

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

## Part – A

AQAR for the year

:

2015-16

### 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@gmail.com

Contact Nos.

09427695500

Name of the Head of the Institution:

Prin. N.D. Patel

Tel. No. with STD Code:

02775 291073

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)

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, 10 July 2014

1.5 Website address:

www.acckhed.org

Web-link of the AQAR:

http://acckhed.org/AQAR2015-16.doc

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

18/06/2008

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

1. AQAR 25<sup>th</sup> April 2014-15 (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)

1. UG and PG Programme in Arts  
2. **Certificate Course** : ( CCC- BAOu, CCEW, CFN, BPP,CCDP )  
(Affiliated with Dr. B.R. Ambedkar Open University,  
Ahmedabad)

1.11 Name of the Affiliating University (*for the Colleges*)

Hemchandracharya 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	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text" value="√"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	<input type="text" value="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 the teaching learning process.
- Planning for the improvement of library collection and facility
- Environment awareness Program in 50 Village
- Awareness about the welfare Scheme of ST/SC/ OBC in college and Village
- Consumer awareness Program in 20 Village
- Helpful to obtain a HPCL (Hindustan Petrochemical Corporation of India) Scholarship for the ST/SC/OBC
- Planning for the improvement of library collection and facility
- Planning for academic tour.
- Preparation of a Prospectus for College.
- To encourage the faculty and students for the research activity.
- Organise workshops and seminars for students and staff
- To encourage the students for the participating in Co Curricular and extra Curricular.
- Monitoring the infrastructure facility of the college

## 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"> <li>- Organize a Expert Lecture in Various Subject</li> <li>- Organize a Competitive Exam Training Course</li> <li>- Construction of indoor Stadium Should be Completed.</li> <li>- Organize a University Level Sports Tournaments</li> <li>- Programmes of women Empowerment be arranged</li> <li>- Promoting Research</li> <li>- Environment awareness should be raised</li> <li>- Consumer awareness should be raised</li> <li>- Awareness Programme about the welfare Scheme</li> <li>- Organize a Carrier oriented Course</li> <li>- Students and other Stake holder feed back will be taken</li> </ul>	<ul style="list-style-type: none"> <li>- Expert Lectures arranged as per Plan</li> <li>- Training course for GPSC was arranged</li> <li>- Construction of indoor Stadium is Completed.</li> <li>- University level archery Tournaments held on the campus</li> <li>- Awareness lecture were arranged.</li> <li>- 11<sup>th</sup> Minor Research Project Completed. by faculty</li> <li>- 4 Minor research Project ( Ph.d.) of students are completed under the guidance of Dr. A.B.Brhmhatt</li> <li>- Three students are completed M.Phil. under the guidance of Dr. A.B.Brhmhatt</li> <li>- Organized Environment awareness program in 50<sup>th</sup> Village</li> <li>- Organized Environment awareness program in 20<sup>th</sup> Village</li> <li>- Awareness about the welfare Scheme of ST/SC/ OBC in college and Village</li> <li>- Three month Certificate Course of Hospitality Management was Completed with the collaboration of Gujarat Tourism Department and DIMS Institute</li> <li>- Students and other Stake holder feed back was taken.</li> </ul>

\* Attach the Academic Calendar of the year as Annexure. : See Annexure - 1

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 students support and facilities . Use of ICT based instruction . student were involved in Extension activities and Environment awareness program.

## 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	-	-	-	-
Certificate	6	-	-	4
Others	-	-	-	-
<b>Total</b>	9	-	-	-

Interdisciplinary	1	-	-	-
Innovative	1	1	-	1

##### 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 : See Annexure -2**

##### 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
15	2	12	-	1

2.2 No. of permanent faculty with Ph.D.

12
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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
2	2	-	-	--	-	2	-	4	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

	1	3
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06	11	8
Presented papers	06	11	2
Resource Persons	-	-	3

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

- Three month Certificate Course of Hospitality Management was organized with the collaboration of Gujarat Tourism Department and DIMS Institute
- best answer book Copy Provided by Library
- Group discussion
- \_ Special assignments
- Study Tour
- Spoken English

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

225
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, **Double Valuation, Photocopy, Online Multiple Choice Questions**)

- Show the evaluated Answer book to the student
- Exam conducted under the CCTV Camera
- \_ Facility of retest in the context of internal exam.



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

5 (Bos )	2	2 Workshop
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2.10 Average percentage of attendance of students

80%
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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	338	2.66	18.04	6.21	49.70	76.61
Bcom.. Sem.VI	45	6.66	13.33	24.44	-	44.43
M.A.	51	25.49	47.05	15.68	3.92	91.14

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.

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	13
HRD programmes	--
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	02
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	03-
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	9	5	-	5
Technical Staff	-	1	-	<b>1</b>

## 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 ( 135000 E- Books and 21000 E- Journal)
- wi-fi facility and Network resource centre is available for the Research.
- Reference book are available in library.

#### 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	12	2	-	12
Outlay in Rs. Lakhs	9.50	-	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	7	3	1
Non-Peer Review Journals	1	-	3
e-Journals	-	-	-
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	2012-2015	UGC & UGC - CPE	1390000	1168000
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	-	-	1390000	1168000

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				Sahitya Academi, Gandhinagar	Management

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
				1( Phd. Guide ship)		

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	<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"/>

3.24 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="6"/>		
NCC	<input type="text" value="4"/>	NSS	<input type="text" value="6"/>	Any other	<input type="text" value="0"/>

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

Responsibility

- Blood donation Camp
- Environment awareness movement
- Consumer protection movement
- Awareness about the welfare Scheme of ST/SC/ OBC in college and Village
- Traffic awareness
- Distribution of clothes to the poor people
- Water awareness Programme
- Services to pilgrims on bhadrapadi purnima
- Cleanness movement in College and surrounding area

## 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	-	UGC	13
Laboratories	3		UGC	3
Seminar Halls	-	-		-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	11	UGC-CPE	11
Value of the equipment purchased during the year (Rs. in Lakhs)	-	543500	UGC-CPE	543500
Others	1	1	UGC	1

#### 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	15719	1322661	1204	162310	16923	1484971
Reference Books	17096	2935618	347	145214	17443	3080832
e-Books	51000	5000	84000	750	135000	5750
Journals	62	23978			62	23978
e-Journals	21000	5000			21000	5750
Digital Database						
CD & Video	354	22240.00	10		354	22240
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing		3	20	4	3	6	14	
Added							1	
Total		3	20	4	3	6	15	

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 0.47

ii) Campus Infrastructure and facilities 0.36

iii) Equipments 0.30

iv) Others -

**Total :** 1.13

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Career guidance and training of competitive exam
- Students provided Health service on subsidies rate.
- Free thalassemia test.
- Orientation of new comers.
- Awareness Programme of students services and there welfare scheme
- Prospectus are provided to the students at the time of admission

5.2 Efforts made by the institution for tracking the progression

<ul style="list-style-type: none"> <li>- University Results</li> <li>- Classroom performance</li> <li>- Assignment</li> </ul>	<ul style="list-style-type: none"> <li>- Performance in unit test</li> <li>- Class Seminar</li> <li>- Performance in elocution and essay writing competitions</li> </ul>
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5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1336	119		

(b) No. of students outside the state

-

(c) No. of international students

Men	No	%	Women	No	%
	888	61.03		567	38.97

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
126	178	911	426	02	1643	91	119	932	311	2	1455

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 exam. by the expert of the various institution and local faculty

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

NET	<input type="text" value="1"/>	SET/SLET	<input type="text" value="1"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text" value="15"/>	UPSC	<input type="text"/>	Others	<input type="text" value="12"/>

#### 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 exam.
- 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
1	25	12	15

### 5.8 Details of gender sensitization programmes

- Lecture by expert on gender sensitization / Women law
-

### 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	18	32080
Financial support from government	1037	5472083
Financial support from other sources	178	900000
Number of students who received International/ National recognitions	0	0

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 sprit 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.

-our faculty suggest some valuable suggestion to the Board of studies .

### 6.3.2 Teaching and Learning

- 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, and group discussions are the part of teaching process
- Educational tour has been organized .
- Diagnostic test has been organized for the first year students

### 6.3.3 Examination and Evaluation

- Vigilance through CCTV camera
- Disinterested evaluation system
- Answer books are shown to dissatisfied students
- Rechecking and revaluation 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

### 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 and Students ( 135000 E-Books and 21000 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

### 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.
- Collaborations and linkage with DIMS institute of Hotel management for Certificate course of hospitality and tribal tourism Management ( 2015-16).

### 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.
- Prospects are available to all the students at the time of admission

6.4 Welfare schemes for

Teaching	Credit Society
Non teaching	Credit Society
Students	<ul style="list-style-type: none"> <li>- Contribution of college in Insurance Policy of each student</li> <li>- Shahid vir kinarival insurance scheme are implemented</li> <li>- Government scholarship are available to the students.</li> <li>- Special scholarship of HPCL are available to the backward students.</li> <li>- Library Book Bank for poor students</li> <li>- Institutional scholarship for poor students</li> </ul>

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"> <li>• AAA ( KCG gov. of gujarat)</li> <li>• NAAC</li> </ul>	yes	Management
Administrative	yes	<ul style="list-style-type: none"> <li>• AAA ( KCG gov. of gujarat)</li> <li>• NAAC</li> </ul>	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 5<sup>th</sup> 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 for the final year degree students.

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

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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.

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

- ICT based training by the institution.
- 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
- 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.

- College is helpful to the backward class students to obtain a Hindustan Petroleum Corporation Ltd.
- College Organizes a Career oriented course : " Hospitality and Tribal Tourism management " with the Collaboration of DIMS Institute , Ahmedabad .
- Organize a special training for Competitive Examinations under Career Guidance Cell

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

- Expert Lectures arranged as per Plan
- Training course for GPSC was arranged
- Construction of indoor Stadium is Completed.
- University level archery Tournaments are held on the campus
- Awareness lecture were arranged.
- 11<sup>th</sup> Minor Research Project Completed. by faculty
- 4 Minor research Project ( Ph.d.) of students are completed under the guidance of Dr. A.B.Brhmhatt
- Three students are completed M.Phil. under the guidance of Dr. A.B.Brhmhatt
- Organized Environment awareness program in 50<sup>th</sup> Village
- Organized Consumer awareness program in 20<sup>th</sup> Village
- Awareness about the welfare Scheme of ST/SC/ OBC in college and Village
- Three month Certificate Course of Hospitality Management was Completed with the collaboration of Gujarat Tourism Department and DIMS Institute
- 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
- Quit Plastic Moves..
- Organized Environment awareness program in 50<sup>th</sup> Village.

7.5 Whether environmental audit was conducted?

Yes

No

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

-



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

- 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 a state/ University level Conference of Economics Teachers' Association.
- To arrange a University level conference of administrative Employees Association.
- To arrange a conference of Anart gujarati sngh.
- To arrange Competitive Exam. Coaching class under Career Guidance Cell
- To organize a diagnostic test for the first year students.
- To organize a University level sport tournament.
- Plan for the teachers day, Navaratri Mahotsav , Traditional day etc.
- To organize a cleanses movement .
- To organize expert lecturer in various subject .
- To participate the youth festival ( At list five event ) 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
- To obtain a fund for the Competitive Exam. Coaching class.
- 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.



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

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Signature of the Coordinator, IQAC



Name: Prin. Natavarlal D. Patel

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Signature of the Chairperson, IQAC

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**Academic Calendar- 2015-16**Fisrt term : 15<sup>th</sup> June to 22<sup>st</sup> Nov. 2015

No.	Detail	Date
1	Commencement of Academic term	15 <sup>th</sup> June 2015
2	Admission Process Complete	15 <sup>th</sup> July 2015
3	Commencement of Classroom teaching	18 <sup>th</sup> June 2015
4	Registration, Enrolment, Examination form Last Date	15 <sup>th</sup> July 2015
5	Scholarship Form Filling upto A. (SC/ST/OBC Scholarship) B. (Handicap/National Merit/Higher Education Scholarship, Hindi, Sanskrit Scholarship)	31 <sup>st</sup> July 2015
6	College Internal Examination	1 <sup>st</sup> /2 <sup>nd</sup> week of October 2015
	University exam. Sem.-1,3,5	26 <sup>th</sup> October 2015 to 7 <sup>th</sup> Nov.2015
7	End of 1 <sup>st</sup> Term	7 <sup>th</sup> Nov.2015
8	Diwali Vacation	9 <sup>th</sup> Nov.2015 to 22 Nov.2015

2<sup>nd</sup> Term – 23<sup>th</sup> Nov.15 to 26<sup>th</sup> April 2016

No.	Detail	Date
1	Collection of second term fee, admission in sem.-2,4 ,6 and filling of examination form	23 <sup>th</sup> oct. 2015 to 21 <sup>th</sup> Nov. 2015
2	Commencement of Academic 2 <sup>nd</sup> term	23 <sup>th</sup> Nov.2015
3	Classroom teaching starts from	23 <sup>th</sup> Nov.2015
4	College Annual Day Function	2 <sup>nd</sup> or 3 <sup>rd</sup> week of Feb.16
5	Internal Examination	1 <sup>nd</sup> /2 <sup>rd</sup> week of March.16
6	Semester(II,IV,VI)Examination	29 <sup>rd</sup> March' 16
7	2 <sup>nd</sup> Term end	26 <sup>th</sup> April 2016
8	Summer Vacation	27 <sup>th</sup> April to 14 <sup>th</sup> June 2016

## Analysis of Student Feedback 2015-16

**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

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

## **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 Wednesday. Every year more than 100 students attend regular lectures. This year around 150 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.

## **5. Evidence of Success:**

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

- 2 students got through NET/SIET.
- 12 students have been selected as Administrative Magistrate, PSI, Accounts Officers, SDM, etc.
- Around 150 students have joined various administrative posts in capacity of Talati, Clerk, Govt. appointed teacher, through TET/TAT. (The actual number may increase. But we are not able to maintain the data.)
- 90 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 )

**Work Phone :** 02775 -291073

**Mobile :** 9427695500

**Website :** [www.acckhed.org](http://www.acckhed.org)

**E-mail :** [acckhed1987@yahoo.com](mailto: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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