the curriculum in context with current affairs and practical life.
- With reference to the subject of UGC Video – Material is used in teaching periodically.

2.7 Total No. of actual teaching days during this academic year 233

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

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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 Workshop

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Sem.VI	296	3.71	9.79	11.82	33.78	-
Bcom.. Sem.VI	41	4.87	9.75	14.63	43.90	-
M.A.	81	13.58	24.69	41.97	12.13	-

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 diagnosis 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.

After discussing the result of feedback with IQAC, instructions are provided to staff member personally.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	1
Others : British High Commission & Gujarat Government	16

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	9	6	-	4
Technical Staff	-	1	-	1

Criterion – III

3. Research, Consultancy and Extension

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

- Research encouraged by the head of the Institution
- Research Centre are available for faculty and students (Local and Outsider)
- Research book ,theses , Journal ,Research proposal etc. available in Research centre as well as library.
- INFLIBNET N-List programme are available and Students (3135000 E- Books and 6000 E- Journal)
- Wi-Fi facility and Network resource centre is available for the Research.
- Reference book are available in library.
- Exhibition of various research report and thesis
- There are four faculties having the recognition of research guide by university who provides ample guidance to interested students of local and outside area.

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	-	2	-	-
Outlay in Rs. Lakhs	0	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	1	1
Non-Peer Review Journals	-	-	1
e-Journals	-	-	1
Conference proceedings	1	1	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	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	--	-
Total	-	-	--	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		-	-	1	1
Sponsoring agencies		-	-	HNGU,Patan	College

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="5"/>		
NCC	<input type="text" value="3"/>	NSS	<input type="text" value="10"/>	Any other	<input type="text" value="0"/>

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

- Awareness about the welfare Scheme of ST/SC/ OBC in college and village
- Distribution of clothes to the poor people
- Services to pilgrims on Bhadrapadi Purnima
- Cleanness movement in college and surrounding area
- Food distribution to the flood affected area of Banaskantha district.
- Awareness programme for voter reform and voting.

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	13.8	-		13.8
Class rooms	13	3	-	16
Laboratories	3		-	3
Seminar Halls	-	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	30	UGC	30
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1456326	UGC	1456326
Others	-	-	-	-

4.2 Computerization of administration and library

- Library and administration are computerized

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17655	1570591	14	1365	17669	1571956
Reference Books	18099	3374957	1344	518119	19443	3893076
e-Books	313500	5750	0	0	313500	5750
Journals	62	38492	12	3273	74	41765
e-Journals	6000	5750	0	0	6000	5750
Digital Database	-	-	-			
CD & Video	402	40837	17	850.00	419	41687
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	68	00	20	4	26	6	15	21
Added	25	23				1		1
Total	93	23	20	4	26	7	15	22

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

- Computer Training for students

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.584
ii) Campus Infrastructure and facilities	2.74998
iii) Equipments	3.05956
iv) Others	-
Total :	6.39354

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation of new comers for library, time table examination sport activity, cultural activity, health and welfare service etc .
- Awareness Programme of students services and there welfare scheme
- Career guidance and training for competitive exam
- Students provided Health service on subsidies rate.
- Free Thalassemia test.
- Prospectus are provided to the students at the time of admission
- Counselling to the students at the time of admission.

5.2 Efforts made by the institution for tracking the progression

- University results	- Performance in unit test
- Internal Exam result	- Class Seminar
- Classroom performance	- Performance in GK Test ,elocution and essay writing competitions
- Assignment	

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1083	185		

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No	%	Women	No	%
	718	56.62		550	43.38

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
90	86	924	232	02	1334	65	70	908	223	2	1268

Demand ratio 1: 1 Dropout % :

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

- Regular career counseling classes run by institute.
- Special coaching class for the preparation of competitive exemption by the expert of the various institution and local faculty
- Books and magazines of various competitive exams are available for reading.
- Gave G.K .materials to 100 students free of cost.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- Regular career counseling classes run by institute.(Per week one or two lecture)
 - Special test are organized.
 - Guidance for the filling of application form of various competitive exams.
 - Regarding the competitive examinations, the Students are provided the facilities of filling up from on concessional rate and guidance in filling it up.
 - Special class organized for the particular exam.

No. of students benefitted

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

- Lecture by Dr. Hemantkumar Shah on Gender Sensitization and Equality
 (Date :12-9-2017)

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	12	28090
Financial support from government	974	6160386
Financial support from other sources	322	1720000
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____ - _____

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

- Faculties(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.
- Our faculties suggest some valuable suggestion to the Board of studies.
- Two professors are associated with the work of constructing curriculum of other university and making study material

6.3.2 Teaching and Learning

- With reference to the subject of UGC Video – Material is used in teaching periodically.
- Use of CDs, Audios , Films and Power point Presentations, etc for effective teaching and learning
- SANDHAN Lectures are used for teaching and learning
- University Lecture series and Expert lectures have been organized for particular lecture
- Assignments, seminars, unit test and group discussions are the part of teaching process.
- Educational tour has been organized .
- Diagnostic test has been organized for the first year students.
- An attempt to comprehend the topic of the curriculum in context with current affairs and practical life.

6.3.3 Examination and Evaluation

- Vigilance through CCTV camera.
- Disinterested evaluation system.
- Answer books are shown to dissatisfied students.
- Rechecking and re-evaluation facility are available to the students .
- Strict discipline during exam does not allow any mal practices.
- Extra test are arranged for the students heaving genuine reasons for not appearing at exam.
- Assignment is a part of student evaluation system.

6.3.4 Research and Development

- Research is encouraged by the head of the Institution.
- Research Centre are available for faculty and students (Local and Outsider).
- Research book ,theses , Journal ,Research proposal etc. available in Research centre as well as library.
- INFLIBNET N-List programme are available Faculty and Students (3135000 E- Books and 6000 E- Journal).
- Wi-Fi facility and Network recourse centre is available for the Research.
- Reference book are available in library.
- Research is encouraged by the Principal and the Management. A Local Research Committee is formed and is functioning actively. It encourages tribal research also.
- Research Committee encouraging the faculty for the participation in research oriented workshop and seminar.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Every year library committee makes a plan for the purchasing of books , journals and equipments.
- Steps have been taken to augment and maintain ICT and other infrastructure facility .

6.3.6 Human Resource Management

- Faculty has a facility to participate in workshop, seminar and conference.
- Management encourages the faculty for the research and publication work.
- Management arranged the adhoc faculty and other staff to keep the additional workload.
- Management organized a local level workshop of the faculty and other staff for quality improvement as per need..

6.3.7 Faculty and Staff recruitment

- Permanent faculty recruited as per UGC & Gujarat Government Policy.
- 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.
- Collaboration with HPCL for Extension activity and Students Scholarship.

6.3.9 Admission of Students

- Students from all strata of life get admission on first come first basis without any discrimination. If need reservation policy is implemented.
- Admission process is fully computerized.
- Prospects are available to all the students at the time of admission.
- Student counselling service is available at the time of admission.

6.4 Welfare schemes for

Teaching	Credit Society
Non teaching	Credit Society
Students	<ul style="list-style-type: none">• Contribution of college in Insurance Policy of each student.• Shahid Vir Kinarival insurance scheme are implemented.• Government scholarship are available to the students.• Special scholarship of HPCL are available to the backward students.• Library Book Bank for poor students• Institutional scholarship for poor students .• Student provides health service on subsidies rate.• 100 students join (computer course) of BAO Univ. free of cost with the help of Aadijati Project Khedbrahma

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	<ul style="list-style-type: none">• AAA (KCG Gov. of Gujarat)• NAAC	yes	Management
Administrative	yes	<ul style="list-style-type: none">• AAA (KCG Gov. of Gujarat)• NAAC	yes	Management

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?

- University has introduced Semester system and in the external examinations students are allowed to appear till 5th semester even if he has to clear some of the papers. Thus more flexibility is provided to the students under this system.
- Show the final year answer sheet of UG and PG by the university.
- University arranged a supplement examination for the final year degree students.
- University has implemented the centralize evaluation method at university so most of the result come out within one or one and half month duration

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 takes 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.
- Some time they donate the institution for the particular purpose.
- One Alumni member donate ten thousand every year for NSS activity.

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.
- Some time they donate the institution for the particular purpose.

6.13 Development programmes for support staff

- Staff members are allowed to participate in state and university level administrative workshop and seminar.

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

- Solar Lights installed on the campus
- Green Belt maintained
- Water Conservation with two underground tanks in which rain water is preserved.
- Drip for Irrigation
- Quit Plastic and Cleanness awareness moves.
- 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.

- Video presentation of the subject of U.G.C. periodically.
- After International Faculty Development Programme, most of the faculties Started teaching their topic by giving practical example and in context with present reference.
- College organized a special computer training course (Certificate course of BAO Univ.) for tribal students with the financial support of Tribal Project Government of Gujarat.

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

- Awareness about the welfare Scheme of ST/SC/ OBC in college and Village
- Expert Lectures arranged as per Plan
- University level cultural shibir – workshop was organized during July-August -2017.
- Saptdhara, Teacher’s Day and Navratri were held in proper time.
- Under the career Guidance centre teaching classes of competitive exams are held regularly. Students were arranged to fill the form of competitive exam at the concessional rate in college. As well as 100 students were provided study material of competitive exam free of cost.
- Expert lectures of various subject have been arranged periodically.
- New prospects has been prepared before admission procedure.
- Book exhibition has been held in both semester and yog shibir has also been arranged at the beginning of the year.
- Advanced computer system has been established under the renovation of the language lab.
- Due to policy of University, sports competition could not be organized at college but students participated in sports competition held at university’s centre in which students got two gold medal and one silver medal in athletics. While one student was selected in archery for inter university.
- Public awareness programmes were organized on cleanliness, environment, voting and voter improvement.
- Extension activities like distribution of clothes to poor people, food packed distribution to flooded people, service camp etc. have also been done.
- With the association of BAOU and Tribal office of Khedbrahma, A certificate course of computer training for tribal student has also been organized free of cost.
- Expert lectures and programme have been arranged related to value education.
- Two students were selected in drama team of university and they participated in west zone inter university competition.
- Rs. 17 lakhs merit scholarship has been approved to 322 students by HPCL.
- Students and other Stake holder feed back was taken.

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

- 1. Title of the Practice : Guidance and Training for Competitive Examinations : Annexure - III**
- 2. Title of the Practice : Well Maintained Classroom with LCD, Fans : Annexure - III**

**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
- Cleanness and quit plastic moves.

7.5 Whether environmental audit was conducted?

Yes No

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

Strength :

- Highly qualified faculty
- Environment friendly infrastructure
- Sound and effective management

Weakness :

- Shortage of faculty
- Low input of student

Opportunity :

- Empowerment of tribal students

Threats :

- Matinee relevance and Efficiency of the Conventional courses in the age of technology.

8. Plans of institution for next year

- To make proposal for grants of Rusa in order to modernize the innovative library as well as the renovation of the college building and the Classrooms upgradation.
- Books will be purchased for the library after receiving the grant from Rusa.
- To purchase sports equipment by receiving a grant from Rusa.
- To make new parking and new road connecting college
- By receiving a grant from Rusa, Renovate college Building, create smart classrooms as well as start procedure of making new library.
- With the association of HPCL, To do Street play against cleanliness and anti – corruption.
- Regarding the competitive examination of the police constable, special training classes have been organized in association with Amar Social welfare Development Trust .
- To arrange State/National Level Seminars in Language / Social Science / IQAC
- To take up programmes for environmental awareness
- To run Remedial Coaching classes in English.
- To arrange Competitive Exam. Coaching class under Career Guidance Cell
- To organize a diagnostic test for the first year students.
- Plan for the teachers day, Navaratri Mahotsav , Traditional day etc.
- To organize a cleanliness movement .
- To organize subject oriented state or national level seminar.
- To organize expert lecturer in various subject .
- To participate the youth festival and various sports competition .
- Try to obtain a scholarship for students form the corporate house.
- To organize a computer training course for the students with the collaboration of BAO university and tribal office Khedbrahma
- Published new prospect before the admission process.
- To organize a extension activity like a Blood donation camp, Thalessemia test, Traffic awareness movement, Seva camp, Health checkup camp etc.
- To organize a one or two Women Empowerment Programme.
- To organize a spiritual lecture for the value base education.
- To organize a meditation shibir.
- To organize book exhibition.
- To organize a anti-ragging awareness program



Name : Dr. Rohitkumar J. Desai
(Department of Economics)

Signature of the Coordinator, IQAC



Name: Prin. Natavarlal D. Patel

Signature of the Chairperson, IQAC



Academic Calendar- 2017-18Fisrt term : 15th June to 14th Oct. 2017

No.	Detail	Date
1	Commencement of Academic term	15 th June, 2017
2	Admission Process Complete	28 th June, 2017
3	Commencement of Classroom teaching	19 th June, 2017
4	Registration, Enrolment, Examination form Last Date	17 th July, 2017
5	Scholarship Form Filling upto A. (SC/ST/OBC Scholarship) B. (Handicap/National Merit/Higher Education Scholarship, Hindi, Sanskrit Scholarship)	31 st July, 2017
6	College Internal Examination	4 th week of September, 2017
7	End of 1 st Term	14 th October.2017
8	Diwali Vacation	16 th October 2017 to 05 Nov. 2017
9	University exam. Part.-1 B.A./B.Com Sem.- 3,5	Start from 9 th November 2017
10	University exam. Part.-2 B.A. / B.Com. Sem.- 1 & PG	Start from 23 th November 2017

2nd Term – 6th November 2017 to 26th April 2018

No.	Detail	Date
1	Collection of second term fee, admission in sem.-2,4 ,6 and filling of examination form	9 th Oct. 2017 to 15 rd Nov. 2017
2	Commencement of Academic 2 nd term	6 th November 2017
3	Classroom teaching starts from	23 th November 2017
4	College Annual Day Function	2 nd or 3 rd week of Feb.2018
5	Internal Examination	1 st week of March.18
6	University Semester(UG : IV,VI)Examination : Part -1	Start from 2 nd April 2018
7	University Semester(UG : II,& PG)Examination : Part -2	Start from 16 th April 2018
8	2 nd Term end	26 th April 2018
9	Summer Vacation	27 th April 2018 to 14 th June 2018

Analysis of Student Feedback : 2017-18

The IQAC conducted offline evaluation for the following during this period:

- Feedback of faculty by students
- General feedback (Library, Infrastructure, Administration, examination system, Co-Curricular and Extra - Curricular activity etc.) of the college was taken by students.
- Feedback of syllabus by students.
- Feedback of college by alumni.

Methodology :

- Feedback about faculty, syllabus feedback, college general feedback and alumni feedback are conducted offline.
- All the feedback are analyzed and follow up action and implementation.
- Student feedback are analyzed and result of this analysis is shown to particular faculty by principal. If needed, principal suggest some suggestion for improvement.

Best Practice: I

1. Title of the Practice : Guidance and Training for Competitive Examinations

2. Goal: To inform and train students for the competitive examinations held by various Government Recruitment Boards and Non-Governmental Agencies. To follow the goals we had decided some objectives with which we can train and guide the students.

Objectives:

- To inform the students regarding competitive examinations held at various levels by various agencies and Boards.
- To guide the students regarding the format, syllabus, paper style and eligibility for a particular post.
- To arrange various programmes for career orientation and inspire students to take interest in them.
- To take lectures to guide them and teach them how to prepare for the exams.
- To provide them books, material and sources for the competitive exams.
- To help them fill up and submit the on-line Application forms.

3. The Context:

It is a dream of every student to get a good job and be self-dependent as early as possible. These students are not so aware about how and where to apply to get a good job. They have doubts regarding the eligibility and scope while studying for graduation. Most of them think that they cannot apply anywhere before graduation. Some such misconceptions are removed from the students by the Career Guidance Cell in our College. In our rural, tribal area, majority of the students do not have any resources to start their own business. It becomes our duty then to guide and show the students the right access where they can get jobs. We help them by showing right direction and by preparing them for better performance. Students are directed to find out proper jobs available in various government departments, NGOs and private companies. The rural and tribal students need our guidance at every level and we provide it by running this Cell in the college. Students are trained for the competitive exams. We brush up their General Knowledge and provide books, magazines and conduct exams and tests. We have also conducted mock interviews to boost their confidence level.

4. The Practice:

- For the Training and Guidance, we have worked out a specific structure in which we conduct a regular lecture on every Saturday. Every year more than 100 students attend regular lectures. This year around 321 students have participated in the activity. In the special lectures we deal with the current topics, G.K., Reasoning ability and numerical ability. The tests also are taken on the relevant topics and later the solutions are provided to the students. Students who performs well are rewarded.
- Advertisements of the vacant posts and related exams are displayed on the notice board. Students registered in the Cell are informed by way to SMS about the vacancies. They are also helped in filling up and submission of online forms.
- 9 Magazines and Journals related to career and competitive exams are subscribed by the Library. Books and Digests for Ready Reference are also provided by the Library.
- Expert Lectures also are arranged sporadically.
- Our students participated and performed well in various competitions like University Gardi Chair Competition, Vikas Vartul- Bhavanagar and University Quiz competitions and performed considerably well.

- G.K Reference books were given to 100 students free of cost.
- Regarding the competitive examination of the police constable, special training classes have been organized in association with Amar Social Welfare Development Trust.

5. Evidence of Success: Year: (2016-17)

Our constant perseverance and pursuit for guiding students and brighten their future, has yielded good results also. Here are some instances.

- 25 students have been selected as , Talati, Clerk, Govt. appointed teacher,. (The actual number may increase. But we are not able to maintain the data.)etc.
- 21 students have been appointed in posts of Police Constable, Inspector, BSF, Indian Post, Railway etc.
- Our students were made aware about the competitive Exams due to our efforts and they started taking part and succeeding in them.
- We also made them about the standard of books. They started reading and referring to reputed publications by Universities and Government. They could also realize and feel the difference.
- The students got attached with the institution as we even helped them in online submission of application forms. In rural areas the Cyber cafes charge high for net surfing. We provided them the service at no profit- no loss basis. These students felt obliged to the institution. Above facts indicate our sincere efforts in the direction of guiding our students towards brighter future. We take pride in our efforts and believe to perform better in future.

6. Problems Encountered and Resources Required:

➤ **Problems Encountered:**

- As Khedbrahma is a distant place, very often the Resource Person coming from cities like Ahmedabad could not reach in time. On such occasions the local faculty had to manage the things.
- Our students also due to some reasons did not attend the classes regularly. As a policy, we started taking token amount as deposits and by taking deposits we saw that students became more responsible and regular. On the basis of the attendance the deposits were returned to them.

➤ **Resources Required:**

- The Lectures arranged for the Competitive Exams are planned and managed by the faculty voluntarily.
- For the Special arrangement of Training and Coaching classes we have tried to seek monetary help from either UGC or State Government.

7. Notes:

- This activity has been publicized by prospectus, website, Orientation Programme, personal meetings of the students, etc. It is also verified that the students who have genuine interest in the activity and deposits are taken from them to make them more responsible.
- When the Career Guidance Cell assures the students for every kind of help, it increases its accountability and reliability.
- It is a noble task to provide assistance and guidance to the needy students. Our experience says that it helps us to develop a lifelong relationship with the students.
- The special lectures of career guidance should be arranged either in the slot after college hours or on weekends so that alumni students also can participate.
- A boosting of spirit is also needed in case of failure of the student at some level. They should be advised to appearing in exams without losing the spirit as many failures fetch disappointment with it. A faculty conducting the classes has to stand with the student in his bad times and has to inspire him/her for hard work..

8. Contact Details:

Name of the Principal : Mr. Natavarlal Devjibhai Patel

Name of the Institution : D.D.Thakar Arts and K.J.Patel

Commerce College, Khedbrahma

City : Khedbrahma

Pin Code : 383255

Accredited Status : " B" (2.72)

Mobile : 9427695500

Website : www.acckhed.org

E-mail : acckhed1987@yahoo.com

Best Practice: II

2. Title of the Practice : Well Maintained Classroom with LCD, Fans etc.

1. Goal :-

- Excellent environment for teaching and learning process is provided to the teacher and students.

2. Purpose :-

- Student are familiarized with current affairs of the subjects.
- To make teaching and learning process effective.
- To inform students how to use 'IT' Technology in learning of the Subject.
- To inspire students and Professors in the use of IT Technology.
- To familiarize students with real meaning of E-resource in subject.

3. The Context :-

It is necessary in competitive era that the student must perform well in his particular subject in the context of his career and familiarize with current affairs of the subject. This can be possible only when he gets best techniques, best professors and best environment for study. To bear this thing in mind, this institution which is located in tribal area provide best facilities of teaching-learning at college level to the students. Through this students become equip with latest trend of the subject, They learn to use technology for obtaining subject knowledge. For that, institution tries to build best career of students and provide excellent environment of teaching-learning process.

4. The Practice :-

- Classroom are cleaned everyday and enough care is taken in maintenance of table, chair, benches, lecture stand, ventilator etc. And also when necessary sufficient renovation is done.
- Annual contract is given for continuous activating LCD in all the classrooms so if there is any problem in the Operation of LCD, it can be solved instantly.
- Most of the classes are taught by using LCD in which power point, video etc. are used effectively.
- Online E-resource is used when necessary.
- Monitoring of teaching-learning process by Principal through web-camera.
- Students are also taught introduction of how to use technology in learning the subject.
- Special video and CD are shown in context of subject.

5. Evidence Success :-

- Students are familiarized with E- recourses in context of subject.
- Students are seen by receiving E-resource themselves from Network Resource Center.

- Professors and students have become techno savvy.
- Student's participation and interest increased in the classroom.
- Improvement in the result of students.

6. Problem Encountered and Resources Required :-

- There are many students in the college who can not get the benefit of IT Technology because of their economic condition.
- Institution tries to get fund under the Schemes of State government for helping students to get IT instruments like laptop and palmtop.

7. Notes: ---

8. Contact Details:

Name of the Principal : Mr. Natavarlal Devjibhai Patel

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