

Himatnagar Kelavani Mandal's



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

NAAC GRADE B+ ACCREDITED



Ref. No. :

Date : 21st Dec, 2018

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

Subject:-Submission of AQAR for the year 2012-13

Respected Sir,

We are pleased to submit Annual Quality Assurance Report of our college for the year 2012-13.

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:-20th 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 st Cycle	B+	773/1000	2007	5 Years
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

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

2012-13

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 _23/11/2007
- ii. AQAR____2008-09 __Submitted to NAAC on _12/09/2010
- iii. AQAR____2009-10____Submitted to NAAC on_ 23/11/2011
- iv. AQAR____2010-11____Submitted to NAAC on_20/12/2018
- v. AQAR____2011-12____Submitted to NAAC on_21/12/2018
- vi.

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

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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

- Organized Blood Donation Camp in collaboration with Red Cross Society, Himatnagar .
- Organized Thalassemia Camp In collaboration with Red Cross Blood Bank, Himatnagar.
- Organized Grow more trees programme in collaboration with Himmatnagar Nagarpalika.
- Collected Rs.6852/- on Flag Day in collaboration with Association for The Blind, Idar.
- Organized 10 Days Training Programme in the Campus on Pranayam and Yoga.
- Organized HIV AIDS awareness programme.
- N.S.S organized One Week Programme at Mahadevpura and conducted activities like Tree plantation, cleanliness of village etc.
- Organized Inter class sports completion as guide lined by Govt. of Gujarat Khel Mahakumbh.
- Arranged district level competitions for the slow-learner.
- Promoted students of N.S.S to attend workshops and training programmes at Rajkot, Sadara, Shamlaji, Sonasan, Radhanpur and Satlasana.

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"> • To arrange guest lecture for students. • To publish research papers in reputed journals. • To prepare research proposals for minor /major research projects. • To organized seminars, workshops and conferences. • To promote teachers for publication of books. • To promote teachers to apply for research supervisor. • Maximum participation of students in extension activities. 	<ul style="list-style-type: none"> • 10 guest lectures are arranged by Departments and N.S.S. • 9 research papers are published in reputed journal. • 5 research proposals for minor research projects are sent. • Three days workshop is organized in collaboration with KCG. • 5 books are published by teachers with ISBN nos. • 2 teachers got approval from university as research supervisors. • Participation of students increased in extension activities of the college.

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

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

Provide the details of the action taken

The IQAC planned activities with the support of all the stakeholders and executed them. It prepared a report and placed it before the management which was approved instantly.

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	-	-	-	-
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	04
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. However the faculties contribute in revision/update of syllabi as members of BOS.

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	01	24	-	-

2.2 No. of permanent faculty with Ph.D.

11

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
01	04	-	-	-	-	-	-	01	04

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

03

03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	15	23
Presented papers	-	-	-
Resource Persons	-	-	-

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

- Use of ICT in teaching and learning.
- Preparation and presentation of PPT to make teaching and learning effective.
- Teaching aids are used in class rooms.
- Assignments are collected from the students.
- Lectures by experts are arranged.
- Industrial visits and excursions support teaching and learning.
- Students are encouraged to make maximum use of library.
- Textbooks and reference books are provided to the students on minimum depreciation charges.
- Paper sets of previous university exams are kept ready for the students.
- Teachers provide study material to the students.

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

227

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

Internal and external examinations are as per university guideline.

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

06

06

01

2.10 Average percentage of attendance of students

> 72

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-Sem-1	996	-	-	-	-	640
B.A-Sem-2	850					570
B.A-Sem-3	788	-	-	-	-	418
B.A-Sem-4	820	-	-	-	-	708
T.Y.B.A	860	-	71	442	250	763
M.A-Sem-1	380	-	-	-	-	329
M.A-Sem-2	309	-	-	-	-	298
M.A-Sem-3	298	-	-	-	-	283
M.A-Sem-4	250	95	89	08	-	192
B.Com, Sem-1	529	-	-	-	-	204
B.Com, Sem-2	322	-	-	-	-	242
B.Com, Sem-3	375	-	-	-	-	164
B.Com, Sem-4	302	-	-	-	-	255
T.Y.B.Com,	280	-	68	161	26	255
M.Com, Sem-1	100	-	-	-	-	92
M.Com, Sem-2	74	-	-	-	-	74
M.Com, Sem-3	75	-	-	-	-	75
M.Com, Sem-4	58	10	36	5	-	51

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

- Regular meetings are held to monitor and evaluate the 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	10	13	-	12
Technical Staff	01	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC motivates teachers to present research papers.
- IQAC promotes teachers for faculty development programmes organized by KCG.
- IQAC motivates teachers for research articles and its publication in ISSN journals.
- The IQAC encourages teachers to publish books with ISBN nos.
- The IQAC guides teachers in preparation of research proposals for Minor Research Project.

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	-	-	02	-
Outlay in Rs. Lakhs	-	-	225000/-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	01	-
Non-Peer Review Journals	-	-	08
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	-	-	-	-
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	-	-	-	-

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	<input type="text" value="-"/>	CAS	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
DPE	<input type="text" value="-"/>			DBT Scheme/funds	<input type="text" value="-"/>

3.9 For colleges	Autonomy	<input type="text" value="-"/>	CPE	<input type="text" value="-"/>	DBT Star Scheme	<input type="text" value="-"/>
	INSPIRE	<input type="text" value="-"/>	CE	<input type="text" value="-"/>	Any Other (specify)	<input type="text" value="-"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences
organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	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
-	-	-	-	01	-	-

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

02

05

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 State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level 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	<input type="text" value="-"/>	State level	<input type="text" value="63"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="09"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="10"/>	Any other	<input type="text" value="-"/>

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

- Workshop for competitive exams.
- Lecture by expert for competitive exams.
- Foundation course in English proficiency level-1
- Celebration of Teachers Day.
- Three guest lecture arranged by Adhit.
- Rangoli and Mahendi competitions by cultural committee.
- 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.
- 10 days yoga training programme.
- HIV and AIDS awareness campaign.
- Training through Language Laboratory to the students.
- BAOU centre for External students.
- One day study tour to Polo Forest.
- Participation of students in Disaster Management Programme.

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)	-	Rs.13,52,156/-	UGC	Rs.13,52,156/-
Others	-	Rs.60,000/-	Swarnim Gujarat	Rs.60,000/-

4.2 Computerization of administration and library

- Administration is supported with computers and software.
- Library is equipped with computers and SOUL software.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	49609	4952773	1673	235776	51282	5188549
Reference Books	47857	4247618	1667	212752	49524	4460370
e-Books	-	-	-	-	-	-
Journals	215	56475	74	28800	289	85275
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	40	free	06	free	46	free
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	53	01	Yes	-	02	03	09	03
Added	04	-	Yes	-	-	-	-	-
Total	57	01	-	-	02	03	09	03

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

- Teachers use computers for preparing study material, exam paper setting and research.
- Internet access is free for teachers and students.
- Language laboratory provides training for proficiency in English language.
- PPTs are prepared and presented in seminar hall.
- Students watch lectures telecast by SANDHAN.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.52,920/-
ii) Campus Infrastructure and facilities	Rs.25,220/-
iii) Equipments	Rs.94,455/-
iv) Others	-
Total :	Rs.1,72,595/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- A prospectus is circulated to the students at the time of admission.
- Entry students are oriented with rules and regulations of the institution, university on the first day of the college.
- All the departments provide information about subjects offered, curricula, exam pattern etc. in class rooms.
- Students are guided and helped by the administrative staff for scholarship offered by Govt.
- Students are encouraged to participate in extension activities conducted by the college and the university.
- Students are encouraged to join N.C.C, N.S.S, and Sports activities.
- Students are offered text books and reference books from the library.
- Students are encouraged to participated activities of SAPTADHARA and KHEL-MAHAKUMBH initiated by Govt. of Gujarat.

5.2 Efforts made by the institution for tracking the progression

- Internal and external exams held in tracking the progression of the students.
- Star batch committee tracks the progression of the students after examination.
- Alumni association tracks the progression of the students.
- Suggestion box help in tracking the progression of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3954	723	-	1295

(b) No. of students outside the state

(c) No. of international students

Men

No	%
2466	62.36

Women

No	%
1488	37.53

Last Year(2011-12)						This Year(2012-13)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1611	467	178	1252	05	3508	1715	532	215	1492	4	3954

Demand ratio 1:1 Dropout % 12.91%

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

- Career counselling cell collects data of the students and provides support for competitive examinations.
- Students are informed about forthcoming vacancies in state and central government.
- Library supports the students and alumni by providing material for competitive examinations
- SCOPE centre of the college have students for online examinations.

No. of students beneficiaries 610

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

- Guest lecturers are arranged by Career counseling cell to provide career guidance to the students.
- Information about career guidance is provided to the students in the class rooms now and then.
- Advertisements of state and central government and other private sectors are circulated to the students and displayed on the notice board.

No. of students benefitted 540

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

- N.S.S organizes off campus camp of 10 days during which it organizes programmes on gender issues.
- Gender issues are well addressed by Department of Psychology.
- Girl students are guided by Yoga committee in a 10 Days training programme.
- Women's development cell guides the girl students on gender issues.

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	-	-
Financial support from government	2239	Rs.22,11,173/-
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

- The Institution has a management Information System for
 - Admission procedure of the college.
 - Administration of the college.
 - Library services of the college.
 - Exam and its result.

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

6.3.1 Curriculum Development

- The college implements the curricula designed by BOS of the affiliating university.
- However, six faculties of the college are members of Board of Studies who help university in designing of curricula.

6.3.2 Teaching and Learning

- For effective teaching and learning the principal holds meeting with all the departments and chalks out plan accordingly.
- The teachers use ICT for effective teaching and learning.
- Attendance is marked by the teachers randomly.
- Teachers guide the students to make maximum use of library for study material and reference books.
- Internet access is provided to teachers and students for effective teaching and learning.
- Resource persons are invited for interaction with the students.
- Students are guided to prepare assignments.
- Teachers provide study material to the students.
- Teachers are encouraged to participate and to present papers in seminars and conferences.
- Students are assisted by teachers on industrial visits.

6.3.3 Examination and Evaluation

- Evaluation of students is made in the class rooms by the teachers during lectures.
- Assignments are collected and students are rewarded in internal marks for them.
- Students are informed about internal and external exam pattern.
- Evaluation of students is measured by their attendance, submission of assignment and their performance in internal exams.
- Exam committee displays marks of students on notice board.
- Internal marks are calculated and displayed on notice board.
- Star batch committee guides the students for examination and encourages for better performance.
- Students are provided rechecking/ reassessment facility.

6.3.4 Research and Development

- Two faculty members applied for Minor Research project for financial assistance from UGC and got sanctioned.
- Teachers present quality research papers in seminars and conferences.
- Teachers are encouraged to pursue doctoral research.
- Two faculty members guided three students for M.Phil dissertation and five students for Ph.D.
- One faculty member visits university to deliver lectures to the students of M.Phil in the university.
- The exit students of P.G are encouraged and guided for further research in their areas.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- In the beginning of the year, students are informed and oriented to make optimal use of library.
- In the beginning of the year, students are registered in the library and all the registered students are offered text books from the library on depreciation charges.
- If the students need reference books, they are offered on library card.
- Teachers and students refer journals and magazines subscribed by the library.
- Library is equipped with SOUL software.
- Internet facility is provided to the students.
- Students are enrolled and guided by the coordinator of Digital language laboratory students for proficiency in language.
- Adequate infrastructure / instrumentation facility is provided to the students for sports and cultural activities for practice.

6.3.6 Human Resource Management

- In the beginning of the year, committees are formed and teachers are assigned duties as per their area of interest.
- Teachers circulate notices and make selection of students for co-curricular, extra-curricular and extension activities of the college.
- Meetings are held and planning of action is decided amicably.

6.3.7 Faculty and Staff recruitment

- Workload of existing faculties and detail of vacant posts due to retirements or increased strength of students is reported in the beginning of the year to the commissioner of higher education.
- Recruitment of faculty is made by Commissioner of higher education as per policy of the government.
- The management recruits vacant posts until they are sanctioned and filled by the government.

6.3.8 Industry Interaction / Collaboration

- Department of commerce arranges industrial visits for the students and during visits the students interact with the industrialists.
- Successful industrialists and alumni are invited as chief guest in college programme.

6.3.9 Admission of Students

- Admission of students is made following the rules and regulations of the affiliating university and government of Gujarat.
- A merit list is prepared by the Departments for admissions of students in PG.
- Students are informed about scholarship and free ship offered by state government and college respectively, at the time of admission.

6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	College freeship

6.5 Total corpus fund generated

-

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?

- University holds meeting with its stake holders and discuss about exam reforms and are Implemented.

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

- Every year the Alumni Association invites its members for interaction and gets suggestions.
- The members of Alumni Association provide feedback to the college which help us in making certain reforms.

6.12 Activities and support from the Parent – Teacher Association

- With the consent of the principal parents can consult teachers during college hours to check progress of their dependents.
- Every year the Parent Association invites its members for interaction and gets suggestions.
- The members of Parent Association provide feedback to the college which help us in making certain reforms.

6.13 Development programmes for support staff

- The college encourages support staff is sent to attend training programmes and workshops arranged by govt and other institutions.
- The computer teacher trains and guides support staff in operating new programmes installed by the college.
- Free internet access is provided to support staff on their desktop separately.
- College credit society offers loan to support staff.

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

- N.S.S and N.C.C organizes Tree plantation programme in collaboration with Himmatnagar Nagarpalika.
- For the protection of trees wired cages are provided by Forest department and Nagarpalika.
- Underground pipeline is installed for watering the trees, plants and saplings.
- Sweepers and a gardener maintain cleanliness of campus.
- Elective generic subject in CBCS promotes environmental awareness among

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.

- The college circulated a prospectus, containing details of institution and subjects offered, to the students with admission forms.
- The college introduced commerce in English medium from this year.
- Teachers are oriented with CBCS pattern and the faculties planned accordingly.
- Students are offered new subjects for Elective Generic and Soft skill.
- All the teachers are allotted lectures of Elective Generic and Soft skill as per their competency.

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

- Resource persons are invited for lectures by departments.
- Teachers published their research papers in reputed journals with ISSN no.
- Two teachers got their minor research projects sanctioned by UGC.
- College organized three days workshop on Promotion of Culture of Quality through Research in collaboration with KCG.
- Teachers published books with ISBN no.
- Two teachers are research supervisors for Ph.D and one teacher for M.Phil.
- Students' participation increased in college activities especially in Sports, N.C.C, N.S.S and Cultural activities.

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

- Star batch (Annexure i attached)
- Yoga Shibir (Annexure ii attached)

7.4 Contribution to environmental awareness / protection

- N.S.S and N.C.C organized Tree plantation in collaboration with Himatnagar Nagarpalika.
- Underground pipeline is extended for watering of trees and plants in the campus.
- One day excursion to Balaram forest.
- Teaching of environmental studies as an elective generic subject for Sem-3 students.

7.5 Whether environmental audit was conducted? Yes - No v

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

<ul style="list-style-type: none">• Strengths :<ul style="list-style-type: none">○ Well experienced teaching and administrative staff.○ Well equipped library.○ Digital language laboratory.• Weaknesses :<ul style="list-style-type: none">○ Traditional teaching and less use of ICT.○ Vacant posts in teaching and administrative office.• Opportunities :<ul style="list-style-type: none">○ Introduction of professional courses.○ Promotion of research activities.• Threats :<ul style="list-style-type: none">○ Subjects and their curricula do not satisfy students' needs.○ Carelessness among students due to semester system.

8. Plans of institution for next year

<ul style="list-style-type: none">• To arrange lectures of resource persons for students.• To promote teachers for publication of research papers in reputed journals.• To promote research activities among teachers and students.• To organize seminar, workshop and conference.• To encourage teachers and students to participate and to present research papers in seminars, workshops and conferences.• To promote teachers for publication of books ISBN nos.• To promote teachers to guide students for research.



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Annexure: 1

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 2012-13:

- Dr.Kishorsinh Solanki delivered a lecturer on Aravalli on 25th September 2012.
- Dr. Manibhai Prajapati delivered a lecturer on Contemporary Relevance of Abhighyan Shakuntal on 8th October 2012.
- Dr. Kamleshbhai Chokshi delivered a lecturer on “ Nirukta ma Devatavad” on 24th January 2013.

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 can not 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: 2

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 216 in the academic year 2012-13.

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.