

*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**and Submission of Annual Quality Assurance**  
**Report (AQAR) in Accredited Institutions**  
*(Revised in October 2013)*



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

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, Bangalore - 560 072 India

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

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

### Part – A

AQAR for the year (for example 2013-14)

2014-15

#### I. Details of the Institution

1.1 Name of the Institution

SHRI M. P. SHAH COMMERCE COLLEGE

1.2 Address Line 1

Nr. S. T. BUS STAND

Address Line 2

WADHWAN ROAD

City/Town

SURENDRANAGAR

State

GUJARAT

Pin Code

363002

Institution e-mail address

mpscs@yahoo.com

Contact Nos.

9924279516

Name of the Head of the Institution:

Dr. DILIP R. VAJANI

Tel. No. with STD Code:

02752-241203

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**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)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C	66.00	2007	5 Years
2	2 <sup>nd</sup> Cycle	B	2.27	2014	5 Years
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2007-08      18/09/2013
- ii. AQAR 2008-09      18/09/2013
- iii. AQAR 2009-10      18/09/2013
- iv. AQAR 2010-11      18/09/2013
- v. AQAR 2011-12      09/04/2013
- vi. AQAR 2012-13
- vii. AQAR 2013-14

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)      Dr. Babasaheb Ambedker Open University, Ahmedabad  
Affiliated Studv Centre.

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

SAURASHTRA UNIVERSITY, RAJKOT

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

Autonomy by State/Central Govt. / University	-N/A-		
University with Potential for Excellence	-N/A-	UGC-CPE	-N/A-
DST Star Scheme	-N/A-	UGC-CE	-N/A-
UGC-Special Assistance Programme	-N/A-	DST-FIST	-N/A-
UGC-Innovative PG programmes	-N/A-	Any other ( <i>Specify</i> )	-N/A-
UGC-COP Programmes	-N/A-		

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

2.1 No. of Teachers	16
2.2 No. of Administrative / Technical staff	07
2.3 No. of students	1917
2.4 No. of Management representatives	03
2.5 No. of Alumni	25
2.6 No. of any other stakeholder and community representatives	05
2.7 No. of Employers/ Industrialists	03
2.8 No. of other External Experts	01
2.9 Total No. of members	37
2.10 No. of IQAC meetings held	4

2.11 No. of meetings with various stakeholders: No.  Facu   
 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

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
1. To enhance the college result & make aware students regarding employability. 2. To encourage students to enrol for post-graduation so that in future they may associate with research activity. 3. To encourage students to undertake Professional courses to remain competitive in the era of stiff competition.	1. Many students have figured in merit list of Saurashtra University besides majority of them scored first class. Many students of this college secured jobs in Army, Court and other Government Organisation and Private Organisation. 2. More than 150 students of this college have enrolled for Post-graduation course in the institution besides institution have made arrangement to impart coaching for PG students. 3. Not only many students have enrolled themselves for Professional courses like, C.A., C.S. but also successful in their respective courses. One student of this college has secured 25 <sup>th</sup> rank at all India level.

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

2.15 Whether the AQAR was placed in statutory body      Yes  No   
Management  Syndicate  Any other body

Provide the details of the action taken

1. Different effective methods of teaching adopted by the college.
2. Importance of research for overall development as well as development of individual was bring to the notice of the students under different seminars and lectures arranged.
3. All faculties were instructed, encouraged and associated for bringing necessary changes to improve institution result and ensuring quality education.
4. Students were encouraged to undertake post-graduation in different subjects as institution has already secured approval for conducting classes post-graduation courses. As a result of this more than 150 students are enrolled for post-graduation with specialized subjects.

## 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			01	
UG	01	01	01	02
PG Diploma				
Advanced Diploma				
Diploma			01	
Certificate			02	
Others				
<b>Total</b>	01	01	05	02
Interdisciplinary				
Innovative				

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

CBCS

Pattern	Number of programmes
Semester	04
Trimester	
Annual	

- 1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)  
Mode of feedback : Online  Manual  Co-operating schools (for PEI)

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

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

NO

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

NO



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	07	01	06		

2.2 No. of permanent faculty with Ph.D. 04

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
				03						

2.4 No. of Guest and Visiting faculty and Temporary faculty  05 03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		06	
Presented papers		10	
Resource Persons		-	

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

1. To make learning more meaningful and effective besides traditional methods of teaching teaching through Power Point presentation is adopted.
2. To have a practical aspect of a theoretical syllabus, encouragement for “Case-Study” is initiated by institution.
3. A more emphasis on communication skill among the student is initiated.

2.7 Total No. of actual teaching days during this academic year 205

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

2.9 No. of faculty members involved in curriculum restructuring / revision / syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 07

2.10 Average percentage of attendance of students 85

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. Com.	1459	12	48	2	-	1
B. B. A.	290	1	20	44	-	9
D. C. S.	09	-	100	-	-	-
M. Com.	159	32	60	7	-	1

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

Constant vigil on the performance of the students and new method of teaching and consequent outcome in the form of institution result and performance of the students.

2.13 Initiatives undertaken towards faculty development

Faculties are encouraged to update themselves regarding current events relevant to their subjects and share it with the students. They are also instructed to actively participate in different seminars and programs arranged by University, NGO, local bodies and other educational institutions.

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	-
Staff training conducted by the university	03
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	02
Others (IQAC Seminar @ Saurashtra University)	03

2.14 Details of Administrative and Technical staff :

<i>Category</i>	<i>Number of Permanent Employees</i>	<i>Number of Vacant Positions</i>	<i>Number of permanent positions filled during the Year</i>	<i>Number of positions filled temporarily</i>
Administrative Staff	0	12	0	04
Technical Staff	03	0	0	0

## Criterion – III

### 3. Research, Consultancy and Extension

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

In the overall development of economy and all educational institution research play an important role, it helps to make a value addition. In order to have a research activity in respective subjects, faculties are encouraged to undertake research by providing all kind of facilities and due motivation.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	-	3	3
Outlay in Rs. Lakhs	-	-	-	-

#### 3.4 Details on research publications

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

#### 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	Nil	Nil	Nil	Nil
Minor Projects	2 Years	U.G.C.	2,54,000	1,89,000
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	2 Years		2,54,000	1,89,000

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

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

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	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

03

13

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

Nil

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

JRF Nil SRF Nil Project Fellows Nil Any other Nil

3.21 No. of students Participated in NSS events:

University level 252 State level 02

National level 01 International level Nil

3.22 No. of students participated in NCC events:

University level 60 State level Nil

National level Nil International level Nil

3.23 No. of Awards won in NSS:

University level Nil State level Nil

National level Nil International level Nil

3.24 No. of Awards won in NCC:

University level Nil State level Nil

National level Nil International level Nil

3.25 No. of Extension activities organized

University forum 1 College forum 3

NCC 4 NSS 8 Any other Nil

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

- In order to promote safety & security of women college 250 girls student participated in program “SURAKSHA SETU – SELF DEFENCE” organized by Office of the Supr. of Police.
- On the eve of 15<sup>th</sup> Aug. students of the college visited old age home and distributed sweets and provided entertainment program for old age people.
- In order to promote cleanliness due guidance and motivation was provided by head of the institution and other faculty members. Students actively participated in program “SWACHCHH COLLEGE CAMPUS”.

## 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 (in Sq. Mt.)	12604	-	-	12604
Class rooms	12	03	Trust	15
Laboratories – (Computer)	03	-	-	03
Seminar Halls	01	-	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	02	-	-	02
Value of the equipment purchased during the year (Rs. in Lakhs)	0.50	-	-	0.50
Others	-	-	-	-

#### 4.2 Computerization of administration and library

Yes

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6690	670156/-	711	116610/-	7401	786766/-
Reference Books	949	215865/-	114	116216/-	1063	332081/-
e-Books	-	-	-	-	-	-
Journals	20	11851/-	20	12020/-	40	23871/-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	130	03	10	Nil	03	02	02	Nil
Added	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	130	03	10	Nil	03	02	02	Nil

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

UG students are imparted with computer literacy. As and when need arises new programs are installed and its updating in existing computer systems.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Nil
ii) Campus Infrastructure and facilities	Nil
iii) Equipments	0.95
iv) Others	Nil
<b>Total :</b>	<b>0.95</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Periodical meetings of faculties discussed different options, opportunities to make awareness and enhancing student support services. Valuable suggestions given by the head of the institution in this respects are put to practice.

#### 5.2 Efforts made by the institution for tracking the progression

Head of the institution and senior faculty members continuously monitored the progress and any deviation is identified and immediate remedial measures are under taken.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1749	159	-	09

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No	%	Women	No	%
	1307	68		610	32

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
666	153	05	916	06	1746	628	195	10	1078	06	1917

Demand ratio

Dropout %

**2.76%**

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

1. Subscription to different Magazines and Journals.
2. Mock test for Competitive examination.
3. Periodical seminars by carrier and placement cell.

No. of students beneficiaries

1500



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

NET	Nil	SET/SLET	Nil	GATE	Nil	CAT	Nil
IAS/IPS etc	Nil	State PSC	Nil	UPSC	Nil	Others	05

### 5.6 Details of student counselling and career guidance

1. Seminars for creating awareness among the students for the availability of the jobs in different organizations and guidance for such competitive examination.
2. Necessary leaf late with due instructions for preparation of group discussion and personal interview.

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
Nil	Nil	Nil	Nil

### 5.8 Details of gender sensitization programmes

1. A discussion was held on women empowerment.
2. An awareness program arranged by female faculties regarding rights of women. Many girl students participated actively.

### 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	15	37500/-
Financial support from government	1289	5638010/-
Financial support from other sources	10	24640/-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level   
 Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No major grievance witness, all minor grievance redressed immediately.

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

- Dissemination of value based and holistic education at affordable rates. To thereby equip the youth with professional competence with the latest skills and knowledge for all round personality development, to enable them to face the global challenges.
- Creation of a climate conducive to a comprehensive development of our students by the best systems. To build top of the line faculty, practices and processes, benchmarked with the best higher education accessible in mother tongue to all class and creed of rural settings and nearby areas as well

#### 6.2 Does the Institution has a management Information System

Simple Formal Information System Prevails:

- The goals and objectives are displayed on notice board at the central entrance of the college as well as printed in admission forms for information of stakeholders.
- Orientation program is conducted at the beginning of the academic year on yearly and regular basis.
- Regular periodical meetings with staff are conducted.

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

##### 6.3.1 Curriculum Development

This is done at University level. For the formation of curriculum institution has no role to play. Senior faculties of the institution are also member of curriculum formation and they actively participate and incorporate all needed aspects considering the present situation and requirement. For the benefit of the students and to equip them with practical aspect of curriculum effective implementation and all necessary steps for its meaningful adoption are taken care of.

##### 6.3.2 Teaching and Learning

- Usually Staff meeting is conducted at the beginning of the academic year and session. During this meeting copy of the syllabus is given to the faculty's subject wise.
- If needed meeting is conducted to provide requisite guidance by senior professors who are also member on the board of studies for the right and effective implementation of the syllabus in the spirit in which it is prepared for the best interest of the students.
- Seminars are conducted to evaluate the use of reference books mentioned in the syllabus so that subject is taught as desired.
- Interaction with the student is also conducted to know how effectively curriculum is implemented and if needed corrective steps are taken.
- Suggestion box is installed and students are instructed to give their suggestions regarding teaching and learning in order to provide effective implementation of syllabus.

### 6.3.3 Examination and Evaluation

- Examinations are conducted at a University level and its evaluation is also at University level.
- Internal examinations are conducted at college level. For conducting such type of examinations a due care is taken to ensure right level of implementation and its periodical review is also made. For this Questionaries' and multi choice questions are designed to ensure right level of learning of entire syllabus is taken care of.

### 6.3.4 Research and Development

Institution has permanent research committee which meets periodically to discuss promotion of research and encouraged all the faculties to work in this direction by publishing their articles and to make the use of it for the benefit of students.

- Composition of research committee is as below:

Name of the member	Designation
Prin. Dr. D. R. Vajani	Chairman
Dr. J. H. Patel	Coordinator
Dr. H. R. Patel	Member
Dr. A. E. Barlow	Member

- At present two faculty members are doing their research work (1) Prof. K. D. Ahir and (2) Prof. P. R. Halani.
- All the faculties of the institution are encouraged by providing infrastructure facilities and payment of registration fee as and when research seminars are conducted at different institutions.

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

Library:- Institution has constituted a library committee with senior and experience faculties with potentiality to make effective use of funds provided.

- The Institute has enriched library with good volume of reference books, text books, magazines and internet facility to keep pace with the recent developments in various subjects. The students and the faculty members are encouraged to participate in seminar and workshop to remain updated.
- For management students in order to help them learn and know the practical aspects of business industrial tours are also arranged by Institution. This also helps them to prepare project reports meaningfully.

ICT & Physical Infrastructure:-

Institution has following technologies and facilities to improve teaching, learning process.

- Three Computer Laboratories are installed with more than 130 personal computers and Broad band and Wi-Fi internet connectivity.
- Specialized laboratories "DELL" for improving English and Communication skill installed with one server, 24 nodes and broad band internet connectivity.
- All the class rooms are having multimedia projector facility.
- All the facilities are effectively used by faculty for the improvement of teaching-learning process.

### 6.3.6 Human Resource Management

Head of the institution at the beginning of the session make the assessment of requirement and accordingly prepares schedule to make the use of talented faculties in their respective subjects. In order to have cordial relation and to provide right motivation periodical meetings are conducted. All the suggestions as felt necessary are incorporated for effective use of faculties in the best interest of student community. This serves a purpose of **“participation of all in the management”**.

As and when need arise all the senior faculties provides requisite guidance to resolve any problem faced. Legitimate requirement is also duly consider while head of the institution and management of the institution. It provides right kind of motivation to all staff members to discharge their respective duties more diligently.

### 6.3.7 Faculty and Staff recruitment

- Being a Grant-in-aid institution recruitment process is done by the Government.
- For self-financed courses, where institution has partial role, due care is taken to recruit a right person in order to maintain and enhance quality of education.

### 6.3.8 Industry Interaction / Collaboration

For the Professional development of the faculties / students, the institution offers the following provisions:

- Motivating the students to take part in Educational Industrial visits every year, promoting wider visions and greater opportunities.
- To develop industrial awareness among the students there by organizing on campus with the help of eminent industrialist, voluntary organizations and NGOs, expert lectures & brain storming talks.
- The developing industrial area around is the cradle of job opportunities of the young and the aspiring. The head of institution maintain good and cordial relationship with prominent Industrialist of the District in order to provide due guidance to the students to procure relevant industrial information and job opportunities.

### 6.3.9 Admission of Students

An admission form is designed in such a way that all the information regarding eligibility criteria, subjects offered, amount of fee payable and necessary enclosures are incorporated in it. the said information is also made available on the college web site.

Admission committee is formed. At the beginning of the session, a due guidance is provided to prospective students for filling up admission forms and all the queries raised or problem faced by the students.

A reservation policy in admission is also properly complied with as per Government directions.

6.4 Welfare schemes for

Teaching	-Nil-
Non teaching	-Nil-
Students	-Nil-

\*\* *All welfare measures are assured by Government of Gujarat since institution is Grant-in-aid College.*

6.5 Total corpus fund generated

-Nil-

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	KCG, Govt. of Gujarat	Yes	IQAC of College
Administrative	Yes	Audit Dept., Govt. of Gujarat	Yes	IQAC of College

6.8 Does the University / Autonomous College declare results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- University has adopted Choice Based Credit System (CBCS).
- Provision is made for Internal Examination to be conducted at a college level.
- At a college level proper mix of submission of Assignment and MCQ based examination is conducted covering entire syllabus.

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

-N/A-

6.11 Activities and support from the Alumni Association

- The college has Alumni association but it is not registered. It helps through its activities and contributes for institutional, academic and infrastructure development. Composition of informal alumni association is from different fields and occupation and therefore it contribute for institutional, academic and infrastructure development.
- During different seminars and programs they are invited and in turn they extend all needed support.
- The head and management of the institution remains in touch with alumni association as well as on individual basis in order to garner support as and when need arises.

## 6.1 Activities and support from the Parent – Teacher Association

- There is no formal Parent – Teacher Association. But, every effort is made to remain in touch with parents to ensure resolving of students problem and enhancing quality of education by pursuing parents to give their valuable suggestions.
- During the opening of the education session a well-come ceremony is organized in central hall in which apart from giving all the details about the academic session and facilities available in the college, very specifically students are informed that any point of time head of the institution is available for meeting if any parent need it.

## 6.13 Development programmes for support staff

There is no separate arrangement for administrative staff per department. The institution has made an arrangement for administrative staff from its own resources as permanent administrative staff is yet not appointed by the Government. However no permanent staff is made available, staff hired by institution send on deputation on various seminars and programs arranged by the University, Government departments as well as different educational institution working in the region.

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

- Institute takes every care to ensure that campus remains eco-friendly. To ensure fulfillment of this objective following approach is adopted.
- Committee is formed headed by Head of the institution and senior teaching staff to meet periodically and discuss about maintenance of “eco-friendly campus”. Accordingly whatever is required is arranged in a proper manner.
- Awareness is also created by the institution by conducting different programs on “eco-friendly” environment and ensured participation by students and staff members. Students are also encouraged to be active on this front. On 2<sup>nd</sup> October, 2015 (Mahatma Gandhi Jayanti) students of the college actively participated in “SWACHCHHTA ABHIYAAN” as arranged by staff members of the college.
- “Save Water”, “Save Energy” programs were undertaken by the institution to make aware student of these sensitive issue and to check wastage of water and energy resources.
- The plantation activity is also organized to make students aware of need of trees for better “eco-friendly” environment.
- Eminent personalities in this field are also invited for providing their able guidance.
- To ensure implementation of directive received from Government, NGO’s, meetings are arranged with students and staff members.

## 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.

- Introduction of the prayer before commencement of the lectures in the morning as well before the commencement of examination.
- At the beginning of the educational session a program is organized in central hall in which new students gets introduction of all faculties and senior students apart from all necessary information regarding rules and regulations of the institution and facilities made available for their career advancement.
- All the faculties are instructed to maintain cordial and friendly relationship with students so that they do not hesitate to ask the questions and any problem faced by them to get it resolved.
- Head of the institution take personal care to make advancement in students career by constant interaction with students as well as faculties on the issues related to it.

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

- An inspirational prayer is introduced which creates a right environment for teaching learning process. It gives the moral support and boosts the confidence of the students during examination.
- Students after passing their Higher Secondary examination join a new environment of college. They face many difficulties regarding rules and regulation, pattern of examination, duration of classes and identity of faculties. According to decision held in the meeting orientation program for new students “AAVKAR SAMARABH” was held in central hall. The head of the institution delivered comprehensive speech and gave all information right from inception of institution and important events took place in recent times. Dr. J. H. Patel examination controller for all internal examination gave in depth information regarding Internal as well as Semester examination. Many queries were raised by the students which were properly redressed by all the faculties. All faculties gave their introduction and subject they are teaching. Students were well informed about the infrastructure facilities which include Computer laboratories, Library, Digital English Language Lab (DELL).
- The head of the institution called a meeting of all staff members teaching as well as non-teaching to accommodate the need of out station students and accordingly arranged flexi times. Many senior faculties with their vast experience gave their valuable suggestions regarding fixing of timings for lectures and college schedule. Due care was taken to cater the needs of out-station students, especially girls students.
- Prof. N. K. Jhala conducted meeting of all faculties to make effective use of fund for enriching library with best available reference books and periodicals. All faculties very positively attended the meeting and provide valuable suggestions and list of reference books for their respective subjects. Prof. N. K. Jhala assured them to co-operate in this respect. For employability new periodicals and books for competitive examinations were also suggested by members of career guidance cell.



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

- Initiative for self-defence for girls' students.
- A visit to old-age home by students and staff members of the institution.

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

7.4 Contribution to environmental awareness / protection

- Institute takes adequate care to teach curriculum in its right perspective. Seminars are conducted to provide information on Climate Change, Environment Education.
- Experts from the different respective fields are invited to deliver their valuable speech and throw light on these subjects and educate students.
- Students are made aware regarding cleanliness to be maintained and accordingly students are actively participating in maintaining clean college campus

7.5 Whether environmental audit was conducted?      Yes       No

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

➤ **SWOT Analysis :**

➤ **Strength:**

- Institution is established in the year 1963 as a first institution in Commerce stream in Surendranagar. Institution has earned good reputation since its inception.
- Because of hard work put by the teaching and non-teaching staff institution is not only able to maintain its reputation but has also enhanced it.
- Institution has best and dedicated staff helping the institution in maintaining excellent teaching quality.
- Head of the institution and all staff members takes initiative in maintaining discipline and decorum in the institution. No indecent incident has taken a place. All safety measures which are required are taken to have hassle free atmosphere in the campus.
- Institution has best available infrastructure facility to cater to needs of modern education and provide quality education.
- Institution has spacious campus with big play ground and fully equipped central hall for extra curriculum activities. This has helped the institution to beg many trophies in the sports and awards in cultural programs at University as well as state level.
- Institution is approved examination centre for Chartered Accountancy.

➤ **Weakness:**

- Being a grant in aid college recruitment is made by state Government through Commissioner of Higher Education. It takes long time to fill vacancies. During this intervene period institution has managed and maintained the smooth working with available staff. Some time it affects proper class room teaching, though institution takes every care and pain to maintain the quality of education through its own resources.
- The fee structure is decided by State Govt. / University as institution is Grant-in-aid College. This results in limited resources to carry out further development and offering of vocational courses. In spite of this college manages different activities and have started some vocational courses like Tally Accounting by charging nominal fees and support received from college management.
- Intake of students in first year of B. Com. / B. B. A. normally consists of local area and surrounding villages. Though they have scored well at Higher Secondary level, but their general awareness and proficiency in English language is not up to the mark. Institution is required to put extra efforts through limited resources to make these students at par with students of other institutions. Supportive staff and help from college management help the institution to overcome such weaknesses.

- New courses in the field of Commerce and Management especially after Graduation except M. Com. and D. C. S. could not be started because of inadequate staff. Even to run post-graduate courses institute is compelled to invite faculties of other institutes.
  - In the absence of permanent non-teaching / administrative staff institute has to manage administrative work through temporary / ad-hoc staff and their payments are to be managed from limited resources.
  - Sometimes institution is not able to make use of installed infrastructure facility because of inadequate staff. This is detrimental to the interest of students and spirit in which this infrastructure is installed.
- **Opportunities:**
- Commerce and Management is emerging and promising field. By offering P.G. level job oriented courses, students can be equipped with requisite qualifications and knowledge to secure good respectable jobs. Colleges having large campus and right level of infrastructure facilities and enjoy good reputation at local and at University level. With availability of adequate staff both, teaching and non-teaching, college can make optimum use of available infrastructure facility and provide variety of vocational and job oriented courses both at U.G. and at P.G. level.
  - College is recognized as an examination centre for all level of Dr. Babasaheb Ambedkar Open University examination and C.A. examination. College can pursue for examination centre of C.S. and C.W.A. on the same line. It creates proper environment and approach towards such prestigious professional courses and inspires college students to undertake such type of professional courses. In fact many students from this institute are perusing such professional courses and are fared well in such professional courses.
  - Institution is having enriched library so with permanent appointment computerization of library can be undertaken. This will provide a scope to cultivate reading habit among the students vigour sly.
  - Institution is having well qualified staff. Three faculties have undertaken minor research project. Other staff members can also be encouraged and motivated in this direction. With such types of research activity, quality of education can be enhanced. Even Computer programmer, ad-hoc staff from self-finance can be encouraged to undertake research activity if U.G.C. makes necessary changes in its rules and provides needed support. In fact Computer Programmer and self-finance faculties / ad-hoc faculties submitted their minor research proposals in past which were not considered by the U.G.C. because of prevailing rules.
  - With three computer laboratories, institution can pursue for allocation of examination centre for different types of competitive examinations like R.R.B., I.B.P.S., etc.
- **Threats:**
- Commerce and Management is emerging field. New courses are introduced by different institutes in the local area as well as by institutions in nearby big cities. Institutions in order to maintain earned reputation is required to take initiative in this direction despite of limited resources and inadequate staff. More job oriented and vocational courses is required for equipping students with requisite skill and knowledge to secure good, respectable and remunerative job.
  - A new deemed University managed by Vardhman Bharti Trust is recognised by the State Government in local area. With such type of deemed University, competition will increase and institution is required to put extra efforts to remain in the competition.
  - Coaching for competitive examination, entrance examination and professional courses is a need of the hour. So institution will have to work on this point.
  - Because of inadequate teaching as well as non-teaching staff sometimes to maintain quality of education and support to students becomes difficult to manage.

## 8. Plans of institution for next year

- To make the necessary changes in internal examination pattern for enhancing quality of education and proper evolution.
- In order to promote “SWACHCHHTA ABHIYAAN”, programs are to be organized on awareness of cleanliness and its’ importance.
- To create an awareness about the health, a program is to be organized specifically focusing on girls’ students.
- In order to discharge social responsibility some programs like blood donation, plantation, etc. to be organized.
- To remove addiction and awareness on preventive measures for health a program / seminar to be organized with prominent personality in their respective fields to provide valuable guidance and direction.
- To celebrate National youth day and swami Vivekananda birth anniversary by inviting prominent personalities.
- To make provisions for improving existing infrastructure considering the need of the hour.
- To motivate students to take active participation in different types of competition organized at University, State, National level.
- To conduct mock test for competitive examination to remove the fear in the minds of students and acquaint them with subject matter of such examinations.
- To motivate faculty members to actively participate in programs / seminars conducted for promotion of research activities.
- To organize get together of all staff members in order to maintain cordial and intimate relationship and create conducive work culture.
- To form different committees for effective implementation of different goals and objectives and Government directives.

Name: **Prof. Kumarpal D. Ahir**

Name: **Dr. Dilip R. Vajani**

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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## Annexure I

### Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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