



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	NAVJIVAN ARTS AND COMMERCE COLLEGE, DAHOD
Name of the head of the Institution	Dr. B. C. CHAUDHARI
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02673250040
Mobile no.	9427655605
Registered Email	nacc_dahod@rediffmail.com
Alternate Email	chaudhary006@yahoo.com
Address	Opp. Government Polytechnic College, Jhalod Road
City/Town	Dahod
State/UT	Gujarat
Pincode	389151

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. NEETA P. MODI
Phone no/Alternate Phone no.	02673250040
Mobile no.	9825355234
Registered Email	nacc_dahod@rediffmail.com
Alternate Email	chaudhary006@yahoo.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://www.navjivanac.com/aqar-new/AQAR_2017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.navjivanac.com/aqar-new/Academic_Calendar_2018-19.PDF

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.60	2009	29-Jan-2009	28-Jan-2014
2	B	2.18	2016	16-Jul-2016	15-Jul-2021

6. Date of Establishment of IQAC	01-Jul-2009
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7. Internal Quality Assurance System

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

World Yoga Day	21-Jun-2018 1	160
Guidance for Para Legal Services	06-Jul-2018 1	500
Cleanliness Awareness Campaign at Village Tindori and Usarvaan	19-Jul-2018 2	480
Tree Plantation Program	03-Aug-2018 1	150
Blood Donation Camp in Collaboration with Indian Red Cross Society	06-Aug-2018 1	50
Self Defence Training Program	08-Sep-2018 1	70
Health Awareness Program on TB	03-Jan-2019 1	300
Camp on Legal Awareness	04-Jan-2019 1	200
Voters Awareness Program	25-Jan-2019 1	250
Rubella Vaccination Program	23-Jan-2019 1	110

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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
NIL	NIL	NIL	2019 00	0

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

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

2

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

Yes

Upload the minutes of meeting and action taken report	View Uploaded File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
<ul style="list-style-type: none"> • Acquainted Faculty/Stakeholders with the new format of NAAC and AQAR • Important notification to all stakeholders through college website • Planning and implementing the Academic Calendar • Self Defence training Program • Camp on Legal Awareness • Rubella Vaccination • Voter Awareness Program 	
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achivements/Outcomes
Self Defence Training Program	Seventy
Health Awareness Program on TB	Three Hundred
Camp on Legal Awareness	Two Hundred
Guidance for Para legal Services	Five Hundred
Blood Donation Camp in collaboration with Indian Red Cross Society	Fifty
Swachh Bharat Abhiyaan(Cleanliness Drive)	Four Hundred Eighty
Rubella Vaccination	One Hundred Ten
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14. Whether AQAR was placed before statutory body ?	Yes
Name of Statutory Body	Meeting Date
Governing Body of the College	01-Feb-2019
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	15-Jul-2016
16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2019
Date of Submission	02-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The Institution has a Management Information System regarding: • Admissions of Semester I BA/BCom MA/MCom. are managed online. • All important notices like admission details, enrolment and Exam Form details, Exam Time Tables, Students' Attendance record are uploaded from time to time.

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 institution has the following mechanism for well planned curriculum delivery: • Preparation of academic calendar and Timetable. • Implementing the academic calendar. • Commencing the classes in time. • Adequate infrastructure to support class management. • Timely appointment of visiting faculty. • Motivating the staff towards better curriculum delivery. • Briefing the students about the curriculum to be taught. • Informing them about reference books, websites to be referred. • Regular interaction between the Officiating Principal & HODs regarding the progress of the curriculum. The college ensures that the stated objectives of curriculum are achieved through Class presentation Assignment Result analysis Surprise test Group discussion Poetry recitation Project Work Viva Voce Remedial teaching Regular attendance Regular monitoring of classes The college administration keeps a vigilant eye on results, departmental proceedings and students' needs. The library also acts as a good support system in curriculum delivery. Teaching Schedules are prepared and followed by every department.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	00	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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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	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NIL	Nill

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

	Certificate	Diploma Course
Number of Students	0	0

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
Computer Skill (BA Sem 1)	15/06/2018	460
Personality Development (BA Sem 3)	15/06/2018	415
Gandhian Philosophy (BA Sem 5)	15/06/2018	337
Child Counselling (BA Sem 5)	15/06/2018	337
Time Management (BCom Sem 1)	15/06/2018	234
Stress Management (BCom Sem 1)	15/06/2018	234
Communication Skill (BCom Sem 3)	15/06/2018	221
Disaster Management (BCom Sem 5)	15/06/2018	189
Presentation Skill (BCom Sem 5)	15/06/2018	189

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	NIL	0

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The feedback obtained is being analyzed and utilized in the following manner:

Teaching Environment: The majority of the U.G. students found the teaching environment and quality of teaching up to the mark. Teaching environment suffers due to over-crowded classes, shortage of teaching faculty, majority students being first generation learners, particularly in Humanities. It has been decided that to overcome this problem self finance classes can be introduced at UG and PG level.

Quality of Infrastructure: The students found the quality of the infrastructure to be satisfactory. But expressed dissatisfaction towards overcrowded classrooms, Boys' and Girls' Common rooms, severely undermanned administrative wing etc. Additions in the infrastructure are being planned in near future.

Faculty Support and its Quality: The majority of the students were satisfied with the support and counselling that they received from the faculty. The students found the experienced faculty and regular classes a plus point as compared to the other colleges of the district. The faculty makes use of PPTs, group discussions, internet, and course wise online groups to disseminate knowledge. Career and personal counselling is also given to the students. Most of the faculty members are Ph. D holders and are Research Supervisors also.

Fee structure: The students are quite happy with the fee structure as this is a grant in aid college where the students are charged minimum fees. The SC/ST/OBC and Minority students have expressed satisfaction regarding the government scholarship they receive. The fees of ST/SC students is reimbursed by the State Government.

Library Support: The students get text books, reference books and model question papers in addition to the study material given by the faculty members hence they are satisfied with the support that they receive from the library. The reading room is also appreciated by the students.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	GUJARATI	260	700	318
BA	HINDI	260	600	312
BA	ENGLISH	130	300	146
BA	ECONOMICS	130	400	156
BCom	ACCOUNTANCY, BUSINESS MANAGEMENT	390	234	234

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2.2 – Catering to Student Diversity

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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3083	968	2	0	16

2.3 – Teaching - Learning Process

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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
18	0	0	0	0	0

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

NIL

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3083	18	1:171

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
37	0	19	0	0

2.4.2 – Honours and recognition 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	00

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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
BA	00	6	30/03/2019	20/04/2019
BCom	00	6	01/04/2019	18/04/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation is done on the basis of internal exams, assignments, group discussion, projects and subject related quiz. Out of 30 marks of college internal exam, 15 marks are given for Internal Exams and 15 for Attendance and Assignments. Faculties provide question banks, previous years' college and university exam papers. Students are acquainted with the paper style, evaluation scheme and date of exams. Complete transparency is maintained in Internal Exams and Evaluation work.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

At the beginning of the Academic session staff meeting is conducted to decide the guidelines for counselling, admission and academic calendar. Academic planning committee prepares the Academic calendar for the institution. It includes tentative dates of internal exams and other activities related to the college like sports, cultural, curricular and extension work. After the admission process students are inducted in the college and are briefed about enrolment procedure, scholarship, exams, assignments, curricular and co-curricular activities, sports, outreach programs, NSS, NCC, CWDC, two distance learning (IGNOU and BAOU) university related programs. The Academic calendar is reviewed and revised by the IQAC.

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)

https://www.navjivanac.com/agar-new/Student_Performance_and_Learning_Outcomes.PDF

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
00	BA	GUJARATI	182	120	65.93
00	BA	HINDI	142	56	39.43
00	BA	ENGLISH	59	33	55.9
00	BA	ECONOMICS	100	34	34
00	BCom	ACCOUNTANCY, BUSINESS MANAGEMENT	182	114	62.63

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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)

https://www.navjivanac.com/agar-new/Student_Feedback_Analysis_2018-19.pdf

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 year
Nil	00	NIL	0	0

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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
NIL	NIL	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	00
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	GUJARATI	1	0
National	ECONOMICS	1	5.76
National	HISTORY	2	5.76
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
SANSKRIT	1
GUJARATI	1
ECONOMICS	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	0	0	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	2	3	0
Presented papers	0	5	0	0
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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 participated in such activities	Number of students participated in such activities
WORLD YOGA DAY CELEBRATION	NSS, NCC	3	160
GUIDANCE FOR PARALEGAL SERVICES	NSS	2	500
TREE PLANTATION	NSS, NCC	3	150
BLOOD DONATION CAMP	NSS	2	50
SELF DEFENCE TRAINING	NSS	2	70
DISTRIBUTION OF WOLLENS	NSS	2	80
LEGAL AWARENESS PROGRAM	NSS	2	200
View File			

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	Number of students Benefited
NIL	NIL	NIL	0
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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 participated in such activities	Number of students participated in such activities
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SWACHH BHARAT ABHIYAAN	NSS, NCC	CLEANLINESS DRIVE	3	480
GOVT. HEALTH AWARENESS PROGRAM	NSS, NCC	AWARENESS PROGRAM ON TB	3	300
VOTER AWARENESS PROGRAM (DISTRICT COLLECTORATE)	NSS	VOTER AWARENESS PROGRAM	2	250
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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	00	NIL	00
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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 From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	00
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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/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	0
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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 or Newly Added
Campus Area	Existing
Class rooms	Existing
Seminar Halls	Existing

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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
SOUL 2.0	Partially	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	1920	679320	29	5133	1949	684453
Reference Books	4661	2965006	0	0	4661	2965006
Journals	75	25000	5	5000	80	30000

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4.2.3 – 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

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	55	1	21	0	0	6	2	0	2
Added	0	0	0	0	0	0	0	0	0
Total	55	1	21	0	0	6	2	0	2

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 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

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on	Expenditure incurred on	Assigned budget on	Expenditure incurred on
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academic facilities	maintenance of academic facilities	physical facilities	maintenance of physical facilities
275000	305000	0	0

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The governing body awards maintenance contract to various agencies for the upkeep of the infrastructure of the college. The agencies covered are electrician, computer maintenance, plumber, carpenter etc. Procedures for maintenance: • The management gives annual maintenance contract to electrician, plumber, sweeper and gardener. • For the maintenance of building and furniture, the management has appointed Architect and Engineer. • The computer maintenance contract is given. • Computer engineer, plumber and electrician are available as and when required. • Engineer and Architect visit college occasionally with the representative of the Trust. • The college collects feedback from the students and staff in context of infrastructural requirements and based on the feedback necessary actions are taken in consultation with the management. • The upkeep of classrooms is allotted to non teaching staff. The Institutional infrastructure is utilized for teaching and learning, Distance learning centres- IGNOU and BAOU, government competitive exams, general elections, meetings etc.

https://www.navjivanac.com/aqar-new/Institutional_Facilities.PDF

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	GOVT. SCHOLARSHIP	2260	10282650
Financial Support from Other Sources			
a) National	NIL	0	0
b) International	NIL	0	0
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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
COMPUTER SKILLS (B.A. SEMESTER - 1)	01/07/2018	460	1
PERSONALITY DEVELOPMENT (B.A. SEMESTER - 3)	01/07/2018	415	1
GANDHIAN PHILOSOPHY (B.A. SEMESTER - 5)	01/07/2018	337	1
CHILD COUNSELLING (B.A. SEMESTER - 5)	01/07/2018	337	1
TIME MANAGEMENT	01/07/2018	234	1

(B.COM. SEMESTER - 1)			
STRESS MANAGEMENT (B.COM. SEMESTER - 1)	01/07/2018	234	1
COMMUNICATION SKILLS (B.COM. SEMESTER - 3)	01/07/2018	221	1
BUSINESS MANAGEMENT (B.COM. SEMESTER - 5)	01/07/2018	189	1
PRESENTATION SKILLS (B.COM. SEMESTER - 5)	01/07/2018	189	1
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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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NIL	0	0	0	0
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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	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	4

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	0	0	UDISHA PLACEMENT FAIR	106	14
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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
2018	280	B.A.	GUJARATI, HINDI, ENGLISH,	NAVJIVAN ARTS AND COMMERCE	M.A.

			ECONOMICS	COLLEGE	
2018	130	B.COM.	ACCOUNTANCY, BUSINESS MANAGEMENT	NAVJIVAN ARTS AND COMMERCE COLLEGE	M.COM.
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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	Number of students selected/ qualifying
Nil	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Rakshbandhan Celebration	Navjivan Arts and Commerce College	250
Nandmahotsav Celebration	Navjivan Arts and Commerce College	400
Teachers' Day Celebration	Navjivan Arts and Commerce College	60
Navratri Celebration	Navjivan Arts and Commerce College	400
Patriotic Song Competition	Navjivan Arts and Commerce College	15
Environment Day	Navjivan Arts and Commerce College	125
Traditional Day	Navjivan Arts and Commerce College	50
Musical Day	Navjivan Arts and Commerce College	65
Volley Ball	Navjivan Arts and Commerce College	42
Kabbadi	Navjivan Arts and Commerce College	42
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NIL	Nil	Nil	Nil	00	NIL
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council was formed in August 2018 following the University

guidelines. The office bearers were: GS - Dudhia Khojema T LR - Popat Seema B CGS - Agrawal Manali M Members of the Student Council organized various activities in the college throughout the year. Co curricular activities like poetry recitation, essay writing, story writing and poetry composition were organized along with many cultural activities. Two NCC cadets were felicitated by the Governing Body for their significant contribution during the camps. Similarly two NSS volunteers were also honoured by the Governing Body for their work during blood donation camp, tree plantation and other social awareness programs. On 8 9 January 2019 our College hosted the Joint Sports Meet of 30 Educational Institutions run by the Governing Body. Our students actively participated and secured first place in Kho- Kho, swimming, chess and Volleyball. The Sports Committee actively coordinated with Sports In-charge and other faculty members to make the event a successful one. Library Committee informed the students about the books and journals available in the library and encouraged them to make maximum use of it in increasing their employability in various fields and in preparation for different competitive exams. Discipline Committee with teachers encouraged the students to protect and maintain the infrastructure. Thus the Student Council enthusiastically organized as well as participated in all the activities of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

150

5.4.3 – Alumni contribution during the year (in Rupees) :

326837

5.4.4 – Meetings/activities organized by Alumni Association :

1 meeting organized by Alumni Association

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 (maximum 500 words)

All staff members are involved in one or the other committee and the convener of each committee decentralizes and allocates work to the members. • The Institution collaborates with different sections / departments and personnel of the Institution to improve the quality of its educational provision by having one to one meetings with the conveners of different committees. • If need arises then timely intervention is undertaken by the Head. • Healthy atmosphere is maintained hence through meetings and personal contact, objective achievement of each committee is possible. The Institution has internal coordination and monitoring mechanisms also. • Each committee is monitored by its convener who examines the work progress of the committee. And all the decisions are taken in consensus with the Head of the Institution. • For example we have an examination committee which has four members. • The examination dates, submission of manuscripts, seating arrangement plan, arrangement of supervision chart, printing of question papers etc, are discussed during the meetings and the decisions are taken in consensus with the Principal. The Heads of Departments are given the autonomy in the matters of allocation of syllabus/workload, allotment of classes and assigning other

responsibilities in the department. As part of their duty, the heads independently work out a schedule and supervise the implementation for the smooth functioning of the department. The Heads also plan in consultation with the department members the other co-curricular and extra-curricular activities. For the smooth functioning of the college, different committees like Admission Committee, Time table Committee, Library Committee, Examination Committee, Cultural Committee, Saptdhara Committees, Sports Committee, Anti Ragging Committee, UGC Committee, IQAC Committee, NAAC Committee etc. are constituted and coordinators appointed. All of them work independently and report to the Principal. The institution takes inputs from staff before deciding on a policy. Various committees and the departments help in the decision making process of the institution. In the beginning of each academic year the Principal/Incharge forms different committees like: IQAC Admission Committee Time-Table Committee Library Committee Grievance Redressal Committee Cultural Committee Sports Committee Examination Committee Anti Ragging Committee UGC Committee Finance Committee Research Committee Saptdhara Committee Career Guidance Centre Women Development Cell NSS NCC Office Administration Committee

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

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Few of our faculty members are involved in framing curriculum. The colleges follow the curriculum framed by the University which is revised from time to time.
Teaching and Learning	The college teachers prepare their respective teaching plans for effective implementation of the subject. They also visualize the teaching tools they would use for their subject. They also prepare the list of books and reference books, websites which they will refer to for preparation of their study material. During the academic year Remedial teaching is imparted to the weaker sections of the students. Past few years' question papers are discussed in the class with the students. Students are also evaluated through tests, assignments, class presentations and group discussions in the class room. Question papers, examination patterns and scheme of marking are explained to the students in the beginning of the academic year. After exams also the question papers are discussed in the class room so that their performance may be better next time.
Examination and Evaluation	The Incharge/ Principal holds a meeting of the teaching faculty and decides the tentative dates of Internal

exam. The faculties are asked to prepare two sets of question papers for each paper. The Examination committee prepares the internal examination Time table, block wise seating arrangement, supervision chart and invites external ad hoc supervisors. The printing press is informed to collect and print the internal exam question papers which are later proof read by the concerned faculties. The committee also prepares block wise packets of question papers for the exams. Pre exam meeting for supervisors is conducted and necessary information and instructions are given.

Out of the 30 marks of the college internal exam, 15 marks are given on the basis of the marks obtained in the internal exams as per the rule and 15 marks on the basis of attendance, class presentation and assignments. The college adopted the brown sticker pattern from the university to safeguard the identity of the student before assessment work begins. This leads to fair and transparent evaluation work. The faculties provide Questions Banks, previous years' college and university exam papers for various subjects. The Internal exam and university exam papers are available in the Library also. The college strictly adheres to the academic calendar of Shri Govind Guru University in deciding its internal exam dates and also follows continuous internal evaluation of every student.

Research and Development

Some of the faculties have completed their Ph. D , some are pursuing it and a few are Research Supervisors also. Sufficient motivation is given to all faculty members to take up research work.

Library, ICT and Physical Infrastructure / Instrumentation

The college has Women Hostel and Auditorium. Recently a cafeteria is under construction.

Human Resource Management

The head of the institution takes care of HRM function and through manpower planning he calculates the staff requirement which is conveyed to CHE office and based on this the college is provided manpower. However no fresh recruitment has been done since 1998. Hence the governing body has to manage the staff requirement by appointing Ad hoc staff. The governing body and the chair provide motivation

	to the staff to maintain their morale. The office takes care of the retirement related paper work of teaching and non teaching staff.
Industry Interaction / Collaboration	The PG students regularly interact with banks and small scale industries.
Admission of Students	<ul style="list-style-type: none"> Admission of Semester I BA/BCom MA/MCom. is managed online. The college follows the government guidelines for all admission procedures particularly those pertaining to SC/ST/female students.

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

E-governance area	Details
Student Admission and Support	Admission of Semester I BA/BCom MA/MCom. is managed online. All important notices like admission details, enrolment and Exam Form details, Exam Time Tables, Students' Attendance record are uploaded on college website from time to time.

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
Nill	NIL	NIL	NIL	0
View File				

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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NIL	NIL	Nill	Nill	Nill	Nill
View File						

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	From Date	To date	Duration
NIL	0	Nill	Nill	0
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Employees Cooperative Credit Society	Employees Cooperative Credit Society	Government Scholarship

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution conducts internal audit with the help of CA appointed for the college. There is annual government account audit too.

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/ Grnats received in Rs.	Purpose
NIL	0	NIL
View File		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	KNOWLEDGE CONSORTIUM OF GUJARAT	No	GOVT. OF GUJARAT
Administrative	Yes	KNOWLEDGE CONSORTIUM OF GUJARAT	No	GOVT. OF GUJARAT

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• Teaching staff to be increased • Potable drinking water for students • Facilities to be augmented in Boys and Girls Common Room • Magazines, academic journals etc. to be made available in the Reading Room

6.5.3 – Development programmes for support staff (at least three)

NIL

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

• Self Finance classes at PG level have been commenced. Students can now join MA Psychology and History • New canteen building is being constructed • Adequate number of ad- hoc teaching faculty has been appointed

6.5.5 – Internal Quality Assurance System Details

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 IQAC	Duration From	Duration To	Number of participants
2018	World Yoga Day	21/06/2018	Nil	Nil	160
2018	Guidance for Para legal Services	06/07/2018	Nil	Nil	500
2018	Cleanliness Awareness Campaign at village Tindori	19/07/2018	Nil	Nil	280
2018	Cleanliness Awareness Campaign at village Usarvaan	20/07/2018	Nil	Nil	200
2018	Tree Plantation Program	03/08/2018	Nil	Nil	150
2018	Blood Donation Camp in collaboration with Indian Red Cross Society	06/08/2018	Nil	Nil	50
2018	Self Defence Training Program	08/09/2018	Nil	Nil	70
2019	Health Awareness Program on TB	03/01/2019	Nil	Nil	300
2019	Camp on Legal Awareness	04/01/2019	Nil	Nil	200
2019	Voters Awareness Program	25/01/2019	Nil	Nil	250

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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	Period To	Number of Participants	
			Female	Male
NIL	Nil	Nil	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	0
Provision for lift	No	0
Ramp/Rails	Yes	2
Braille Software/facilities	No	0
Rest Rooms	No	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	Nil	00	NIL	NIL	Nil
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nil	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	Nil	Nil	Nil

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

- Tree Plantation
- Anti Plastic Drive
- Cleanliness Drive
- Reduce Paper Waste
- Campus garden

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices of the Institution

1. Title of the Practice:- RUBELLA VACCINATION FOR FEMALE STUDENTS

2. Goal : The college aims to provide Rubella vaccination to the female students of the college.

3. The Context:- The above practice safeguards them from Rubella a contagious, generally mild viral infection that occurs most often in children and young adults. In pregnant women it may cause foetal death or congenital defects known as congenital rubella syndrome (CRS). There is no specific treatment for rubella but the disease is preventable by vaccination. The rubella virus is transmitted by airborne droplets when infected people sneeze or cough. Humans are the only known hosts. When a woman is infected with the rubella virus early in pregnancy, she has a 90 chance of passing the virus on to her foetus. This can cause miscarriage, stillbirth or severe birth defects.

The Practice: Every year the first year female students are administered Rubella vaccine. A single dose gives more than 95 long-lasting immunity, which is similar to that induced by natural infection. The vaccine is effective for 15- 20 years.

4. Evidence of Success. This vaccination protects them from the virus to a large extent and helps them to lead a healthy life particularly during the first trimester of their pregnancy.

5. Problems encountered and resources required. Some of the students hesitate to get themselves vaccinated so they are properly counselled and convinced and thus this problem is resolved. Sometimes mild adverse reactions of the vaccination are also evidenced like pain and redness at the injection site, low grade fever, rash etc.

1. Title of the Practice:- EDUCATION FOR ALL

2. Goal:- The objective of college is to give maximum admission to ST/SC/OBC/Female students.

3. The Context:- The college is situated in a tribal belt which has a very high concentration of tribal students who need higher education to improve their quality of life.

4. The Practice:- The college follows the guidelines of the affiliating University in giving admission to the students and maximum thrust is on ST students.

5. Evidence of Success:- The ST and economically backward students from remote and tribal areas have been benefited by this practise. It has also helped them in improving their overall personality and quality of life. Due to higher education they are able to get the state and central government jobs reserved for them.

6. Problems encountered and resources required:- In spite of recruitments in Dec. 2015 there is still a shortage of teaching faculty and office Staff. At present we have only 02 permanent clerks along with 04 Ad hoc Office Assistants which is insufficient for the college of our size.

Cultivating Eco Friendly Environment in the Institution

1.Goal:- The objective of the college is to cultivate and promote environmental awareness and reduce paper wastage.

2.The Context:- The college is situated in a tribal scanty water belt hence the institution makes constant efforts to organize tree plantation programs every year. The college also makes efforts to minimize paper usage and wastage thereby minimizing the total paper use.

3.The Practice:- The college NSS/NCC units organized tree plantation program on Aug. 3, 2018 in which 150 students and the staff members participated actively. It's a huge college with nearly 3500 students which requires lots of paper work. The waste paper includes newspapers, magazines, answer sheets, assignments, records etc. generated by academic departments, admin staff, open university centres, library, reading room and even reprography room. Hence it becomes necessary to have a proper waste paper disposal and reuse policy. Reduction of waste, reuse of paper and eco friendly

disposal of waste paper is practiced. 4. Evidence of Success:- Due to this practice we have a number of trees, shrubs and herbs in the campus. This helps in making the environment green and healthy. To reduce usage of paper all types of notices, circulars, Exam time tables and even study material are sent through WhatsApp groups, SMS and college website. 5. Problems encountered and resources required:- Serious water shortage is the biggest problem and to overcome it the institution tries its best to arrange water tankers. However we are not able to get sufficient water throughout the year barring the monsoon season.

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

https://www.navjivanac.com/agar-new/Best_Practices_of_the_Institution_2018-19.PDF

7.3 – Institutional Distinctiveness

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

- It is one of the oldest and reputed college therefore students prefer to take admission here
- Good infrastructure
- Maximum admission to SC/ST/OBC/Female students
- Well stocked library
- Huge playground
- Experienced and qualified staff
- Study Centres of IGNOU and BAOU which have more than 3000 students
- Began PG in History and Psychology in 2017-18 (Self- Finance)

Provide the weblink of the institution

https://www.navjivanac.com/agar-new/Institutional_Distinctiveness.PDF

8.Future Plans of Actions for Next Academic Year

- To begin Self Finance program in UG
- To begin PG Programs in new subjects
- Active participation in placement programs
- To begin a canteen for students