



## S. S. Mehta Arts & M. M. Patel Commerce College

NAAC GRADE B+ ACCREDITED



Ref. No. :

Date : 20/12/2018

To,  
The Director,  
National Assessment Accreditation Council,  
Post Box No:-1075, Nagar Bhavi,  
Bangalore-560010.

### Subject:-Submission of AQAR for the year 2010-11

Respected Sir,

We are pleased to submit Annual Quality Assurance Report of our college for the year 2010-11.

Kindly accept and acknowledge it.

Thank you.



Yours sincerely,

(Dr. Dinesh Patel)

Principal  
S. S. Mehta Arts & M. M. Patel  
Commerce College,  
Himatnagar (S.K.)

Date:-20<sup>th</sup> December, 2018

## 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	S.S.Mehta Arts & M.M.Patel Commerce College, Himmatnagar,
1.2 Address Line 1	Off. National Highway-08
Address Line 2	Motipura
City/Town	Himmatnagar
State	Gujarat
Pin Code	383001
Institution e-mail address	achmt@rediffmail.com
Contact Nos.	9825021704
Name of the Head of the Institution:	Dr. Dinesh Patel
Tel. No. with STD Code:	02772-229336
Mobile:	9825021704

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	B+	773/1000	2007	5 Years
2	2 <sup>nd</sup> Cycle	-	-	-	-
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

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

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

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 \_\_\_\_2007-08\_\_ Submitted to NAAC on \_23/11/2008
- ii. AQAR \_\_\_\_2008-09 \_\_ Submitted to NAAC on \_12/09/2011
- iii. AQAR \_\_\_\_2009-10\_\_ Submitted to NAAC on \_23/11/2011

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)

Hemchandracharya North Gujarat University, Patan. Gujarat.

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

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

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

2.1 No. of Teachers	<input type="text" value="08"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>		
2.3 No. of students	<input type="text" value="02"/>		
2.4 No. of Management representatives	<input type="text" value="02"/>		
2.5 No. of Alumni	<input type="text" value="02"/>		
2. 6 No. of any other stakeholder and Community representatives	<input type="text" value="02"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="02"/>		
2.8 No. of other External Experts	<input type="text" value="01"/>		
2.9 Total No. of members	<input type="text" value="21"/>		
2.10 No. of IQAC meetings held	<input type="text" value="02"/>		
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="09"/>	Faculty	<input type="text" value="05"/>

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

**IQAC : Its Objectives and Practices.**

2.14 Significant Activities and contributions made by IQAC

- Organized Blood Donation Camp in collaboration with Red Cross Society, Himatnagar on 27<sup>th</sup> August: 2010.
- Organized Thalassemia Camp In collaboration with Prathama Blood Bank, Ahmedabad on 23<sup>rd</sup> September 2010.
- Organized Grow more trees programme in collaboration with Himmatnagar Nagarpalika On 12<sup>th</sup> August 2010.
- Collected Rs.4405/- on Flag Day in collaboration with Association for The Blind, Idar.
- Organized One Week Training Programme in the Campus on Pranayam and Yoga.
- Organized HIV AIDS awareness programme on 1<sup>st</sup> December, 2010.
- N.S.S organized One Week Programme at Hajipur and conducted activities like Tree plantation, cleanliness of village etc.
- Organized Inter class sports completion as guide lined by Govt of Gujarat.

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
<ul style="list-style-type: none"> <li>• To promote Extension Activities</li> <li>• Encourage Teaching and Administrative staff for participation in seminar and workshop.</li> <li>• To Promote Teachers for research activates</li> <li>• To Promote students to participate in activities organized by other academic institutions.</li> <li>• To organize remedial classes and coaching classes for the students.</li> <li>• To encourage teachers to deliver lectures on BISAG</li> </ul>	<ul style="list-style-type: none"> <li>• Organized Extension Activities through N.S.S and N.C.C.</li> <li>• Teaching Staff participated in seminar and conference. Administrative staff underwent Computer training.</li> <li>• Two teachers completed Ph.D and Some Teachers presented research papers in seminiar and conference.</li> <li>• Students actively participated in activates organized by other colleges of Hem. North Gujarat.</li> <li>• Organized remedial classes in the subject of Computer applications and coaching classes for competitive exams.</li> <li>• Five teachers delivered lectures on BISAG and two teachers were members on screening committee.</li> </ul>

\* 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

The Management appreciated activities planned and executed by IQAC. It also approved AQAR prepared by IQAC members.

## 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	05	-	-	-
UG	06	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
<b>Total</b>	<b>11</b>	<b>-</b>	<b>-</b>	<b>-</b>
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Nil
Trimester	Nil
Annual	11

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.

The College does not have freedom to revise or to update syllabi. It implements the syllabi prescribed by the affiliating university.

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

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
25	02	23	00	00

2.2 No. of permanent faculty with Ph.D.

10

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
02	03	-	-	-	-	-	-	02	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

04

05(Part time)

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	03	18
Presented papers	01	09	13
Resource Persons	-		02

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

- Use of audio visual aids in teaching and learning.
- Use of PPT in teaching and learning.
- Assignment submission by students.
- Qualitative lectures by Guests.
- Excursions and visits by students to support learning.
- Provided text books and reference books to the students on minimum depreciation charges from library.
- Provided paper sets of previous university exams to the students.
- Provided study material in soft and hard copy to the students to support learning.

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

224

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

Examinations are conducted as per University guide line.

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

-

05

-

2.10 Average percentage of attendance of students

> 70

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
F.Y.B.A	585	-	24	210	159	67.17
S.Y.B.A	717	-	55	271	187	71.54
T.Y.B.A	570	-	54	195	234	84.73
M.A	141	-	06	96	31	94.32
F.Y.B.COM	349	-	30	80	190	85.95
S.Y.B.COM	226	-	30	120	50	88.49
T.Y.B.COM	165	-	23	86	33	86.06
M.COM	27	-	10	14	-	88.88

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

- The IQAC provides continuous guidance and encourages faculties to use ICT in teaching and learning process.

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	-
Staff training conducted by other institutions	02
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	15	07	-	10
Technical Staff	01	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Encouraged faculties to apply for Minor Research Project.
- Encouraged faculties to apply for Research Guide.
- Encouraged faculties to publish research articles in ISSN journals.
- Encouraged faculties to publish books with ISBN no.
- Encouraged faculties to participate in FDP and Training courses.
- Encouraged faculties and students to participate in seminar, workshop and conference.
- Sent students to attend workshop in other institutions.
- Encouraged students to make optimal use of library and other resources.
- Organized N.S.S program for 10 days and executed extension activities.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	01
Outlay in Rs. Lakhs	-	-	-	Rs.54000

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	04
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	02	UGC	Rs.54000	Rs.54000
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	-	-	Rs.54000	Rs.54000

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

3.11 No. of conferences  
organized by the Institution

Level	International	National	State	University	College
Number	-	-	01	-	-
Sponsoring agencies	-	-	NAAC	-	-

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

Rs.54000

3.16 No. of patents received this year

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

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

-

-

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)

JRF - SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level 25 State level -  
National level - International level -

3.22 No. of students participated in NCC events:

University level 63 State level -  
National level - International level -

3.23 No. of Awards won in NSS:

University level	58	State level	42
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	63
National level	-	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	7		
NCC	3	NSS	4	Any other	-

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

- Environmental awareness programme
- Tree plantation programme
- Blood donation camp
- Emergency Blood donation service.
- Thalassemia test.
- Collection of donation from all stakeholders for National Association for The Blind.
- Cleanliness campaign in the campus and off the campus.
- Social awareness rally for National Integrity.
- Social awareness rally for Social Integrity.
- Optical track for Practice for N.C.C and other students.
- HIV and AIDS awareness campaign.
- Training through Language Laboratory to the students.
- BAOU centre for External students.
- One day study tour to Polo Forest.

## 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	15.24acre	-	-	15.24acre
Class rooms	23	-	-	23
Laboratories	03	-	-	03
Seminar Halls	01	-	-	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	06	Swarnim Gujarat	06
Others	-	Girls' Hostel	UGC plan XI	01

#### 4.2 Computerization of administration and library

- Administration and library are partially computerized
- Library uses SOUL software.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	46282	4628200	858	120101	47140	4748301
Reference Books	43000	3665000	1763	251911	44763	3906911
e-Books	-	-	-	-	-	-
Journals	67	11475	72	20000	139	31475
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	15	free	18	free	33	free
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	45	01	yes	-	01	02	09	02
Added	08	-	yes	-	-	01	-	01
Total	53	01	-	-	01	03	09	03

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

- Teaching and Administrative staff has been trained to use computer and internet for research and administration.
- Students and staff have access to internet.
- Seminar hall has been equipped with projector, speakers and a television.
- Remedial course has been conducted for the students in the subject of computer applications.
- Students are shown live lectures through BISAG (SANDHAN)

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 9820/-
ii) Campus Infrastructure and facilities	Rs. 73,46,668/-
iii) Equipments	Rs. 47535/-
iv) Others	Rs. 13,70,817/-
<b>Total :</b>	Rs. 86,94,283/-

## Criterion – V

### 5. Student Support and Progression

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

- Entry students are acquainted with college activities, rules and regulations in the beginning of the year.
- Students are informed about financial schemes of the government at the time of admission.
- Students are encouraged to submit their suggestions in the suggestions box.
- Students are encouraged to participate in N.S.S, N.C.C and Cultural activities.
- Students are encouraged to make optimal use of library for competitive exams.
- Conducted activities of SAPTDHARA initiated by Government of Gujarat.

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

- Students' progression is tracked through internal exams.
- Students' progression is tracked through external exams.
- Students are encouraged by star batch committee for better performance in exams.
- Students' progression is tracked through suggestion box.

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

UG	PG	Ph. D.	Others
3142	484	nil	766

(b) No. of students outside the state

-

(c) No. of international students

-

Men

No	%
2016	64.16

Women

No	%
1126	35.83

Last Year (2009-10)						This Year (2010-11)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1475	383	158	821	05	2837	1574	417	141	1010	03	3142

Demand ratio

1:1

Dropout %

16.87

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

- Coaching classes for competitive examinations were held for the college students with financial assistance from UGC. 146 students were enrolled for these classes.
- Students are encouraged to go for competitive examinations by faculties and guidance is provided by career counselling cell.
- Students are provided study material and books from the library.
- Alumni students are also provided with books from the library for preparation of competitive examinations.
- SCOPE centre provided facilities for online examination held by Government of Gujarat to the students, teachers and other Government employees of nearby Government offices.

No. of students beneficiaries

400+

#### 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

- Students are guided through special lectures about placement opportunities.
- Students are informed about competitive examinations and their exam patterns.
- Students are encouraged to participate in job fairs.
- Faculty members guide students now and then.
- Requirements from nearby industries and private firms are displayed on notice board.

No. of students benefitted

300+

#### 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
-	-	-	-

## 5.8 Details of gender sensitization programmes

- Active women's development cell organizes lectures on gender issues.
- N.S.S organizes programmers during off campus N.S.S camp on gender issues.
- Special lectures are arranged on health awareness for girl students.
- Yoga committee arranged one week training programme for girl students.

## 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	33	Rs. 13000/-
Financial support from government	1568	Rs. 800607/-
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: \_\_\_\_\_ Nil \_\_\_\_\_

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- **Vision :** To provide training to develop students' skills to equip them better for getting job or running one's own private business.
- **Mission:** To inculcate discipline, determination and love for modern and quality education. To prepare mentally and physically healthy citizens to the society.

6.2 Does the Institution has a management Information System

- Administration of the college.
- Admission procedure of the college.
- Financial matter of the college.
- Library services of the college.
- Exam and result of the college.

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

6.3.1 Curriculum Development

- The affiliating university gets curricula designed by members of board of studies which is implemented thoroughly.
- Five faculties of the college are members of BOS who help the university in designing curricula.

6.3.2 Teaching and Learning

- The principal regularly holds meetings with the faculties and suggests some measures for teaching and learning for quality sustenance and improvement of the institution.
- Teachers are encouraged to use ICT along with traditional teaching and learning process.
- Students' attendance in the class room is given more importance.
- Library is equipped with books and reference books and the students are encouraged to make optimal use of them.
- Faculties use internet in the staffroom and students in the library.
- Guest lectures are arranged for the students.
- Faculties and students are encouraged to participate in seminars, workshops and conferences.
- Assignments are collected from the students on topics of the curricula.

### 6.3.3 Examination and Evaluation

- Students are continuously evaluated through oral and written tests.
- Assignments are collected on topics of curricula periodically.
- Students are informed about exam pattern, marking schemes, calculation of internal marks.
- Internal mark sheets are displayed on notice board.
- If the students are not satisfied with their result, they can apply for rechecking / reassessment in a prescribed form on meagre amount.
- If there is a change in obtained marks, the fees for rechecking / reassessment is returned to the students.
- Exam committee with the support of internal calculation committee prepared internal marks and are displayed on the notice board.
- Students are advised and guided by the faculties to visit library to refer to papers of previous exams and invited to solve their queries, if any.

### 6.3.4 Research and Development

- One faculty member has submitted minor research project financially aided by UGC.
- Faculty members are encouraged to attend and to present research papers in seminars and conferences.
- One faculty member is pursuing Doctoral Research.
- One faculty member is recognised guide for M.Phil.
- Post Graduate students are encouraged for research in their areas.

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

- Library is computerized with SOUL software.
- Students are offered text books and reference books from the library.
- Magazines and journals are subscribed and provided to the faculties and students for reference.
- Entry students are oriented in the use of library.
- Internet facility is provided to the students.
- A large reading room adjoining the library is kept open for the students.
- Students are provided with adequate facility for sports and cultural activities.

### 6.3.6 Human Resource Management

- All the faculty members are involved in co-curricular and extra-curricular and extension activities.
- Committees are formed in the beginning of the year for each activity conducted by college.
- Interest of faculties is given prime importance while forming various committees.
- Decisions are taken in the meetings amicably.

### 6.3.7 Faculty and Staff recruitment

- Reporting of vacant posts is furnished to the Commissionerate of Higher Education.
- Regular recruitment depends on prevalent government policy.
- The management recruited teachers and a librarian until posts are sanctioned and filled.

### 6.3.8 Industry Interaction / Collaboration

- Industrialists are invited as guests to interact with students on occasions.
- Students are taken for visit of nearby industries, banks and business houses for first hand knowledge.

### 6.3.9 Admission of Students

- Admissions are given in accordance with rules and regulations of affiliating university and prevalent government policy.
- For P.G admission, a merit list is prepared and admissions are given on merit base.
- Students are informed about scholarships available to reserved category students.

### 6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	College freeship

### 6.5 Total corpus fund generated

-
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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	P.P.Patel & BROs.	-	-

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?

NA

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

NA

6.11 Activities and support from the Alumni Association

- Members of the Alumni Association are invited for meetings and feedbacks are sought informally.
- Feed backs from alumni members help in decision making and policy formation.

6.12 Activities and support from the Parent – Teacher Association

- Parents can meet the teachers informally during college hours.
- Parent –Teacher meeting is held for constructive suggestions.
- Parent – Teacher Association helps in organizing extension activities of the college.

### 6.13 Development programmes for support staff

- Support staff is encouraged to participate in training programmes.
- Support staff is trained to operate new programmes.
- Support staff can avail loan from college credit society.

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

- Tree plantation programme is conducted by N.S.S and District Forest office.
- Dustbins are placed in the campus to collect waste.
- University has introduced elective generic paper on Environmental Studies which promotes environmental awareness among students.
- Cleanliness of campus is maintained by sweepers and a gardener.

## 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.

- For effective teaching and learning use of ICT is encouraged.
- Administrative staff is provided with software for collection of fees.
- Exam committee is provided with software for calculation of internal marks.

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

- Organized NAAC sponsored state level seminar.
- Faculty members participated and presented papers in seminars and conferences.
- Organized remedial course in the subject of computer applications.
- Organized coaching classes for competitive exams.
- Organized study tour and industrial visit for the students.
- Organized guest lectures on various topics.
- Faculty members delivered live lectures on BISAG.
- Two Faculty members were members on Screening committee of SANDHAN.

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

- Adhit (Annexure i attached)
- Yoga shibir. (Annexure ii attached)

7.4 Contribution to environmental awareness / protection

- Tree plantation by N.S.S and District Forest Office.
- One day excursion to POLO forest.
- Teaching of environmental studies as an elective generic subject.

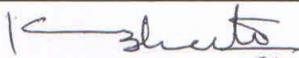
7.5 Whether environmental audit was conducted? Yes  No

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

- Strengths :
  - Qualified and efficient teaching staff .
  - Smooth and systematic functioning of teaching and administrative departments.
  - Contribution of faculties in extension activities.
  - Well equipped language and computer laboratories.
- Weaknesses :
  - Lesser use of ICT in teaching and learning process.
  - Cannot attract Industries for placement.
  - Vacant posts in Teaching and administrative staff.
- Opportunities :
  - To enlarge research activities.
  - To orient more students for government jobs especially in police force.
- Threats :
  - Choice of Arts programme is decreasing day by day.
  - Establishment of Government and self-finance colleges in the area.

**8. Plans of institution for next year**

- To promote research activities among teachers and students.
- To encourage teachers and students for participation in seminars and conferences.
- To publish research papers with ISSN nos.
- To publish books with ISBN nos.
- To organize State and National level seminar.
- To strengthen extension activities.

  
Signature of the Coordinator, IQAC

Name *Dr. Kamlesh Bhatt*  
Co-Ordinator  
Internal Quality Assurance Cell (IQAC)  
S.S.Mehta arts & M.M.Patel Comm.Collage  
Himmatnagar-383001  
Dist Sabarkantha, Gujarat



  
Signature of the Chairperson IQAC

Name *Dr. Dinesh Patel*  
Principal  
S. S. Mehta Arts & M. M. Patel  
Commarce College,  
Himmatnagar (S.K.)

## Annexure I

1. Title of the practice : ADHIT

2. Objectives of the practice:

1. To make students take interest in extracurricular lectures.
2. To acquaint them with the events that changed the course of life of the eminent persons.
3. To provide them supporting knowledge on topics which are in curricula.
4. To bring them face to face with the living writers.
5. To encourage them to come on the stage and express their views.
6. To acquaint them with Indian culture, Philosophy and traditions.
7. To acquaint them with Indian scriptures.

3. The context :

Mr. A. S. Patel, former principal of our institution, conceived this idea in 1990-91. Before taking charge as a principal, he was the Head of the Department of Economics. He had started his career from Gujarat Vidhyapeeth. He was a strict follower of Gandhian Philosophy and ideals. He had delivered many lectures on Akashvani particularly on Gandhi and Gandhism. He thought that the students of college should also be trained so that they could be the ideal citizens of the society, and he started this practice. His aim was to prepare the students by giving them information regarding the role models of India and Gujarat. He started arranging extra lectures and he started delivering lectures and then inviting other resource persons. The practice gradually got momentum and it is now one of the best practices of our institution. After his retirement, the other teachers viz., Dr. J. S. Joshi, Dr. R. N. Joshi and others trod on the path paved by Mr. A. S. Patel.

4. The practice:

The committee, for this practice, makes a list of eminent speakers and tries to contact them. The committee sends them invitation-letters and after their consent, organizes various

lectures of educationalists. The committee keeps in mind all the students of the institution and try to arrange lectures keeping in mind interest and need of the students.

The committee has arranged following lectures during 2010-11.

- Dr. Shantikumar Pandya delivered a lecturer on Importance of Guru on 28<sup>th</sup> July 2010.
- Dr. Pragnaben Joshi delivered a lecturer on Ved and Science on 13<sup>th</sup> October 2010.
- Prof. K.K.Patel delivered a lecturer on Defense of Citizens on 10<sup>th</sup> January 2011.

#### 5. Evidence of Success:

The impact of the practice is enormous. The students themselves come forward and demand lectures on particular topic. The students actively participate in such programmes and offer feedback later on.

When we arrange such extra lectures on the topic of existing curricula, the students come with their queries and seek guidance.

Such programmes create academic environment in the college and interactions with others and among ourselves provide sound knowledge and inspire for further research.

#### 6. Problems Encountered and Resources Required:

The foremost obstacle is that the resource persons are not easily available. They do not have leisure time and we have to make compromise sometimes as far as time is concerned. Sometimes we want to invite eminent personalities but as they are busy in their routine work, they cannot provide time for us due to our being located in a remote area.

We don't have a full – fledged and well equipped room where we can arrange programmes instantly. So, we have to arrange programmes in a class room where we can accommodate not more than 200 students.

There are some financial constraints. We cannot call resource persons from far off because we pay them T.A. and with limited budget, we do not invite from far off places. However, we try to get the best among the list.

Most of the students of our college commute from nearby villages. After college hours, we cannot make them attend such extra lectures. So, we have to arrange such lectures during college hours only.

We need an exclusive room to arrange such programmes with adequate sound and multi-media system. We need a mobile mouth piece also so that we can go to the audience and get their questions. We need some financial resources so that we can invite professors from eminent universities and institutions.

## • Annexure ii

### **1. Title of the Practice: Yoga Shibir**

### **2. Objectives of the Practice:**

- To maintain physical health of the students.
- To provide mental peace through yoga to the students.
- To prepare the students to help in building healthy nation.
- To involve themselves in Swadeshi Movement
- To feel optimal peace and to lead a peaceful life.
- To prepare the students to overcome stress in life.
- To control their emotions and to behave as a good citizen of the nation.

### **3. The Context:**

Prof. B.G. Parmar, Department of Gujarati, participated in Yoga Training Camp at Patanjali Yoga Vidyapith, Haridwar as a representative of Sabarkantha district in 2007-08. He took complete training under the supervision of Baba Ramdevjee. Principal Dr. V.N. Raval, keeping in mind the Yoga skills of Dr. B.G. Parmar and his interest in teaching Yoga to the students, framed a Yoga & Health Committee in the college and appointed Dr. B.G. Parmar as Convener, and five faculties from different departments as members. The committee decided to give Yoga training to the college students. Thereby, the Yoga Shibir was organized during the Second Term; the college students were given the training for Yoga skills early in the morning from 7.00 a.m. to 8.00 a.m. for a week by the Yoga & Health Committee.

### **4. The Practice:**

The practice is unique as it motivates the students towards the health consciousness. As the yoga exercise is about health awareness, it generates healthy atmosphere among the students

as well as society. Yoga & Health Committee invites well known doctors of the city in the shibir and thereby imparts health awareness among the students. Mr. Shishpaljee Rajput, the master trainer and state representative extends his services in guiding the students for yogic skills. Such practice helps them to initiate the process of teaching yoga to people in their areas. It thus, focuses on the scope of social activity at various levels on the part of the students. Total participants were 334 in the academic year 2010-11.

#### **5. Evidence of Success:**

- The programme of Yoga encourages and motivates the students.
- The students participate actively in yoga programme and ready to extend the programme for more days.
- The students enjoy good health and mental peace.
- After getting the Yoga training successfully they teach yoga to people in their nearby houses, streets and areas and thereby grab opportunity to serve the community and get blessed.
- The Students and people have found this yoga awareness programmes very useful.
- Some of the students visited Patanjali Yoga Vidyapeeth Haridwar and got training and blessings of Swami Ramdevjee.
- The activity of Yoga has been appreciated by the college authority and college management. Moreover, all the news agencies took notice of this activity and provided a column in dailies.

#### **6. Problems Encountered Resources Required:**

- In the beginning it was difficult to convince the students to spare extra time for such activity.
- The students commuting from villages faced difficulties in the beginning due to unavailability of S.T. buses early in the morning.
- Yoga activity was scheduled from 7.00 a.m. to 8.00 a.m. keeping in mind the students commuting from rural area.
- The irregularity of the students is a major obstacle.
- The activity is conducted in an open area on a block-fitted floor. The students may get their clothes dirty so carpets are required for it.
- Due to untimely rain, the activity may be discontinued for some days.