

Year – 2012-13
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

I. Details of the Institution

1.1 Name of the Institution	Navjivan Arts & Commerce College, Dahod
1.2 Address Line 1	Jhalod Road
Address Line 2	Dahod
City/Town	Dahod
State	Gujarat
Pin Code	389151
Institution e-mail address	nacc_dahod@rediffmail.com
Contact Nos.	02673 - 250039
Name of the Head of the Institution:	Prof. Rashida M. Electricwala
Tel. No. with STD Code:	02673 - 250040
Mobile:	09426340075

Name of the IQAC Co-ordinator:

Prof. K.H. Elavia

Mobile:

09879249008

IQAC e-mail address:

nacc_dahod@rediffmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC / 47 / A & A / 84 Dt. 29-01-2009

1.5 Website address:

www.educationsocietydahod.org

Web-link of the AQAR:

www.educationsocietydahod.org

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 st Cycle	B	2.60	2009	29-01-2009 to 28-01-2014
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

01/07/2009

1.8 AQAR for the year (for example 2010-11)

2012-2013

1.9 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 2009-10 01/01/2010 (DD/MM/YYYY)
- ii. AQAR 2010-11 13/10/2011 (DD/MM/YYYY)
- iii. AQAR 2011-12 23/07/2012 (DD/MM/YYYY)
- iv. AQAR 2012-13 26-04-2014 (DD/MM/YYYY)

1.10 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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

--

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

Gujarat University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc. **N.A.**

Autonomy by State/Central Govt. / University

--

University with Potential for Excellence

--

UGC-CPE

--

DST Star Scheme

--

UGC-CE

--

UGC-Special Assistance Programme

--

DST-FIST

--

UGC-Innovative PG programmes

--

Any other (*Specify*)

--

UGC-COP Programmes

--

2. IQAC Composition and Activities

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and
community representatives

02

2.7 No. of Employers/ Industrialists

02

2.8 No. of other External Experts

02

2.9 Total No. of members

21

2.10 No. of IQAC meetings held - 04

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- **Feedback from Governing Body.**
- **Improving access of weaker students in admission process.**
- **Motivation to undertake extension activities.**
- **Encouraging students to take the benefit of support services.**

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
To avail maximum benefits of UGC Schemes.	Utilized UGC Schemes most relevant to our College.
To improve the infrastructure.	Completed the construction work of Women Hostel and boundary wall.
To continuously uplift the weaker students.	Managed to Provide maximum financial support / Scholarship to the weaker students.
To enrich the library.	Procured 526 books for the library.

* Attach the Academic Calendar of the year as Annexure. (Annexure I given at the back)

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- **Management agreed to purchase library books & to construct the Seminar Hall.**
- **Due to implementation of CBCS pattern the institution has offered value added courses like personality Development, Stress Management., Time Management., Yoga & Meditation, Environmental Studies, Sports & Practice, Computer Skills, Pollution Control, Right to Information, Disaster Management., Leadership Development etc.**
- **Women Hostel under UGC grant has been constructed.**
- **The English proficiency of the students is also enhanced through Digital English Language Laboratory. (DELL)**

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	04	--	--	--
UG	06	--	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	01	--	--	--
Others	--	--	--	--
Total	11	--	--	--
Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG – 06 / PG - 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 (**Annexure II Given at the Back**)

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

UG Syllabus under C.B.C.S. – Semester System introduced in 2011-12 for F.Y. B.A. / B.Com. & For S.Y. B.A. / B.Com. - 2012-13.

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

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
--	--	15	--	01

2.2 No. of permanent faculty with Ph.D.

06

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
--	15	15	--	--	--	01	--	16	15

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	08
----	----	-----------

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	16	20
Presented papers	03	12	02
Resource Persons	--	01	02

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

- **Motivation to Students to excel in exams.**
- **Concentrating to uplift the economically & socially backward Students.**
- **Maximum efforts on improving attendance and exam results.**

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

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) 01

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

2.10 Average percentage of attendance of students 80%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (English)	94	--	03	22	36	12
B.A. (Gujarati)	144	--	02	36	33	09
B.A. (Hindi)	83	--	01	18	14	16
B.A. (Economics)	47	--	02	14	10	14
B.Com. (A/c)	203	--	33	71	34	19
B.Com. (B.M)	30	--	01	04	03	01

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

The IQAC contributes to the college in the following manner in context of teaching and learning Process.

- **Inclusion or improving the access of SC/ST/OBC, women, economically weaker sections and minority community in the college admission.**
- **Identification of weaker students and making provision to provide remedial teaching.**
- **To sensitize the environmental issues among the staff and the students.**
- **Motivating students to make use of library.**
- **Instilling discipline and punctuality among students.**
- **Motivating students and staff to undertake extension activities.**

The IQAC monitors and evaluates the teaching learning process in the following manners.

- **The IQAC monitors smooth implementation of the academic calendar.**

- **The installation and activation of CCTV helps the IQAC to monitor students involvement in regular classes and to maintain campus discipline.**
- **Adherence to class attendance in most punctual manner, has resulted in better performance.**
- **Regular interaction of IQAC with governing body and students.**
- **Evaluation of feedback and its analysis and further action.**

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	06
Staff training conducted by other institutions	12+1
Summer / Winter schools, Workshops, etc.	--
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	02	09	--	03
Technical Staff	--	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

Participation of Teaching staff in a 3 Day Workshop on Promotion of Culture of Quality through research (12 to 14 Sept. 2012)

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	01
Outlay in Rs. Lakhs	--	--	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	--	--	01
Outlay in Rs. Lakhs	75,000/-	--	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	01	
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	--	--	--	--
Minor Projects	2011-12	UGC	75,000/-	60,000/-
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects <i>(other than compulsory by the University)</i>	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	75,000	60,000

--

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 **NA**

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges **NA** Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number		01			
	Sponsoring agencies		Commission for scientific and technological terminology (MHRD, New Delhi)			

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 **NIL**

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year. **NIL**

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

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

01

01

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

--

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

JRF -- SRF -- Project Fellows -- Any other --

3.21 No. of students Participated in NSS events:

University level **04** State level --

National level -- International level --

3.22 No. of students participated in NCC events:

University level -- State level **54**

National level **02** International level --

3.23 No. of Awards won in NSS:

University level -- State level --

National level -- International level --

3.24 No. of Awards won in NCC:

University level -- State level **02**

National level -- International level --

3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="--"/>	
NCC	<input type="text" value="--"/>	NSS	<input type="text" value="04"/>	Any other <input type="text" value="--"/>

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

- HIV Aids awareness program.
- Awareness about voting in the election.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities: **28.90**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area In acres	28.90	--	--	28.90 acres.
Class rooms In Sq.ft.	16477	--	--	16477 Sq.ft.
Laboratories	--	--	--	--
Seminar Halls	--	--	--	--
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--	12,400	College	12,400
Value of the equipment purchased during the year (Rs. in Lakhs)	--	3,84,920	UGC	3,84,920
Others Women Hostels	--	32,50,000	UGC	78,82,441
		46,32,441	College Loan	

4.2 Computerization of administration and library

- **Admission fees, Accounts, Scholarship, Result etc. functions are computer enabled. Library books are managed on soul software.**
- **Books in Data Entry (Soul Software)**

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	45,121		127	16120		
Reference Books			399	2,75,829		
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video	18					
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	01	01	--	--	--	01	--	--
Added	10	--	--	--	--	--	--	--
Total	11	01	--	--	--	--	--	--

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

NIL

4.6 Amount spent on maintenance in lakhs :

i) ICT	.07965
ii) Campus Infrastructure and facilities	--
iii) Equipments	--
iv) Others	6.78643
Total :	6.86608

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Efficient dissemination of information about the working functions and meeting of IQAC in context of student support Services.

5.2 Efforts made by the institution for tracking the progression

- **Efforts made by the institution to enrol more than 50% of our final year B.A./B.Com. students to our P.G. Programme.**
- **Regular interaction with alumni and taking their feedback.**
- **Facilitation in providing maximum number of scholarship to SC/ST/OBC students.**
- **Procuring students feedback and conducting the follow up work.**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2373	526	--	--

(b) No. of students outside the state

--

(c) No. of international students

--

Men		No	%
	UG	1426	
PG	217		
	1643	56.67%	

Women		No	%
	UG	947	
PG	309		
	1256	43.33	

UG-802	96	1862	256	Last Year Physically Challenged	186	652	62	1397	262	Last Year Physically Challenged	2373
PG-136	09	165	81		391	166	10	245	105		526
UG-802	46	1062	226	--	2136	652	62	1397	262	--	2373
PG-136	09	165	81	--	391	166	10	245	105	--	526

Demand ratio **3:2** Dropout % **8%**

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

Existence of career counselling Cell, which provides informal guidance for competitive exams.

--

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Existence of Career Counselling Cell.

No. of students benefitted 50

5.7 Details of campus placement. **Placement is done in informal manner.**

<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	--

5.8 Details of gender sensitization programmes

- i) **Debates on behaviour modification programme.**
- ii) **Creating gender friendly environment.**
- iii) **Creation of a powerful cell to prevent sexual harassment.**
- iv) **Healthy working environment for women.**

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level 03 National level 01 International level --

No. of students participated in cultural events

State/ University level 07 National level -- International level --

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Revised Guidelines of IQAC and su 01 on of AQAR -- -- 16

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	--	--
Financial support from government SC/ST/OBC Scholarships	1150	47,15,628
Financial support from other sources	--	--
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: ____--_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

The vision of our Institution is to aim at the overall development of all our students to enable them to meet the challenges of life at national and global level.

We wish to make our tribal and weaker section of students more aware and uplift them and thereby make all the students competent citizens of the nation.

Mission

- Our mission is to provide value based education.
- To widen the horizon of their knowledge of humanities and commerce.
- To motivate them for social services.

- To enlighten them to become responsible citizens and partake in economic and social development of the nation.

The vision and mission of the Institution is communicated to the students, teachers, staff and other stake holders through-

- Regular dialogue in the form of meetings, get together, one to one interaction.
- Display on the boards at the entrance of the college and in the prospectus.

6.2 Does the Institution has a Management Information System

Yes, Admission fees, Accounts, Scholarship, Result etc. functions are computer enabled. Library books are managed on soul software.

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

6.3.1 Curriculum Development

Preparation of teaching calendar, Time-table, Study tours, Translation of curriculum, Motivation to teachers to participate in seminars, Training Programme etc.

6.3.2 Teaching and Learning

Assessing students knowledge at the time of Admission, Remedial teaching, Personal counselling to advanced learners, Encourage students to go through news papers, Journals, Periodicals, Vigilance in maintaining attendance records. Interactive teaching (oral feedback)

6.3.3 Examination and Evaluation

Post exam discussion of Question papers, Assessment & analyses of Exam results.

6.3.4 Research and Development

Motivation to faculty for paper presentation, M.R.P., M.Phil., Ph.D., Provision for TA/DA to teachers to participate in faculty development programmes.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Advising the management to update the infrastructure. Use of internet to download reference materials, Question papers, Reference books, Reading Room. Issue of text books, Internet facilities.

6.3.6 Human Resource Management

- **Motivational lectures given to entire staff by experts.**
- **Encouragement by governing body to staff in procuring subject related training.**

6.3.7 Faculty and Staff recruitment

Ad-hoc professors are appointed by the governing body to fulfil the yearly workload requirements.

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9 Admission of Students

- **Admission as per merit list.**
- **Full Utilization of SC/ST quota in giving admission to SC/ST students.**
- **Admission committee gives proper guidance to students in selecting core elective and subject elective papers.**
- **Admission committee conducts oral interview before giving admission to students.**

6.4 Welfare schemes for

Teaching	--
Non teaching	--
Students	Govt. Scholarship

6.5 Total corpus fund generated

4.50 Auditorium (Rupee in Lakhs) 6.50 UGC
2.00 Remedial 4.16604 Student Contribution.

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	--	--	--	--
Administrative	Yes	CHE-A/c Office	A/c Auditor	C.A.
		Office Auditor		

6.8 Does the University/ declares results within 30 days?

For UG Programmes Yes -- No

For PG Programmes Yes -- No

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

Existence of Bar-Code System in University Exam and Central Assessment for final Year exam.

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

- i) Autonomy to the extent of allowing 30% weightage of internal exam is managed by the college.**
- ii) College is conducting all university exams in its premises.**
- iii) Professors are acting as paper-setter, examiners, University observers and university exam conductors.**

6.11 Activities and support from the Alumni Association

Activities – Guidance and practical involvement of students in cultural Programmes
Support – Positive feedback about (i) Curriculum (ii) New Programme (iii) Result improvement (iv) Vertical Progressions etc. given by Alumni Association.

6.12 Activities and support from the Parent – Teacher Association

- Interactive meetings of PTA on regular basis.**
- Implementation of feedback given by PTA.**
- Information of college and feedback from professors given to parents.**

6.13 Development programmes for support staff

Computer training relevant to College administrative work

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

- Tree plantation, Anti plastic & cleanliness drive, Program on water and electricity conservation.**

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.

- **Implementation of appropriate foundation and Soft Skill Courses helping the students towards overall development of personality & managing their stress level.**
- **Morning prayers, Thought of the day.**
- **Improving functional English through SCOPE & DELL.**

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

- **Due to implementation of CBCS pattern the institution has offered value added courses like personality Development, Stress Management., Time Management., Yoga & Meditation, Environmental Studies, Sports & Practice, Computer Skills, Pollution Control, Right to Information, Disaster Management., Leadership Development etc.**
- **Women Hostel under UGC grant has been constructed.**
- **The English proficiency of the students is also enhanced through DELL.**

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

*Provide the details in annexure (annexure need to be numbered as i, ii,iii) ***Annexure – III given at the back***

7.4 Contribution to environmental awareness / protection

1) Tree plantation, Water and Electricity Conservation, Anti plastic drive.

7.5 Whether environmental audit was conducted? Yes No

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

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8. Plans of institution for next year

Rev

- a) **The college has planned to introduce value added courses like Business Ethics, Market Research, Presentation Skill, Writing Skill, Financial Services, Gandhian Philosophy, Health Management., & Diet, Journalism etc.**
- b) **To continue remedial teaching for weaker students.**
- c) **To continue the initiative to keep the campus eco-friendly.**

Name: Kerman Homi Elavia

Name : Kanubhai Shah

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Annexure - I

Academic Calendar – 2012-13

June - 2012	
15-06-2012	College Reopens
15-06-2012	Counselling and admission process.
to	
30-06-2012	
22-06-2012	Planning Meeting of N.S.S. Volunteers for the current academic Year.
29-06-2012	NCC (ATC) Camp.
to	
08-07-2012	
July - 2012	
02-07-2012	Induction Meeting for newly admitted Students.
03-07-2012	'Guru Purnima Day' Celebration by NSS Unit.
05,06-07-2012	National Seminar to be organised, On " Construction, Usages and challenges of technical terminology in Social Sciences."
07-07-2012	Students to participate in ATC Camp of NCC Unit to be organised. at VASO,
to	
16-07-2012	Dist. Kheda.
17-07-2012	Student will participate in ATC Camp of NCC Unit at Vadtal Dist. Kheda.
to	
26-07-2012	Student to participate in mid July for mehandi & mono acting competition to be organised by Bhagini Samaj.
27,28-07-2012	To organise two day Chess and Carrom Competition for Boys & Girls.
30-07-2012	ATC Camp to be held at Simalia Dist. Panchmahal for NSS Cadets.
to	
08-08-2012	
August - 2012	
01-08-2012	Rakshabandhan Celebration at Blind School, Chapri by NSS Volunteers.
03-08-2012	Anti – addiction drive by CWDC Students at Chapri Village.
09-08-2012	Tree plantation week will be jointly organised by NSS & CWDC.
11-08-2012	CWDC to organise cleanliness drive in the college campus.
13-08-2012	To organise athletic meet and Sports events
to	
17-08-2012	
15-08-2012	Independence Day celebration.
20-08-2012	Inter college sports competition.
to	
24-08-2012	
Sept - 2012	
	To organise mehndi & Rangoli competition - CWDC

05-09-2012	Teachers' Day celebration. Expert lecture to be organised by Gujarati Department.
16-09-2012 to 25-09-2012 16-09-2012	Participation by cadets in NCC Camp at Kapadvanj. Hindi Day Celebration. Second Week of September – Formation of students Union.
19-09-2012 to 25-09-2012	Participation of cadets in NCC camp at Simalia. Third week of September – Participation in Youth Festival at Munpur.
28-09-2012 to 07-10-2012 October - 2012	Participation in Thal Sena Camp by NCC Cadets at New Delhi. Participation in Army Attachment Camp by NCC Cadets at Gandhi Nagar.
01-10-2012 to 13-10-2012	Departmental Co-Curricular activities to be organised. Internal Exam and Retest to be Conducted.
11-11-2012 to 02-12-2012 December - 2012	Diwali Vacation. Beginning of the second Term.
03-12-2012 09-12-2012	Establishment Day In the above context a seminar will be organised by the governing body to improve the teaching quality. Campaign for voting awareness to be undertaken by NSS Unit as per the guidelines given by the Election Commission, Gujarat.
January - 2013	Athletic meet to be organised at Devagadh Baria in which our College shall participate. Marine Camp to be organised at Okha Bet Dwarka, Dist. Jamnagar in which NSS Volunteers shall Participate. NSS activities like Seminar, annual camp, HIV / AIDS, thalesemia awareness campaign, Adventure training camp, Blood group and thalesemia testing work to be done.
26-01-2013	Republic Day Celebration.
28-01-2013	Save the girls child campaign to be undertaken by NSS Volunteers.

	Athletic meet in which college will participate at Devgadh Baria. College Cricket Tournament to be organised.
February - 2013	
11-02-2013	Annual Day celebration prize distribution ceremony and cultural program to be organised.
18-02-2013 to 25-02-2013	Second test as per Annual pattern to be conducted. University level sports event to be organised at Ahmadabad in which the college shall make its representation.
27-02-2013 to 08-03-2013	Internal Evaluation Test to be organised for sem – II & IV
March – 2013 & April - 2013	University Exam of First Year, Second Year, and Third Year, B.A. / B.Com. to be conducted. Examination related work like, drawing of question papers, assessment of answer books, University observation, Senior / Junior supervision of exam etc. to be done.
27-04-2013 to 14-06-2013	Summer Vacation.

Annexure - II

FEEDBACK ANALYSIS – 2012-13

a **Analysis of Students' Feedback**

Teaching Environment:

The majority of the U.G. students found the teaching environment to be good. This feedback was given on the basis of their experience in the college as well as the feedback they received from their friends studying in the other colleges of the district.

Quality of Infrastructure:

They also found the quality of the infrastructure to be very good in comparison to the other colleges of the district.

Faculty Support and its Quality:

In context of faculty support and its quality there were mixed opinions. However the majority of the students were satisfied with the support that they received from the faculty. The teaching quality may have got affected as faculty appointments have not been made since 1998, by the Education Department of government of Gujarat.

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 which ranges between Rs. 600 to 1400 per annum.

Library Support:

The students are given text books prescribed for the subjects in addition to the study material given by the faculty members hence they are quite satisfied with the support that they receive from the library.

FEEDBACK ANALYSIS – 2012-13

a **Analysis of Employers' Feedback**

Curriculum Comprehensiveness:

They have conveyed that in few subjects the curriculum was brief and in some too lengthy. They also found that few subjects lacked the depth in content. They were satisfied with the CBCS –Semester System as it enriches the students due to their continuous assessment.

Teaching Environment:

They found the teaching environment to be good and student friendly. This feedback was given on the basis of their experience of the different colleges of Gujarat as well as the feedback they received from their peers managing the other colleges of the district.

Quality of Infrastructure:

The Employers are highly satisfied with the quality of Infrastructure of the institution as this is one of the best infrastructure in the rural area of Gujarat state in context of building, huge and ventilated class rooms / lobbies, play ground, parking, garden, canteen etc.

Faculty Support and its Quality:

They employers were satisfied with the support of the faculty given to the students as they collect students' feedback. They also have conveyed that the teaching quality may have got affected as faculty appointments have not been made since 1998, by the Education Department of government of Gujarat.

Fee structure:

The Employers are quite happy with the fee structure as this is a grant in aid college where the students are charged minimum fees which ranges between Rs. 600 to 1400 per annum.

Library Support:

The Employers try to add as many text books in the library on yearly basis however they have expressed their desire to enhance the library infrastructure in future.

Annexure – III

(7.3) Two Best Practices of the Institution.

1. Title of the Practice:-

COMPULSORY ATTENDANCE

2. Goal :-

The University has made it mandatory to maintain 80% students' attendance in the college. Our college has made it as a goal in practical life to have 80% attendance.

3. The Context:-

The above practice helps the college to develop a culture of punctuality and discipline.

4. The Practice:-

The attendance is taken for all the lectures and the students are administered the attendance sheet wherein he has to put his signature in front of his roll number. The attendance sheets are collected and are analysed. On analyses students with poor attendance are informed, warned and their parents are invited by the head of the institution.

5. Evidence of Success.

On implementing the above practice the overall attendance has improved to a great extent.

6. Problems encountered and resources required.

(a) Students of Arts faculty travel approximately 10 to 20 k.m. to reach the college. The buses are irregular, as a result the students are not able to attend the first lecture.

(b) The above problem worsens in rainy season.

The College has requested GSRTC - Dahod depot to increase the number of buses and we are awaiting their action.

1. Title of the Practice:-

MOTIVATION TO FACULTIES TO PARTICIPATE IN NATIONAL AND INTERNATIONAL SEMINAR.

2. Goal:-

- The goal of the practice was to achieve maximum participation and presentation of papers in state national and International Seminars.

3. The Context:-

- The above practice helps the college to develop a culture of gaining knowledge through faculty interactions at seminars and conferences.

4. The Practice:-

- The college constantly encourages the faculty to take part in seminars and conferences at different levels.

Maximum numbers of faculties try and attend as well as present papers.

5. Evidence of Success:-

- Kindly refer to the table given below

Seminar / Workshops / Conferences

State Level		National Level		Inter-National Level	
Participated	Paper Presentation	Participated	Paper Presentation	Participated	Paper Presentation
20	02	16	12	01	03

6. Problems encountered and resources required:-

- (a) It is difficult to get letter of invitation for paper presentation in all the subjects taught in our college.
- (b) The teaching strength of the college is about 50% hence college teachers have to sometimes skip the seminar invitation and remain in the college to maintain the flow of teaching.
- The government of Gujarat has assured to appoint “Adhyapak Sahayaks” to fill up the due vacancies; once the vacancies are filled the above problems will get solved.

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