

# Annual Quality Assurance Report (AQAR)

(Revised as per Revised Accreditation Framework in November, 2017)

by

**Internal Quality Assurance Cell (IQAC)**

**Gujarat Arts & Commerce College (Evening)-Ahmedabad**

**SUBMITTED TO**



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

**YEAR 2017-18**

**The Annual Quality Assurance Report (AQAR) of the IQAC****(For Affiliated/Constituent Colleges)****(July 1, 2017 to June 30, 2018)****Part – A****Data of the Institution**

(Data may be captured from IIQA)

1. Name of the Institution Gujarat Arts & Commerce College(Evening)
- Name of the Head of the institution : Dr. Yogesh Yadav
  - Designation: Principal I/C
  - Does the institution function from own campus: Yes
  - Phone no./Alternate phone no.: 079-26447295
  - Mobile no.: 9925047799
  - Registered e-mail: info@gacc.org.in
  - Alternate e-mail : ytyadav@gmail.com
  - Address : Opp. Kanak Hotel, Ellisbridge
  - City/Town : Ahmedabad
  - State/UT : Gujarat
  - Pin Code : 380006
2. Institutional status:
- Affiliated / Constituent: Affiliated
  - Type of Institution: Co-education/Men/Women Co-education
  - Location : Rural/Semi-urban/Urban: Urban
  - Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify) UGC 2f and 12(B)
  - Name of the Affiliating University: Gujarat University
  - Name of the IQAC Co-ordinator : Prof. Bhavin Shah
  - Phone no. : 079-26447295
  - Alternate phone no. NIL
  - Mobile: 9824077897

- IQAC e-mail address: iqacgujaratcollegeevening@gmail.com
- Alternate Email address: info@gacc.org.in

3. Website address: www.gacc.org.in

Web-link of the AQAR: (Previous Academic Year): <http://www.gacc.org.in/pdf/IQAR1718.pdf>

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes

Web link:

[http://www.gacc.org.in/pdf/Academic\\_Calender\\_college\\_2017\\_18.pdf](http://www.gacc.org.in/pdf/Academic_Calender_college_2017_18.pdf)

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	C	1.87	2010	from: 2010 to: 2015

6. Date of Establishment of IQAC: DD/MM/YYYY: 16/06/2010

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Regular meeting of IQAC	19-06-2017 5:00 PM	7
	19-09-2017 5:00 PM	7

8. Provide the list of funds by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
UDISHA	UDISHA	Central Government	2017-18	5000
SAPTDHARA	SAPTDHARA	Central Government	2017-18	40000
NSS	NSS	Central Government	2017-18	22500
Institute	Infrastructure Development	State Government	2017-18	260000
Institute	RUSA	Central Government	2017-18	1086956.52
Institute	Sahitya purakalpan	State Government	2017-18	50000
Institute	Maintenance	State Government	2017-18	1252776

9. Whether composition of IQAC as per latest NAAC guidelines: Yes

\*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 2

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No ✓

If yes, mention the amount: NA Year: NA

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- To mentor various extra-curricular Activities
- To Organise National Seminar by Gujarati & Sanskrit Department
- To conduct Art & Craft Workshop
- It monitors all committee at College level.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Workshops to be Organized	Successfully Organised Art & Craft Workshop
To Collect Feedback and suggestions from faculty members / students, Alumni & parents on University Curriculum & Evaluation process	Collected
Wi-Fi connectivity throughout the campus	Campus made Wi-Fi enabled
To Organise NAAC Sponsored National Level Seminars	Successfully Organised National Level Seminars on: 1. 'Literature' by Department of Gujarati 2. 'Vedas' by Department of Sanskrit
To encourage faculty for paper publications in various National and International Seminars	More than 16 papers published in various National and International Seminars during the year
To encourage Faculty to deliver lectures using LCD/PPTs	All the faculty members to deliver lectures using LCD/PPTs
To Encourage Students to improve their skills	Organized Talent Event, Creative Writing & Translate Workshop and Prize distribution Function

14. Whether the AQAR was placed before statutory body? No

Name of the Statutory body: NA Date of meeting(s): NA

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

No Date: NA

16. Whether institutional data submitted to AISHE: Yes

Year: 2017-18 Date of Submission: 06/04/2018

17. Does the Institution have Management Information System?

Yes No ✓

**Part-B****CRITERION I – CURRICULAR ASPECTS****1.1 Curriculum Planning and Implementation**

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college follows the curriculum designed by Gujarat university, Ahmadabad. At the beginning of every academic year the college follows academic calendar prepared by Gujarat University. The time table committee of college set the time table schedule of each subject for teaching which includes lecturer hours. The head of every department distribute the syllabus among the faculty members of their department. The faculty members are guided by their head of department to complete the syllabus within stipulated time. For implementation of curriculum, faculty members of various departments have included teaching methods such as presentation, assignments, and seminars for innovative teaching. At the end of every semester examination is also taken and the result of college examination displayed on the notice board as well as on website. The college receives regular circulars, letters and e-mails from the University regarding the changes in the curriculum. The Principal informs the concerned Professors about the changes. Thus the faculty members receive all kind of support from the University and college to understand the curriculum properly.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NIL	NIL	NIL	NIL	NIL

**1.2 Academic Flexibility**

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
NIL	NIL	NIL	NIL

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
ARTS	YES	NO	15/06/2011	YES	NO
COMMERCE	YES	NO	15/06/2011	YES	NO

Already adopted (mention the year) 2011

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Courses
No of Students	NIL	NIL

**1.3 Curriculum Enrichment**

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled
NIL	NIL	NIL

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
NIL	NIL

<b>1.4 Feedback System</b>					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
No	Yes	No	No	No	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution?					
Feedback Collected					
<b>CRITERION II -TEACHING-LEARNING AND EVALUATION</b>					
<b>2.1 Student Enrolment and Profile</b>					
<b>2.1. 1 Demand Ratio during the year</b>					
Name of the Programme	Number of seats available	Number of applications received		Students Enrolled	
B.A.	640	401		401	
B.COM	900	936		936	
<b>2.2 Catering to Student Diversity</b>					
2.2.1. Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
	2765	NIL	28	NIL	NIL
<b>2.3 Teaching - Learning Process</b>					
2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
28	19	NOTEPAD, PROJECTOR	11	NIL	PPT, YOUTUBE BISAG

**2.3.2 Students mentoring system available in the institution? Give details.**

The entire teaching and learning process of the college is student centric. The college has planned its every single activity by keeping students at center.

The college has been arranging educational tour and industrial visit to give practical knowledge and firsthand experience of industrial working. For example students of literature visit Indology museum of ancient manuscripts, Sahitya Parishad etc. and students of commerce visit industry like Amul dairy so that students can get practical experience and knowledge. College arranges workshop and job fair also for developing their personal attitude, grooming and send interested students for interview to have hands on practical knowledge.

**Participation:**

The college has designed its program to obtain participation of active students. Many responsibilities are being allocated to the students through SRC committee to improve their event management skills.

Many classroom activities like Seminars, Group Discussions also held to extend participative skills of students. The college also arranges competition like poster – presentation, drawing, elocution, essay writing, quiz, creative-writing and translation workshop on a specific social or commercial subject like environmental issues, demonetization, child abuse, girls' hygiene, etc. These various concepts support to generate experiential as well as participative skills among students.

**Problem – solving Methodology:**

**Educational tours, Industrial visits, classroom workshops and seminars are part and parcel of enrichment programme.**

- By involving students in the classroom interaction method during lecture learning is become more student-centric. Discussion, critically and descriptive method is the best communicative way to understand the level of students. After completing the syllabus, the faculties conduct a general discussion among the students to clarify their doubts. Revision lectures are also conducting for slow learners.
- IT methods like Power Point Presentation, Audio-Visuals, LCD and download the material from websites and BISAG are used by teachers to make the subject more interesting.
- Faculties guide the students to prepare assignments in different subjects using various references.
- Expert lectures are arranged for students to get more knowledge of their fields.

**The faculties encourage the students to use library for increasing their knowledge power.**

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
2765	29	95:1

**2.4 Teacher Profile and Quality****2.4.1 Number of full time teachers appointed during the year**

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
42	19	23	NIL	12

**2.4.2 Honours and recognitions received by teachers**

*(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )*

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
NIL	NIL	NIL	NIL



**2.5 Evaluation Process and Reforms**

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A.	01	1	Oct/Nov	Jan/Feb
		2	March/April	June/July
		3	Oct/Nov	Jan/Feb
		4	March/April	June/July
		5	Oct/Nov	Jan/Feb
		6	March/April	June/July
B.COM	02	1	Oct/Nov	Jan/Feb
		2	March/April	June/July
		3	Oct/Nov	Jan/Feb
		4	March/April	June/July
		5	Oct/Nov	Jan/Feb
		6	March/April	June/July

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level

The idea of continuous evaluation has been introduced in the year 2010 when the university has introduced choice based credit system for various UG programs. For this purpose the internal and continuous assessment is done as per guidelines issued by the university.

**The methods of continuous assessment include the following:**

Internal examination as per Gujarat University Guidelines College takes Assignment, Class test, Presentation, Viva, Industrial visits, seminars. Etc.

The college has formed admission committee which directly informs and guides the students and parents at the time of admission.

The students are informed about the college through orientation programme in the beginning of the term and by college notice board and college website too.

The teachers are also introduced to the evaluation process in their lectures whenever any change occurred in the same process.

The college plans tentative dates of internal exams according to university academic calendar to help the students to prepare for examination in advance.

Subject wise university result is also analyzed which provide better knowledge about the subject wise requirements.

The institution has reformed examination system, question papers setting and answers books evaluation by centralizing the term end examination.

All record of examination i.e. answer sheets, mark sheets are maintained in the College. The students are encouraged and consulted for better performance in the next examinations.

Question papers setting for the examination is conducted at institution level confidential by its mechanism, assessment of these answer books is also centralized. The college permits the staff to

participate in evaluation process, various examination duties, central evaluation process etc., as it is mandatory.

### 2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters

#### CIE (continuous internal evaluation)

The institute adheres to the academic calendar planned by Gujarat University.

Every semester begins with departmental meetings with the Principal where things related to the performance and problems of students are discussed and new required strategies are developed and implemented.

The overall performance of the students during the semester is evaluated on the basis of his/her assignment, attendance and internal test.

Extra lectures per term are planned by teacher as per the requirement for completing the syllabi.

The college plans tentative dates of internal exams according to university academic calendar to help the students to prepare for examination in advance.

At the same time various co-curricular and extra-curricular activities are well planned and performed.

All the programmes including syllabus, seminar, various institutional programmes and examinations are being run with the follow up of that academic calendar.

Use of modern teaching methods, aids and techniques to supplement the traditional teaching method to make the teaching learning process more effective and to achieve learning outcome.

The Principal calls a meeting of all the staff before the end of the previous academic calendar to discuss the formation of committees and organizing of activities for the forthcoming year.

## 2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

The college has clearly stated the learning outcomes in its vision and mission. The learning outcomes are stated clearly to the students and the staff members in the following manner:

The College has two programs, B.COM and B.A., the details of which are communicated to students in the following ways:

Course details are uploaded on the College website for the convenience of students, parents and teachers.

The College organises an orientation program '*Praveshotsav*' at the beginning of the academic year to inform the students of the course details, examination pattern, student related activities, clubs etc.

Students are informed about their results through the college and university website. Their performance is highlighted on the college notice board also. Results of various competitions at the college and university level are also summarized on college notice board as well as in the college annual magazine.

Principal and college staffs congratulate the students for their performance. Awards are given to the students for their achievements at the annual function of the college.

Staff members also get information of the results through above mentioned resources and in particular cases, the Principal personally contact the concerned faculty for very good or poor performance.

Socially relevant events such as tree plantation, cancer hospital visits, old age home visit, aids awareness programme, traffic awareness programme, polio programme, voting awareness programme etc., '*chabutaro*' etc. are organized through the department of NSS.

#### 2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
01	B.A	108	74	68.52%
02	B.COM	658	449	68.24%

## 2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

NIL

**CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION****3.1 Resource Mobilization for Research**

## 3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	NIL	NIL	0	0
Minor Projects	NIL	NIL	0	0
Interdisciplinary Projects	NIL	NIL	0	0
Industry sponsored Projects	NIL	NIL	0	0
Projects sponsored by the University/ College	NIL	NIL	0	0
Students Research Projects (other than compulsory by the College)	NIL	NIL	0	0
International Projects	NIL	NIL	0	0
Any other(Specify)	NIL	NIL	0	0
Total	NIL	NIL	0	0

**3.2 Innovation Ecosystem**

## 3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
NIL	NIL	NIL

## 3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NIL	NIL	NIL	NIL	NIL

## 3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
NIL	NIL	NIL

Name of the Start-up	Nature of Start-up	Date of commencement
NIL	NIL	NIL

**3.3 Research Publications and Awards**

## 3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

3.3.2 Ph. Ds awarded during the year ( <i>applicable for PG College, Research Center</i> )						
Name of the Department			No. of Ph. Ds Awarded			
Not Applicable						
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication		Average Impact Factor, if any		
National	Gujarati	1		-		
International		0		-		
National	Accountancy	1		-		
International		0		-		
National	Economics	1		-		
International		0		-		
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department			No. of publication			
English			0			
Hindi			1			
Gujarati			2			
Sanskrit			1			
Sociology			0			
Psychology			1			
Economics			1			
History			0			
Commerce			0			
Accountancy			0			
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
NIL	NIL	NIL	NIL	NIL	NIL	NIL
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	NIL	NIL	NIL	NIL
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty	International level	National level	State level	Local level		
Attended Seminars/ Workshops	0	1	3	0		
Presented papers	2	9	1	0		
Resource Persons	0	0	0	0		

**3.4 Extension Activities**

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers <b>co-ordinated</b> such activities	Number of students participated in such activities
NSS Camp	Gujarat University	18	35
Polio eradication Campaign	Urban Health Centre- Paldi	5	25
Awareness Program on Neck Ergonomics	V. S. Hospital- Ahmedabad	15	100
International Day Of Yoga	Gujarat University	1	30

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
NIL	NIL	NIL	NIL

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers <b>coordinated</b> such activities	Number of students participated in such activities
Tree Plantation	GACC	Tree Plantation	10	20
Cleanliness Program	GACC	Swachhta Abhiyan	1	15

**3.5 Collaborations**

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	NIL

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration <b>(From-To)</b>	participant
NIL	NIL	NIL	NIL	NIL

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
NIL	NIL	NIL	NIL

**CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES****4.1 Physical Facilities**

## 4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

## 4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	2170 Sq. Metre	0
Class rooms	23	0
Laboratories	0	0
Seminar Halls	2	0
Classrooms with LCD facilities	11	0
Classrooms with Wi-Fi/ LAN	23	0
Seminar halls with ICT facilities	2	0
Video Centre	0	0
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	0	0
Others	0	0

**4.2 Library as a Learning Resource**

## 4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	NIL	NIL	NIL

## 4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	0	0	0	0	0	0
Reference Books	4895	4,91,285	0	0	4895	4,91,285
e-Books	0	0	0	0	0	0
Journals	62	37,000	0	0	62	37,000
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	50	2500	0	0	50	2500
Library automation	0	0	0	0	0	0
Weeding (Hard & Soft)	0	0	0	0	0	0
Others (specify)	0	0	0	0	0	0

<b>4.3 IT Infrastructure</b>									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	58	1	1	0	0	1	8	100 MBPS	0
Added	0	0	0	0	0	0	0	0	0
Total	58	1	1	0	0	1	8	0	0
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
100 MBPS /GBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
NIL					NIL				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed			Date of launching e - content	
NIL		NIL			NIL			NIL	

<b>4.4 Maintenance of Campus Infrastructure</b>			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	0	0	0
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (information to be available in institutional Website, provide link)			
<p>The college has made an arrangement of established system for the Maintaining and utilizing physical academic and support facilities library, Computers and classrooms etc. call arrangements are quilted to maintain the Infrastructure. Heads of all departments of inform the principal about all purchase Requirements. And Principal of the college approves purchase of required things. Administration department places orders as per the approval of Principal. The college has all ready formed library advisory Committee. Each head of the departments put their list of required books before Library Committee. The Committee and Principal of the College approve the list of books to be Purchased. Similarly equipments which are to be maintained are Considered and proper steps are followed. Classrooms and building are kept clean every day. Cleaning contract is given to a private agency for Cleanliness.</p>			

**CRITERION V - STUDENT SUPPORT AND PROGRESSION****5.1 Student Support**

## 5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	NIL	NIL	NIL
Financial support from other sources			
a) National	Post Metric Scholarship	265	DBT
b) International	NIL	NIL	NIL

## 5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga Shibir	15-06-2018	1150	Yoga & Cultural Association of Gujarat

## 5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
NIL	NIL	NIL	NIL	NIL	NIL

## 5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
NIL	NIL	NIL

**5.2 Student Progression**

## 5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
NIL	NIL	NIL	NIL	NIL	NIL



## 5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	1	Arts	History	COLLEGES AFFILIATED TO GUJARAT UNIVERSITY	ARTS, COMMERCE, LAW
	12	Commerce	Commerce		Commerce

## 5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	NIL	NIL
SET	NIL	NIL
SLET	NIL	NIL
GATE	NIL	NIL
GMAT	NIL	NIL
CAT	NIL	NIL
GRE	NIL	NIL
TOFEL	NIL	NIL
Civil Services	NIL	NIL
State Government Services	NIL	NIL
Any Other	NIL	NIL

## 5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Folk Dance	College	14
Classical Dance	College	2
Singing Solo	College	10
Group Dance	College	16
Perkson	College	2
Disk Throw	University	3
Disk Throw	University	3
Short Put	University	3
Short Put	University	3
Jawline Throw	University	3
Athletics Speed Walking 5 k.m.	University	3
Boxing	University	3
Badminton	University	3
Cricket	University	18
Kabbadi (Girls)	University	14

Kabbadi (Boys)	University	14
Football(Boys)	University	18

### 5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2017-18	Best Solo Song	National	No	Yes	114	Thakur Ajay

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution

The college has constituted a Student Representative Committee (SRC) which comprises of 5 Committee Members. General Secretary, Ladies Representative, two representatives each for Cultural activities, Sports, NSS, NCC, Library and Tour. The Council works under the headship of a senior faculty who encourages students for decision making. Student representatives along with the GS and LR, takes decisions about arrangement of Annual Function, Navaratri, etc. The students arrange everything and also conduct the programme by themselves. If required they seek guidance of the convener of the SRC or the Principal. The SRC plays a major role in arranging Teachers' Day, Farewell Function and Annual Day Function, Picnics and Study Tours and other Celebrations. The funding required for the programme is provided by the college.

As per the instructions and guidelines given by the Gujarat University, the Department of Higher Education & Govt. of Gujarat, every year SRC is formed by the institute through the merit list of students. SRC and the students' representatives take an active part in academic and administrative committees. SRC is doing the job in a proper way for the benefit of the students. The council concentrates its attention on curricular requirements of the students and also takes up the medals, related with the development of the institute. SRC follows up the demands of the students and ensures that the grievances of the students are to be redressed. Different activities of the students such as academic, cultural, sports etc. are properly organized and managed by the In-charge of the various committees floated by the institute.

Besides, our faculty members work as mentors of the students and develop close interpersonal relation with them. Therefore, the students can always freely convey their messages to the decision-making academic and administrative bodies of the institutions.

### 5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association?

No

5.3.2 No. of registered/enrolled Alumni:

NIL

5.3.3 Alumni contribution during the year (in Rupees) :

NIL

5.3.4 Meetings/activities organized by Alumni Association :

NIL

**CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 Institutional Vision and Leadership**

- 6.1.1 Mention two practices of decentralization and participative management during the last year  
The College is managed by the Department of Higher Education, Government of Gujarat. Its administrative and academic policies are governed by the rules and regulations of the Department of Higher Education, Govt. of Gujarat as well as the Gujarat University.
- The college follows the policy of decentralization. The principal of the college is ably assisted in discharging the duties by the Coordinator of various committee and the Staff Council having due representation of the Head of the Departments and various faculty members.
- The staff coordinators of various committees and clubs convene regularly to inform and disseminate various academic and administrative quality assurance schemes launched by the Department of Higher Education and Knowledge Consortium of Gujarat (KCG).
- The department coordinator manages the day to day activities of the department and keeps a track of co- curricular and extra-curricular activities in the college.
- The Selected ranker Student Representative Committee (SRC) plays an important role in the efficient implementation of the programs devised for promotion of students centered learning and teaching atmosphere and overall development of the students through various activities.

6.1.2 Does the institution have a Management Information System (MIS)?

No

**6.2 Strategy Development and Deployment****❖ Curriculum Development**

Curriculum development is done at the University level. The Faculty members and head of the department of the college participate at the request of the University representing at Board of Studies.

**❖ Teaching and Learning**

The teaching staff will prepare the semester wise teaching plan and time table before the semester commences for systematic, effective and efficient teaching. Faculty members are encouraged to attend faculty developing programmes outside the college conducted by other institutions to enhance the quality of teaching. The faculty members are encouraged to organize and participate in conferences/seminar/workshop.

**❖ Examination and Evaluation**

Examinations and Evaluations are conducted according to the norms given by Department Of Higher Education Government of Gujarat as well as Gujarat University. Continuation evaluation done by Attendance, Weekly Test, Assignments and Seminar/Projects.

**❖ Research and Development**

The faculty members are encouraged to publish articles in journals and to present papers in state, national and international conferences/seminars. The college extends support required to faculty to attend conferences and to do research projects. The college conducts state level, national level and international level conference and workshops.

**❖ Library, ICT and Physical Infrastructure / Instrumentation**

The College has all ready formed library advisory Committee. Each head of the departments put their

list of required books before Library Committee. The Committee and Principal of the College approve the list of books to be Purchased. Similarly equipments which are to be maintained are Considered and proper steps are followed.

#### ❖ Human Resource Management

Motivate academic and administrative staff to participate in training and seminars. Care is taken to maintain cohesive environment

#### ❖ Admission of Students

Admission committee of the college prepares norms as well as cut of marks regarding admission of the students for each academic session. However being a government institution and as per the directives of affiliating university there are no checks at entry level. All Govt. Rules and regulations of reservation (SC/ ST/ OBC/ and others) are taken into consideration.

#### 6.2.2 : Implementation of e-governance in areas of operations:

❖ Planning and Development

❖ Administration

❖ Finance and Accounts

❖ Student Admission and Support

❖ Examination

❖ Curriculum Development

#### 6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
NIL				

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)
2017-18	National seminar on Vedas	NIL	26-07-2017	130	0
	National seminar on Literature	NIL	16-02-2018	150	0

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year			
Title of the professional development programme		Number of teachers who attended	Date and Duration (from – to)
Refresher Course		2	03-07-2017 To 23-07-2017
		1	11-09-2017 To 01-10-2017
		1	18-12-2017 To 07-01-2018
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):			
Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
0	0	0	0
6.3.5 Welfare schemes for			
Teaching		Yes	
Non teaching		Yes	
Students		Yes	
<b>6.4 Financial Management and Resource Mobilization</b>			
6.4.1 Institution conducts internal and external financial audits regularly			
Yes, The Institution conducts internal and external financial audits regularly. Grants received from UGC are regularly audited by registered auditors and the utilization certificate and statement of expenditures as per prescribed formats, are submitted to the respective bodies in due time. The grants received by the state government are audited by the Audit and Accounts Section of the office of the Principal Accountant General, Government of Gujarat. They conduct detailed audit of all accounts periodically. Major objections and its compliance to the same are being done properly.			
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)			
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.	Purpose
		NIL	
6.4.2 Total corpus fund generated 0			
<b>6.5 Internal Quality Assurance System</b>			
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?			
Audit Type	External		Internal
	Yes/No	Agency	Yes/No Authority
Academic	No	NA	No NA
Administrative	No	NA	No NA
6.5.2 Activities and support from the Parent – Teacher Association (at least three)			
NIL			
6.5.3 Development programmes for support staff (at least three)			
<ul style="list-style-type: none"> <li>➤ The faculty members are encouraged to publish articles in journals and to present papers in state, national and international conferences/seminars</li> <li>➤ For encouraging the faculty to enhance the quality of teaching, the institution permits Full time</li> </ul>			

faculty members to attend Orientation Program, Refresher Course and faculty developing programmes by sanctioning them duty leave

- The institution sanctions leave according to the rules of GCSR (Gujarat Civil Service Rules).

#### 6.5.4 Post Accreditation initiative(s) (mention at least three)

- The college has implemented the RUSA (Rashtriya Uchchatar Shiksha Abhiyan) project. Various Vocational training programs like banking and finance were conducted under this project. Through which students have been helped in skill development in various field.
- To conduct National level Seminar by Gujarati Department
- To conduct National level Seminar by Sanskrit Department

#### 6.5.5

- a. Submission of Data for AISHE portal : Yes  
 b. Participation in NIRF : No  
 c. ISO Certification : No  
 d. NBA or any other quality audit : No

#### 6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from--to---)	Number of participants
2017-18	National Seminar- Sanskrit	26-07-2017	26-07-2017	130
	Art & Craft Workshop	09-02-2018	09-02-2018	150
	National Seminar- Gujarati	16-02-2018	16-02-2018	150

### CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
NIL	NIL	NIL	NIL

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:  
 Percentage of power requirement of the College met by the renewable energy sources

**NIL**

#### 7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	No	NIL
Provision for lift	No	NIL
Ramp/ Rails	No	NIL
Braille Software/facilities	No	NIL
Rest Rooms	No	NIL
Scribes for examination	No	NIL

Special skill development for differently abled students	No	NIL
Any other similar facility	No	NIL

#### 7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
NIL	NIL	NIL	NIL	NIL	NIL	NIL

#### 7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
NIL	NIL	NIL

#### 7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
NIL	NIL	NIL

#### 7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Tree plantation
- Inclusion of a course on „Environmental Education“ in the curriculum itself
- Cleanliness within the campus is maintained
- Tree guards
- Nests for birds and feeding clubs for birds
- Swachhh Bharat Abhiyan

#### 7.2 Best Practices

- Academic Planning and Delivery

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

#### 7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust  
Provide the weblink of the institution in not more than 500 words

The institution exercises unique practices that are rare in Government College other than routing curricular and co-curricular activities. This institution holds different workshops to bring out hidden potentialities and latent artistic traits from students. Each semester our students sharpen their art skills in different workshops like Singing, Dancing, Clay Modelling, Rangoli, Painting, Card Making and Rakhi Making. This exercise enhances and polishes their personality. Moreover, they equip themselves to acquire employability other than the given curriculum.

Through proper planning and strategies, the institution focuses at delivering to its best ability the vision of the college. The nation in general and the state in particular, is marred with the problem unemployment among educated youth. Therefore, the need for “Skill-based system of education” is becoming more vocal in present times.

Our vision is to develop student with competence, confidence and excellence Quality. Through comprehensive education some of our college students qualified in competitive exams and working at top levels in various fields. Many of the students are in research field.



**8. Future Plans of action for next academic year**

- To conduct RUSA Sponsored vocational training courses
- To conduct Skill development program under Finishing school
- Timely submission of AQAR to NAAC
- To improve Library services
- To organise a workshop on Accreditation process
- To arrange a guest Lecture
- To organise mega Placement

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
Signature of the Coordinator, IQAC\_\_\_\_\_  
Signature of the Chairperson, IQAC\_\_\_\_\_  
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