

IQAC Annual Quality Assurance Report

Academic Year 2022-23

Institutional Profile

- **Institution:** Gujarat Arts & Commerce College (Evening), affiliated to Gujarat University, Ahmedabad

IQAC Composition

- **IQAC Members:**

| Sr. No. | Name of the Member | Designation | Role in IQAC | Department |
|---------|---------------------------|------------------------|-----------------------------|------------------------|
| 1 | Dr. Himmat Bhalodiya | Principal | Chairperson | Administration |
| 2 | Dr. Bhavesh Lakhani | Associate Professor | Coordinator (IQAC) | Commerce |
| 3 | Prof. Bahadursinh Vaghela | Associate Professor | Faculty Representative | Economics |
| 4 | Dr. Gargi Shah | Associate Professor | Faculty Representative | Hindi |
| 5 | Dr. Anand Acharya | Associate Professor | Faculty Representative | Sociology |
| 6 | Prof. Bhavin Badiyani | Assistant Profassor | Faculty Representative | Accountancy |
| 7 | Dr. Bhavin Parmar | Assistant Profassor | Faculty Representative | History |
| 8 | Dr. Vinod Movaliya | Assistant Profassor | Faculty Representative | Accountancy |
| 9 | Mr. Chandubhai Prajapati | Head Clerk | Administrative Staff Member | Administration |
| 10 | Mr. Jay Savjani | Student Representative | Member | B.Com Final Year |
| 11 | Mr. Harshvardhan Jadav | Alumni | Member | Former Student (B.Com) |
| 12 | Mr. Vipul Shah | Industrial Expert | External Member | Chartered Accountant |

- **Meetings Conducted:**

The IQAC actively convened four official meetings at regular intervals to plan, monitor, and assess the institutional quality initiatives and academic progress.

IQAC ANNUAL REPORT 2022-23

The details are as follows:

| Meeting No. | Date | Agenda Highlights |
|--------------------|-------------|--|
| 1st Meeting | 11-Jul-22 | <ul style="list-style-type: none">• Discussion on ongoing quality assurance activities.• Planning for ongoing admission process.• Progress report on the preparation of the academic calendar. |
| 2nd Meeting | 15-Sep-22 | <ul style="list-style-type: none">• Progress report on the preparation of the academic calendar.• Discussion on Start of Certificate Courses and Skill Development Programs• Planning for Saptdhara initiatives. |
| 3rd Meeting | 10-Jan-23 | <ul style="list-style-type: none">• Discussion on the formation of Internal Academic & Administrative Audit Committee.• Discussion on upcoming Assessment and Examination Practices.• Planning for upcoming quality enhancement initiatives. |
| 4th Meeting | 23-Mar-23 | <ul style="list-style-type: none">• Analysis of Student Feedback on Teaching-Learning Process• Analysis of Faculty Feedback on Institutional Support• Identification of Improvement Areas• Proposed Action Plan |

Curricular Aspects

- Participation of faculty in Board of Studies and Academic Council meetings at Gujarat University
- Introduction of value-added and certificate courses (e.g., digital literacy, basic accounting, and language enhancement)
- "Feedback was collected from students, employers, and alumni—responses were analyzed and appropriate actions were taken."

Teaching, Learning & Evaluation

- Initial assessment of students to identify slow and advanced learners; special remedial sessions arranged
- Use of ICT tools (smart boards, presentations) to enhance classroom delivery
- Mentor-mentee system established with faculty assigned to small groups; Half yearly progress tracking
- Continuous internal evaluations comprising Mid-term exams, assignments, and seminars

Research, Innovations & Extension

- Faculty members encouraged to register research degrees (PhD), publish in indexed journals, attend conferences
- Innovation Club launched, offering hands-on STEAM projects and prototyping for arts and commerce students
- NSS/NCC units conducted outreach programs—literacy drives, health camps, environment awareness. Students participated in Swachh Bharat and youth empowerment activities

Infrastructure & Learning Resources

- Investment made in upgrading classrooms and adding ICT-enabled seminar hall and Computer Lab
- Library automation (ILMS) and increased book acquisitions
- Wi-Fi coverage and e-resource access expanded for students and faculty

Student Support & Progression

- Career counselling, Finishing School, and UDISHA-based training sessions organized for skill enhancement and placement support
- Guidance for government exams and competitive tests offered to students
- Placement records tracked; data on students pursuing higher education and passing national/state-level exams maintained

Governance, Leadership & Management

- Decentralized administration with committees for admissions, academics, examinations, and student welfare
- E-governance implemented in student registration, result dissemination, and staff management
- Organized Faculty development programs and training workshops.
- Internal and external audit mechanisms operational; audit objections addressed promptly

Institutional Values, Best Practices & Distinctiveness

- Gender equity initiatives: awareness workshops, anti-ragging committees; infrastructure for differently-abled students installed
- Green campus initiatives: rainwater harvesting, waste-management segregation, energy-efficient LED installations
- Two best practices documented as per NAAC guidelines:
 - Innovation Club: STEAM-driven student projects even in non-technical streams
 - Finishing School + UDISHA Scheme: Career-readiness training with measurable outcomes
- Institutional Distinctiveness: focus on non-technical innovation, inclusive education, and strong community outreach

Future Perspective Plan (2023-24)

- Target higher NAAC CGPA by strengthening academic and research output
- Expand MoUs with industries and other institutes for collaborations
- Further enhance ICT infrastructure and library resources
- Broaden student support by adding more competitive exam coaching and soft-skills training

Summary Table of Quality Initiatives by IQAC (2022–23)

| Area | Quality Initiative | Description | Quantitative Indicators |
|--------------------------------|--|---|---|
| Curriculum Development | Curriculum Feedback System | Feedback was collected from students, alumni, and employers. Responses were analyzed. | Feedback from 1280 students, 46 Faculties, 43 alumni, 9 employers |
| Teaching & Learning | ICT-Enabled Teaching | Use of smart boards, PowerPoint lectures and videos improved classroom interactivity. | 17 classrooms upgraded with ICT tools |
| Faculty Development | Faculty Development Programs (FDPs) | Faculty participated in workshops on NEP. | 3 FDPs organized by MMTTC GU & 2 Seminars organized by Institution; Total 31 faculty participated |
| Student Support | Finishing School & UDISHA Training | Employability and soft skill training provided through certified modules. | 30 students trained under UDISHA & Finishing School |
| Research Promotion | Research Paper Publication & Project Encouragement | Faculty encouraged to publish and apply for research grants. | 11 papers published |
| Innovation | Establishment of Innovation Club | Students worked on idea-to-prototype models using STEAM approaches. | Under SSIP organized two impactful seminars—Startup Shaala 1 & 2 |
| Community Engagement | NSS/NCC & Social Outreach Activities | Health camps, awareness rallies, and environment campaigns were conducted. | 230 student volunteers involved |
| E-Governance | Automation of Academic & Administrative Processes | ERP introduced for digitalized student data & online fee collection. | 50% student data digitized |

IQAC ANNUAL REPORT 2022-23

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|---------------------------------|---|--|---|
| Green Campus Initiatives | Environmental Awareness & Sustainability Measures | Planted trees, installed LED lights, promoted zero plastic use. | 60 saplings planted; 90% LEDs in building |
| Library Resources | Library Automation & E-Resource Access | SOIL upgraded; | Library automation system upgraded |
| Internal Audit | Academic & Administrative Audits | Regular review of departmental activities to ensure compliance and performance. | Academic & Administrative Audit conducted |
| Student Mentoring | Mentor-Mentee System | Teachers regularly mentored student groups to monitor their progress and well-being. | 32 faculty mentors |
| Best Practices | Documentation & Dissemination | Innovation Club and Finishing School practices shared in workshops. | 2 best practices documented |



Dr. Bhavesh Lakhani
IQAC Coordinator



Dr. Himmat Bhalodiya
Chairperson, IQAC