



Ref. No. :
To,

Date : 28th Dec. 2018

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

Subject:-Submission of AQAR for the year 2014-15

Respected Sir,

We are pleased to submit Annual Quality Assurance Report of our college for the year 2014-15.

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:-28th December, 2018

The Annual Quality Assurance Report (AQAR) of the IQAC

2014-15

Part – A

1. Details of the Institution

1.1 Name of the Institution	S.S.MEHTA ARTS & M.M.PATEL COMMERCE COLLEGE HIMATNAGAR
1.2 Address Line 1	College Campus, N. H. No. 08
Address Line 2	Motipura
City/Town	Himatnagar
State	Gujarat
Pin Code	383001
Institution e-mail address	achmt@rediffmail.com
Contact Nos.	(02772) 229336
Name of the Head of the Institution:	Dr. Dinesh P. Patel
Tel. No. with STD Code:	(02772) 229336

Mobile:

9825021704

Name of the IQAC Co-ordinator:

Dr. Prakash M. Joshi

Mobile:

9998266589

IQAC e-mail address:

pm_joshi2000@yahoo.com

1.3 NAAC Track ID (For ex. MHCOCN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

EC/130/A & A/2007

*(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:

www.anchmt.org

Web-link of the AQAR:

http://anchmt.org/upload/naac/AQAR_Report_Himatnagar14-15.pdfFor 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+	$\frac{77.30}{773/1000}$	2007	5 years (March 2007 - March 2012)
2	2 nd Cycle	--	--	--	--
3	3 rd Cycle	--	--	--	--
4	4 th Cycle	--	--	--	--

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

21/06/2007

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

2014-15

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. AQAR_2012-13 _Submitted to NAAC on 21/12/2018
- vii. AQAR_2013-14 _Submitted to NAAC on 26/12/2018

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 (eg. AICTE, BCI, MCI, PCI, NCI) Yes No

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)

- There is a Study centre of Babasaheb Ambedkar Open University, Ahmedabad in the college where students are offered various courses in distance mode.
- M.A. /M.Com. External students' registration/examination forms are accepted in the college and counseling is provided to them.

1.12 Name of the Affiliating University
(for the Colleges)

Hemchandracharya North Gujarat University, Patan

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

08

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

02

2.4 No. of Management representatives

02

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

01

2.9 Total No. of members

21

2.10 No. of IQAC meetings held No.

02

2.11 No. of meetings with various stakeholders:

Total No

10

Faculty

03

Non-Teaching Staff

02

Alumni

02

Others

03

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

- Uni. Examination Result analysis of the college - class wise and subject wise
- All the Departments, encouraged to organize guest lectures
- Tree Plantation Programme, arranged in the college campus and new plants sown during the programme.
- Conducted one week programme of Yoga and health awareness in the college campus.

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
Formation of committee	<ul style="list-style-type: none"> As many as 28 committees were formed by the Principal
Student Support Programmes	<ul style="list-style-type: none"> Students were taken to visit Ganpat University Kherva, Mehsana, where they got the benefit of listening very well experienced academicians.
IQAC motivated the lecturers and students towards Research activity	<ul style="list-style-type: none"> Two minor projects have been sanctioned by U.G.C. Three lecturers have joined Ph.D. this year. 10 students of M.A. Sem. III Economics prepared Dissertation regarding Research Methodology paper.
Research, Consultancy & extension services	<ul style="list-style-type: none"> Two minor research projects have been sanctioned by U.G.C. Three lecturers have joined Ph.D. this year. C.A. Prof. A.P.Doshi, Department of Commerce, nominated by H.N.G.U. Patan as subject expert in Ph.D. Viva committee remained present in R.D.C. at H.N.G.U. Patan. Two N.S.S. units have been functioning actively under the supervision of Programme Officers Prof. A. K. Patel, Dept. of Economics and Prof. B. G. Parmar, Dept. of Gujarati.
IQAC decided to meet the teaching Staff and administrative staff in the beginning of the term	<ul style="list-style-type: none"> Two meetings were conducted during the year. (First Meeting was held on July 14, 2014, Second Meeting was held on February 18, 2015)

* The Academic Calendar of the year attached as Annexure I.

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 AQAR report of the year 2014-15 was placed in the meeting and it was approved.

Part – B

Criterion – I

1. 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	----	05	----
UG	07	----	----	----
PG Diploma	----	----	----	----
Advanced Diploma	----	----	----	----
Diploma	----	----	----	----
Certificate	----	----	----	----
Others	----	----	----	----
Total	12	----	05	

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 07, PG 05
Trimester	
Annual	

1.3 Feedback from stakeholders* (On all aspects)

Alumni	<input checked="" type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Employers	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>
Mode of feedback :	Online	<input type="checkbox"/>	Manual	<input checked="" type="checkbox"/>	Co-operating schools (for PEI)	<input type="checkbox"/>	

The feedback Report of Alumni, Parents and students attached as Annexure iii,iv & v.

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

No, there isn't any updation in syllabi during the academic year

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

—

Criterion – II**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
23	02	21	----	03

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
--	07	--	---	---	---	---	---	--	07

2.4 No. of Guest and Visiting faculty and Temporary/ Part-Time faculty

03

03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	19	19
Presented paper	02	12	03
Resource Persons	-----	01	01

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

1. Unit tests, held at regular interval.
2. Assignment submission, by students in all subjects
3. Student Presentation, on study topics at regular interval.
4. Guest lectures of well known subject experts and academicians, arranged for students.
5. Literary quiz, arranged for students.
6. Circulation of photocopy of concerned subject material, prepared by the teachers

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)

- Internal and external examinations are conducted following the affiliating 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

09

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage:

U.G. Programmes:

Title of the Programme	Total no. of students appeared	Division						
		Distinction	I	II	III	W. 0103	Fail & cancel	Pass %
1. B.A. English	263	21	143	18	----	53	28	89.35%
2. B.A. Gujarati	193	08	40	24	----	65	56	70.98%
3. B.A. Sanskrit	85	01	19	06	----	40	19	77.64%
4. B.A. Economics	106	---	15	05	----	65	21	80.18%
5. B.A. Psychology	81	02	20	---	----	45	14	82.71%
Total	728	32	237	53	---	268	138	81.04%
6. B.Com.	258	21	67	23	----	127		43.02%
Total	258	21	67	23	----	127	20	92.24%

P.G. Programmes:

Title of the Programme	Total no. of students appeared	Division						
		Distinction	I	II	III	W. 0103	Fail & cancel	Pass %
1. M.A. English	90	08	63	---	01	14	04	95.55%
2.. M.A. Gujarati	94	76	09	---	---	07	02	97.87%
3. M.A. Sanskrit	76	49	11	---	02	14	--	100%
4. M.A. Economics	81	30	36	---	---	12	03	96.29%
Total	341	163	119	--	03	47	09	97.36%
5. M.Com.	87	35	33	---	02	05	12	80.45%
Total	87	35	33	---	02	05	12	80.45%

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

1. Review of the teaching - learning process at the end of each semester
2. Insists on the enhancement of quality teaching in the institute
3. Encourages faculty to attend seminars, conferences and Faculty Development Programmes to update their knowledge in their respective research fields.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	03
HRD programmes	—
Orientation programmes	01
Faculty exchange programme	03
Staff training conducted by the university	—
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	05
Others (L.I.C.)	01

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	09	13	---	13
Technical Staff	01	---	---	---

Criterion – III

3. Research, Consultancy and Extension

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

- The College has formed a Research Advisory Committee constituted with Principal as Convener, and five faculty from different departments as members. It provides guideline of the schemes of different funding agencies such as UGC.
- Faculty members, encouraged to join Ph.D. and pursue research
- The students of M.A./ M.Com, motivated to prepare Dissertation as a part of their Research Methodology paper
- The students of M.A./M.Com, motivated to participate in the Seminars and symposia

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	01	
Outlay in Rs. Lakhs		120000/-	70000/-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	--	--
Non-Peer Review Journals	01	06	01
e-Journals	01	02	--
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				
1. Dr. U.R. Patel	2013-15	UGC	1,50,000/-	120000/-
2. Dr. K.S. Bhatt	2014-16	UGC	70000/-	-
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			2,20,000/-	1,20,000/-

3.7 No. of books published

17

i) With ISBN No.

08

Chapters in Edited Books

06

ii) Without ISBN No.

03

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	-	-	-	-	-
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 institution in the year

Total	International	National	State	University	District	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 Project Fel 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
International level National level

3.23 No. of Awards won in NSS:

University level State level
International level National level

3.24 No. of Awards won in NCC:

University level State level
International level National level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Tree Plantation Programme was arranged in the college campus on July 24, 2014. Total 140 Volunteers remained present and new 60 plants were sown during the programme.
- Every year the college conducts Blood Donation Camp. Maximum amount of Blood Bottles are collected and given to the Indian Red Cross Society. The Students and the teachers participate in this Blood Donation Camps. Blood Donation Camp was organized in the college on December 5, 2014. Total 65 volunteers donated blood. In emergency situation, the students of our college donate blood, when the patient admitted in the hospital badly requires it.
- Thalesamia Test Programme was organized in the college on February 3, 2015. Total 210 students of Semester I remained present for Thalesamia Test.
- Total 55 students joined N.C.C. in the academic year 2014-15. 'B' Certificate examination for students of N.C.C., organized in the college under the supervision of Prof. V.C. Vala, Physical Instructor.

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	15.24 Acre.	-	Donators	15.24 Acre.
Class rooms	23	-	Donators	23
Laboratories	03		U.G.C. Guj.Govt Donators	03
Seminar Halls	01		U.G.C.	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)	285777	-	UGC	-
Others (Maintenance of equipments)	78728	-	-	-

4.2 Computerization of administration and library

Computerization of administration:

The following are some of the works done on-line:

- Students' Fees collection, Enrolment, Examination forms, Scholarship claims, information regarding sports activity, Salary Bill, Administrative works and so on.
- Some student related works are done manually too.

Computerization of library:

- The process of entering the data of some of the library books in the computer has been done.
- The library registration of students data is done in both the manners-manual as well as computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	51870	5253660	300	35119	52170	5288779
Reference Books	51892	4775355	1931	390307	53823	5165662
e-Books						
Journals & Magazines	333	112788	32	20698	365	133486
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	50	free	--	--	50	free
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Admin. Office	Departments	Others
Existing	57 + 19 (Laptops)	15	yes	--	--	07	04 Exam Deptt. 01 LIBRARY 01 N.S.S. 01 N.C.C 01 NAAC 01 UDISHA 01 SPORTS	25 DELL

							19 Laptops to Faculties	
Added	--	--	--	--	--	--	--	--
Total	57 + 19 (Laptops)	15	yes	--	--	07	10 Computers 19 Laptops	25

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

- Some of the faculties use PPT for effective teaching.
- E-learning resources like BISAG are used frequently. Some of the faculties of the Department of English, Economics, Political Science, Commerce etc. are invited by SANDHAN initiated by State Government to deliver live lecture.

4.6 Amount spent on maintenance:

i) ICT	2200
ii) Campus Infrastructure and facilities	53784
iii) Equipments	78728
iv) Others	311792
Total:	446504

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation conducted on the first day for the new entrants to make them familiar with the college academic activities and the facilities available in the campus.
- IQAC guides the administrative staff members and students the online as well as off line process of getting Government scholarships.
- Notices regarding curriculum and extra curriculum activities, schlorships etc. are sent to the classrooms and read by the teachers in the interest of the students.
- Notices regarding the same are also displayed on the Notice Board.

5.2 Efforts made by the institution for tracking the progression

- Complaint/Suggestion box is placed near the Principal office. Students are made aware by the IQAC/ Grievance Redressal cell to put their grievances and suggestions into the box. They are also informed to provide their feedbacks.
- Analysis of Internal marks of students is done in the classroom; mark sheets are displayed on the Notice-Board and recorded.
- Star Batch Committee is formed with five faculty members from different departments in the college. The committee motivates the First class achievers to be the Rankers at Uni. Examinations, also arranges lectures of the Class I officers to provide the students guidance for competitive examinations.

5.3 (a) Total Number of students

U.G.	P.G.	Ph. D.	<u>Others</u> M.A. /M.Com. External students	Babasaheb Amedkar Open University students
3930	909	11	2226	415

P. G. Programmes:

Last Year (2013-14)						
	General	SC	ST	OBC	Physically Challenged	Total
Boys						
Girls						

This Year (2014-15)						
	General	SC	ST	OBC	Physically Challenged	Total
Boys	120	44	25	142	01	331
Girls	234	73	100	171	---	<u>578</u> 909

Dropout & Demand ratio:Arts: 2014-15:

Name of the Course	Subject	Application Received	Enrolled	Drop out	Drop out Ratio	Demand Ratio
B.A.	English	275	275	02	1:0.0072	1:1
B.A.	Gujarati	217	217	12	1: 0.0552	1:1
B.A.	Sanskrit	94	94	07	1:0.0744	1:1
B.A.	Economics	115	115	09	1:0.0782	1:1
B.A.	Psychology	94	94	06	1:0.0638	1:1
M.A.	English	121	121	08	1:0.0661	1:1

M.A.	Gujarati	105	105	01	1:0.0095	1:1
M.A.	Sanskrit	80	80	06	1:0.0750	1:1
M.A.	Economics	54	54	05	1:0.0925	1:1

Commerce: 2014-15:

Name of the Course	Subject	Application Received	Enrolled	Drop out	Drop out Ratio	Demand Ratio
B.Com.	Accountancy	277	277	11	1:0.0397	1:1
M.Com.	Accountancy	111	111	04	1: 0.0360	1:1

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

- UDISHA – Placement Cell arranges career guidance lectures for students at regular interval.

No. of students beneficiaries

10

5.5 No. of students qualified in these examinations

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

*The students usually appear in such examinations after leaving the college, so the college has no record of the successful students.

5.6 Details of student counselling and career guidance

- There is a career counselling cell- UDISHA in the institute. Any relevant information about appearing in the examination is displayed on the Notice Board. Interested students are asked to concern the convener of the UDISHA cell for more information.
- The cell often invites experts and scholars to guide the students for their career options.
- The cell also makes a list of students interested in getting jobs.

No. of students benefitted

550

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
----	----	----	09

5.8 Details of gender sensitization programmes

- Women Cell is formed with as many as ten faculty members from different departments and administrative office in the college. Women Cell is active to prevent any kind of sexual harassment to the college girls. The Cell provides counseling to the girls off and on and guides them about women health, women's awareness regarding the laws and how to face any adverse situation. The Cell also recommends the students to listen the discussions on T.V. Channels and read newspapers regarding women's safety, women empowerment etc.
- Women cell arranged an Orientation Programme on health awareness for fresher girls of B.A.- B.Com. in the beginning of the first term.
- Women cell invited Ms. Nitaben Barot of ACHALA institute to deliver a lecture to the girl students of the college.
- Women cell celebrated World Women Day in the college on 8th March.
- Women cell guided the girl students of the college regarding Navaratri festival:
 - (a) Don't provide Mobile No. to unknown persons.
 - (b) Don't take or offer lift to unknown persons.
 - (c) Don't develop intimacy with unknown persons.
 - (d) Dial Women Help line No. 100 in case of harassment or chasing by anybody.

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

No. of students participated in Teachers' Day Celebration Programme

College 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	25	17600/-
Financial support from government	2528	3184800/-
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:

- Major grievances of students were regarding the poor conditioned Black Boards in the class rooms.
- The college authority redressed these grievances of the students by placing new, good quality Black Boards in all classrooms as well as White Boards in some class rooms.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the Institution is:

- To provide quality education to all, especially to lower strata of society and having less privileged background with a view to improving the society
- To prepare a community of responsible youths with higher education and thereby build up healthy society and nation
- To motivate the students towards bright career building and work towards a harmonious social order.
- To equip the students to face challenges with courage and commitment.

Mission of the institution is:

- S.S. Mehta Arts & M.M. Patel Commerce College was established in the Year 1965 with a mission to become an Institution of Academic excellence.
- To impart knowledge which is empowering and value based in nature
- To increase self confidence of the students and lead them towards their development and advancement
- To create a vibrant academic atmosphere which focuses on teaching, learning, and research programmes

6.2 Does the Institution has a management Information System

- The smooth functioning of the institution is achieved by proper systematizing and channeling of information flow and decision making process.
- The chief constituents of the college are the Management, the teaching and administrative staff and the students.
- The various opinions and suggestions provided by the Management are implemented by the teaching and administrative staff under the eminent and active leadership of the principal.
- The institute tries to implement the use of ICT in some spheres.

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

6.3.1 Curriculum Development

- Our College is affiliated to Hemchandracharya North Gujarat University Patan and bound to follow the University Syllabi designed by the respective Board of Studies of the University. As many as 09 teachers from our college participated in curriculum design process in the capacity of the member of Board of Studies. Some of them were appointed as the chairman of the Board of Studies and also as member of Academic Council.

6.3.2 Teaching and Learning

- Regular lectures are conducted according to teaching plan and Time Table.
- Interactive technique is adopted by way of question – answer sessions and group discussions.
- Students are guided to use library and other reference sources while preparing their assignments.
- Assignment submission and Viva voce are arranged at the end of the term.
- Guest lectures are arranged besides written tests to evaluate students' performance.
- This helps to improve their creativity, originality and analytical thinking.
- Through an effective system of student evaluation, a meaningful teaching and learning is assured.
- Field Visits, Industrial Visits, and Educational Tours are arranged to enable the students to have wide experience of certain fields.

6.3.3 Examination and Evaluation

- The College has an Internal Examination Committee which looks after the setting of question papers, supervision, assessment and declaration of Result.
- The teachers make an analysis of the performance of students after every internal test and University examination in the classroom.
- Slow learners are identified and are given extra coaching.
- University appointed Observers and flying squad, Senior Supervisors and Junior Supervisors' team ensures smooth conduct of examinations.

6.3.4 Research and Development

- The college has formed a Research Committee which looks after the various research initiatives of the teachers.
- Teachers received Minor Research Project grants from UGC.
- All the teaching staff members are encouraged to submit proposals for minor projects and major projects.
- All the staff members and students are motivated to publish their research Articles in reputed national and international journals.
- Delegation Fees and Duty leaves are granted for participating research Seminars and conferences.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Proper guidance is provided to the students and research scholars for searching database.
- Ranking the users based on their library utilizations is done and Best Reader Award is given by the institution.
- Every department has been provided with a laptop.
- The College has adequate infrastructure facility to cater to the needs of the students.
- Ma Saraswati temple, Staff-garden, parking, etc have been established.

6.3.6 Human Resource Management

- The faculty members are given the responsibility of handling several committee of their choice.
- College Committees are assigned responsibilities to organise curricular, co-curricular and extra-curricular activities.

6.3.7 Faculty and Staff recruitment

- Effective recruitment procedure is adopted to appoint well qualified Ad-hoc teachers through lecture test and interview for various disciplines.
- The Management makes appointment of non-teaching staff through proper procedures.

6.3.8 Industry Interaction / Collaboration

- Students were taken to visit Ganpat University Kherva, Mehsana, where they got the benefit of listening very well experienced academicians.

6.3.9 Admission of Students

- The College is committed to serve the economically and socially marginalised sections of the society and hence privileges them in the admission process. Students of all the Communities are admitted based on the Government regulated policies of reservation.
- The College prospectus contains information about the institution and the programmes offered. The prospectus of the college is prepared every year prior to the commencement of admission. The prospectus is provided along with the application form.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Tuition Fees concession to the Children of staff
Non teaching	<ul style="list-style-type: none"> • Tuition Fees concession to the Children of staff
Students	<ul style="list-style-type: none"> • Tuition Fees concession to the students related to sports, N.C.C., N.S.S. (Rs. 17600/- during the academic year 2014-15) • Book Bank facility in the library • Student Counseling centre • Scholarship to SC/ST/OBC/Minority students as per the Govt. rules • Health Centre for the treatment of students' illness • Well come programme for the fresher students • Department of Commerce organized student orientation programme for B.Com. Semester I students in the beginning of the term. • Thallessemia Test for B.A./B.Com. Semester I students

6.5 Total corpus fund generated

452701

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 & Brothers	-	-

6.8 Does the University/ Autonomous College 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?

- The college is affiliated to H.N.G. University Patan.
- Bar Coding Methods applied in Uni. Examinations.
- Evaluation through Assignments, Written Examination
- The institute has to follow the examination pattern of the University.

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

- There isn't any provision for providing autonomy to the affiliated colleges in H.N.G. University Patan. Of course the faculty members of our college are in various bodies of the University. The Principal as well as two teachers of our college are also Chairman of the Board of Studies. As many as 09 teachers from our college are the member of Board of Studies. Hence the institute has its indirect role in framing the syllabi and examination patterns.

6.11 Activities and support from the Alumni Association

- The alumni association holds meetings with their members twice a year and gives suggestions.
- The alumni association met twice and provided their feedback.

6.12 Activities and support from the Parent – Teacher Association

- The Parents association holds meetings twice a year, analyses the progress of their wards and gives suggestions.
- The Parents association held two meetings and provided their feedback.

6.13 Development programmes for support staff

- Updating of computer skill of non-teaching staff for administrative work.
- Teachers are allowed to pursue higher studies like Ph.D.

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

- N.S.S and N.C.C. Units of the college arrange Tree-plantation programmes and cleanliness drive in the college campus.
- The students of under graduate are taken on tour to Polo forest of Sharneshwar and Vireshwar and thereby environment awareness is developed among them.

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 focuses on quality education. We do everything in our capacity to ensure excellent standards that would find space for the development of personality and character, education and empowerment of the students and to face the challenges of tomorrow successfully through quality education.
- The college provides opportunities to all the students without any discrimination and the students grab the opportunities and participate in several sports and cultural activities.
- The college also emphasizes on the research oriented activities because of which the teachers as well as students contributed their articles in the college magazine *HATHMATI* and other research Journals. An aptitude towards research has been cultivated among the students.

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

- College Committees organized several extracurricular programmes at regular interval during the year.
- Student Orientation Programme was organised for B.Com. Semester I students by Department of Commerce.
- Dr. N.D. Patel, Principal, Arts & Commerce College Khedbrahma delivered an expert lecture on ‘Agricultural Problems in North Gujarat’.
- Students were taken to visit Ganpat University Kherva, Mehsana, where they got the benefit of listening very well experienced academicians.
- Two minor projects have been sanctioned by U.G.C.
- Three lecturers have joined Ph.D. this year.
- 10 students of M.A. Sem. III Economics prepared Dissertation regarding Research Methodology paper.

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

Yoga Shibir:

The College conducted Yoga Shibir of seven days in the college campus which had a positive impact on the minds of the students and they developed the concept of yoga and its relevance in their life. They became more conscious of their health and vowed to help people by explaining them several yogic exercises.

Spoken English Course:

- The institute offers graduation and post graduation degree programme in English. The institute always tries to cater to the needs of the students. The chief aim of this course was to satisfy the demand of those students who could not be able to join English Proficiency Course run by D.E.L.L.

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

7.4 Contribution to environmental awareness / protection

- Department of Commerce arranged field trip. Students were taken to visit Ganpat University Kherva, Mehsana.
- R.O. Plant is set up in the college campus and through it filtered water is supplied to the entire college.

7.5 Whether environmental audit was conducted? Yes No

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

STRENGTH:

- Well maintained campus with external facilities and infrastructure
- Environment-friendly measures undertaken
- One of the reputed colleges of H.N.G. University Patan
- Highly qualified faculty, committed to student welfare
- Support programmes for slow learners
- A large number of scholarships disbursed to students from marginalized and economically deprived section
- Well planned counselling system
- Well-equipped labs
- Excellent collection of Text books, Reference books and Journals in library.
- A large sports ground
- Ideal N.S.S. and N.C.C. Units.

WEAKNESS:

- All the students of the college do not participate in college activities as many students commute from nearby villages who are seen always in hurry to catch their buses and reach home.
- The weak communicative and linguistic competence of students is a major obstacle in their development.
- Weak English language proficiency of the administrative and temporary staff.
- Only one room i.e. seminar Hall is well equipped with ICT.
- Insufficiency of faculty and administrative staff.

OPPORTUNITIES:

- To open new Post Graduate course especially M.Com English Medium.
- Permanently affiliated to Hemchandracharya North Gujarat University Patan.
- Promoting the sense of social responsibility and instilling the national spirit among the students of the area can bring about an improvement in the social and community set up of the area.

THREATS:

- Government policy of not sanctioning new posts has increased the financial burden of the management.
- Unavailability of better job opportunities after graduation.
- The students with good academic record prefer vocational and other job orientated courses to B.A. and B.Com. Degree courses.
- -Increasing number of colleges in neighbouring centers.

8. Plans of institution for next year

- To upgrade library by entering the data of all the books in Computer.
- To motivate all the Departments to organize National level Seminars.
- To arrange Tree-plantation programmes and maintain cleanliness in the college campus.
- To establish filtered water plant with a view to providing purified water to the entire college.
- All the faculty members to participate in seminars and publish research articles in journals.

Name Dr. Prakash Joshi

Prakash Joshi

Signature of the Co-ordinator, IQAC
 Co-ordinator
 Internal Quality Assurance Cell (IQAC)
 S.S.Mehta arts & M.M.Patel Comm.Collage
 Himmatnagar-383001
 Dist.Sabarkantha,Gujarat



Name Dr. Dinesh Patel

Dinesh Patel

Signature of the Chairperson, IQAC
 Principal
 S. S.mehta Arts & M.M.Patel
 Commarce College,
 Himatnagar (S.K.)

ANNEXURE-I

Academic Calendar Year- 2014-2015

June : 2014

- The beginning of the term: June 16, 2014
- Meeting of the staff with the principal June 16, 2014
- Welcome day for the first year students June 19, 2014
- The beginning of the teaching work U.G. June 20, 2014

July: 2014

- The beginning of the teaching work P.G. July 1, 2014
- Meeting of the staff with the Principal & IQAC and formation of several committees July 14, 2014
- Team selection for sports
- The recruitment of the N.S.S. volunteers.
- The Recruitment of the N.C.C. Cadets.
- Tree Plantation Programme by- NSS volunteers and NCC cadets July 24, 2014

August: 2014

- The independence Day- Celebration Programme August 15, 2014
- The Selection for the cultural Activities August 22, 2014

September: 2014

- Teacher's Day Celebration in the memory of the birth day of Dr. Radhakrishnan Sept. 5, 2014
- Practice for participation in cultural activities in University Youth Festival Sept. 1-18, 2014
- The fund-collection for the blind on the blind day by N.S.S.
- Meeting of the staff with the Principal regarding Internal Examination Sept. 17, 2014

- Participation in 26th University Youth Festival at Patan September 19-21, 2014
- Internal Examination September 19-30, 2014

October: 2014

- Internal Examination continue October 01-15, 2014
- The End of the First Term: October 21, 2014
- The Diwali vacation: October 23-November 11, 2014

November: 2014

- The beginning of the Second Term November 12, 2014
- N.S.S. Camp arranged at Nananpur village from November 08 to 14, 2014.
- B. A. Semester I, III, V, and M.A. and M.Com. Semester I and III Examination by Hem. North Gujarat University Patan

December: 2014

- Blood Donation Camp December 5, 2014
- University Athletics Meet
- Educational tour
- Motivational lecture for students

January 2015

- New Year Day and several other days' celebration.
- Celebration of Vivekanand birth anniversary.
- Republic Day celebration.

February 2015

- Thalesamia test February 3, 2015
- Meeting of the staff members with the Principal & IQAC, February 18, 2015
- Internal Examination February 19-27, 2015

March. 2015

- Internal Examination and Retest/ Extra Test

April. 2015

- B. A. Semester II, IV, VI, and M.A. - M.Com. Semester II and IV Examination by Hem. North Gujarat University Patan

- The End of the academic Year April 25, 2015

- The Summer Vacation April 27 - June 14, 2015

Annexure : ii

Executive summary of students' feedback for the year 2014-15

As an institution, we believe that the feedback from students on various aspects of education provided by the college, is one of the best tools for academic performance measurement and performance management. For the academic year 2014-15, we have collected students' feedback on various aspects related to education and allied educational services provided by our college. Samples were taken from both the faculties and all the subjects were included in the survey. Samples were selected on Random basis. Students were given full freedom to express their opinions. Ballet paper style was applied and no concern teacher was present at the time of opinion poll. Entire survey was administered by the persons not directly connected with students, to avoid any type of undue influence. Five scale system was adopted.

Following broad areas were included. Satisfaction level is indicated against each area/criteria.

Sr. No.	Criteria	Level of satisfaction (%)
1	Quality of Curriculum	98.2
2	Completion of syllabi	93.4
3	Facility of Library	95.6
4	Office Administration	96.7
5	Guidance provided by Teachers	98.2
6	Physical facility	95.9
7	Examination system	98.9
8	Total Administration	98.9
9	Do you suggest other for admission in this college(Yes)	84.1
10	Overall rating 3 or more out of 5 (more than or equal to 60%)	94
	Overall rating 5 out of 5	21

Student feedback for the year 2014-15

Quality of Curriculum

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Excellent	69	25.5	25.5	25.5
	Very Good	142	52.4	52.4	77.9
	Good	55	20.3	20.3	98.2
	Poor	5	1.8	1.8	100.0
	Total	271	100.0	100.0	

Completion of syllabi

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Excellent	87	32.1	32.1	32.1
	Very Good	119	43.9	43.9	76.0
	Good	47	17.3	17.3	93.4
	Poor	18	6.6	6.6	100.0
	Total	271	100.0	100.0	

Facility of Library

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Excellent	43	15.9	15.9	15.9
	Very Good	109	40.2	40.2	56.1
	Good	107	39.5	39.5	95.6
	Poor	12	4.4	4.4	100.0
	Total	271	100.0	100.0	

Office Administration

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Excellent	84	31.0	31.0	31.0
	Very Good	99	36.5	36.5	67.5
	Good	79	29.2	29.2	96.7
	Poor	9	3.3	3.3	100.0
	Total	271	100.0	100.0	

Guidance provided by Teachers

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Excellent	118	43.5	43.5	43.5
	Very Good	108	39.9	39.9	83.4
	Good	40	14.8	14.8	98.2
	Poor	5	1.8	1.8	100.0
	Total	271	100.0	100.0	

Physical facility

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Excellent	52	19.2	19.2	19.2
	Very Good	114	42.1	42.1	61.3
	Good	94	34.7	34.7	95.9
	Poor	11	4.1	4.1	100.0
	Total	271	100.0	100.0	

Examination system

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Excellent	80	29.5	29.5	29.5
	Very Good	129	47.6	47.6	77.1
	Good	59	21.8	21.8	98.9
	Poor	3	1.1	1.1	100.0
	Total	271	100.0	100.0	

Total Administration

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Excellent	78	28.8	28.8	28.8
	Very Good	121	44.6	44.6	73.4
	Good	69	25.5	25.5	98.9
	Poor	3	1.1	1.1	100.0
	Total	271	100.0	100.0	

Do you suggest other for admission in this college

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Yes	228	84.1	84.1	84.1
No	41	15.1	15.1	99.3
4	2	.7	.7	100.0
Total	271	100.0	100.0	

Your overall rating of the college out of 5

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid 1 out of 5	4	1.5	1.5	1.5
2 out of 5	11	4.1	4.1	5.5
3 out of 5	71	26.2	26.2	31.7
4 out of 4	127	46.9	46.9	78.6
5 out of 5	58	21.4	21.4	100.0
Total	271	100.0	100.0	

ANNEXURE-V**Sports Achievements for the year 2014-15****National level achievements by our students:**

----- Nil -----

State level achievements by our students:

----- Nil -----

Selection in Uni./State/National Team:

Total 13 students were selected in the inter-state team of Hemchandracharya North Gujarat University Patan in the academic year 2014-15, out of which 06 were male students and 07 were female students.

Total 225 students were selected in at state level team as under:

No.	Event Name	Male students	Female students
1.	Table Tennis	02	02
2.	Volley Ball	12	12
3.	Chess	02	--
4.	Basket Ball	12	12
5.	Foot Ball	16	16
6.	Cross country	05	05
7.	Khokho	--	12

8.	Kabaddi	12	12
9.	Badminton	03	02
10.	Cricket	15	14
11.	Ball Badminton	12	--
12.	Wrestling	02	03
13.	Tennis	--	02
14.	Soft Ball	12	--
15.	Hockey	16	--
16.	Athletics	06	06
Total	All Events	127	98

Total 13 students were selected at national level team as under:

No.	Event Name	Male students	Female students
1.	Table Tennis	02	--
2.	Basket Ball	04	01
3.	Foot Ball	--	02
4.	Badminton	--	01

5.	Cricket	02	--
6.	Hockey	01	
Total	All Events	09	04

Participation in several sports events organized by the University:

Our College students participated in the following events:

1. Table Tennis (Doubles):

Female team got runners-up; 02 female students selected for inter university team

2. Volley Ball (Male & female students):

Male team- got runners-up in group final; 01 student selected as a reserve player

3. Chess

4. Basket Ball: (Male & Female students)

Male team: 04 student selected for Inter University team

Female team; 01 student selected for inter university team

5. Foot Ball:

Female team – 3rd place; 02 female students selected for inter university team

6. Foot Ball (Male students)

7. Cross country (Male & Female students)

8. Khokho (Female students)

9. Kabaddi (Male & female students)

10. Badminton (Male & female students)

Female team – 4th place in Singles & Doubles; 01 student selected for Inter University team;

01 student selected as a reserve player

11. Cricket (Male & Female students)

02 student selected for Inter University team

12. Wrestling (Male & Female students)

13. Tennis (Female students)

14. Athletics (Male & Female students)

15. Soft Ball (Male students)

16. Hockey (Male students)

Participation in the events conducted by other institutions:

----- Nil -----

Tournaments conducted by our institution:

1. Our institution organized Inter college cricket match for male students between Arts- Commerce College Himatnagar & Growmore Arts College Himatnagar.
2. Our institution organized Inter college cricket match for female students between Arts- Commerce College Himatnagar & Commerce College Mehsana.

ANNEXURE-VI

Best Practice - I

Title: Yoga Shibir

Goal:

- To improve the health of students
- To get qualitative achievement in study
- To contribute the building of healthy nation
- To live a peaceful life with spiritual experience

The Aim of the Practice:

- To avoid stress and live healthy life
- To refrain students from anger, restlessness, boredom, frustration, excessive worry etc.
- To concentrate more on qualitative study
- To get physical as well as mental happiness and make the students free from stress and problems of life.

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 with Dr. B.G. Parmar as Convener, and five faculty 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.

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. Along with practical training, using practice booklet for learning yogic skills increases confidence in them. Yoga & Health Committee invites well known doctors of the city

in the shibir and thereby imparts health awareness to 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 area. It thus, focuses on the scope of social activity at various levels on the part of the students. Total participants were 324 in the academic year 2014-15.

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 by the end of their college study, they teach yoga to different people in their nearby houses, streets and areas and thereby grab the opportunity to serve the community and get blessed.
- The Students and people have found this yoga awareness programmes very useful and informative for life, also a means of livelihood.
- 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 made it a news into their news papers.

Resources Required:

- The students who are interested in Yoga exercise voluntarily
- Mike, mattress and Banner
- Convener and members of Yoga and Health committee as trainers

Problems Encountered and Solutions:

- 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.
- With the celebration of International Yoga Day on 21st June 2015, more awareness of Yoga came among students and they enthusiastically joined this activity.
- Yoga committee continuously tries its best to avert the difficulties of the students.

Annexure-VII

Best Practice-II

Title: Spoken English Course for college students

Goal:

- To enable the college students to talk in English
- To guide them to learn English language and communicate in it
- To enable them to develop accuracy and fluency in communication
- To make them free from psychological fear and develop confidence among them.

The aim of the practice:

Department of English is one of the most dynamic departments in the college. The institute offers graduation and post graduation degree programme in English. The Department of English consists of four full time lecturers. The institute always tries to cater to the need of the students. The chief aim of this course was to satisfy the demand of the students of final year of graduation who lacked proficiency in speaking English.

The Context:

The existing situation of the college as well as the town states the lack of proficiency of communicative skills among the students. As everyone knows good communicative skills are essential in today's competitive world for building career in any field. Of course, there are number of so called spoken English courses available in the market, but there also they fail to learn the basic skills of communication. So, the D.E.L.L. tries to cater to the needs of the college students. The SCOPE Only Assessment Scheme registration was kept open for all the students, who study in the college. The course was of two week duration i.e. from 11 to 24 April 2014.

The Practice:

- The practice is unique as the proficiency of communicative skills is the need of today.
- The course made them familiar with all the four basic language learning skills – Listening, Speaking, Reading and Writing.
- It made them free from psychological fear and other barriers.
- It helped them to feel self-assured and confident.

- The course helped them to get enough practice to appear in SCOPE examination and have Cambridge University Certificate.

Evidence of Success:

- The students who opt for only assessment scheme to appear in SCOPE examination have found this course very useful for their career and expected result in SCOPE examination.
- 24 students were registered for the course and all of them enthusiastically attended the class.
- It proved blessing for the students who belong to economically backward classes as it is not affordable for them to get admission in D.E.L.L. to study English language skills.
- All the students participated interestingly in the programme and are ever eager and enthusiastic to attend such more programmes.

Resources required:

- A group of language learners
- A class room and D.E.L.L.
- Enthusiastic and scholar teachers
- Projector, CDs, White Board etc.

Problems Encountered and Solutions:

- In the beginning the students felt awkward to spare extra time for such activity.
- All the students who joined the course of Spoken English have found it very useful.
- It is comparatively more important for the rural students as the lack of communicative skill often cause an obstacle in building their social and professional career.
- All of them participate keenly in such programmes and ready to attend such more programmes.

**MINUTES OF THE MEETING OF
INTERNAL QUALITY ASSURANCE CELL (IQAC)
S. S. MEHTA ARTS & M. M. PATEL COMMERECE COLLEGE, HIMATNAGAR
HELD AT SEMINAR HALL, S. S. MEHTA ARTS & M. M. PATEL COMMERECE
COLLEGE, HIMATNAGAR
ON
14th July 2014 AT 11.45 a.m.**

Agenda:

1. Reading of the previous minutes
2. Formation of several committees regarding IQAC
3. Understanding of NAAC
4. Data collection for AQAR report regarding IQAC

1. Reading of the previous minutes:

The minutes of the previous meeting was read and confirmed.

2. Formation of several committees regarding IQAC:

The IQAC, Chairman, & Principal Dr Vasudev N. Raval, welcomed all the members in the meeting. As many as 28 college committees were formed by the Principal regarding IQAC and extracurricular activities. He further expressed his view that IQAC team will work harmoniously and focus on Quality Enhancement activities of the college.

3. Understanding of Revised guidelines of NAAC:

Prof. Dr. Prakash M. Joshi, IQAC Coordinator, presented the new guidelines to be followed under Revised Assessment and Accreditation Framework of NAAC, with regard to reference document, draft released by NAAC, effective from June 2014. Under the new Revised Assessment and Accreditation Framework the guidelines as indicated by NAAC were shared and discussed with all the members present.

4. Data collection for AQAR report regarding IQAC:

Dr. Prakash M. Joshi, IQAC Coordinator, presented the IQAC initiatives 2014 onwards in areas of Faculty Development and Student Welfare. The various committees and roles and responsibilities of each committee required under new Revised Assessment and Accreditation Framework were also discussed. The IQAC, Chairman, & Principal Dr Vasudev N. Raval instructed all the faculty members to submit their Annual Self-Assessment data.

After discussions, the meeting ended with vote of thanks by Dr. K.S. Bhatt, member of IQAC.

Coordinator, IQAC

Principal & Chairperson, IQAC

The Members, present at the meeting on 14th July, 2014**Sign.**

Dr. Vasudev N. Raval, Principal & Chairman, IQAC

Mr. Nathabhai patel, President, Himatnagar Kelavani Mandal

Mr. Prahladbhai Somani, Secretary, Himatnagar Kelavani Mandal

Dr. Prakash M. Joshi, NAAC & IQAC Coordinator

Prof. N.K.Upadhyay, NAAC & IQAC member

Dr. K.S.Bhatt, NAAC & IQAC member

Dr. A.K.Patel, NAAC & IQAC member

Prof. H.D. Rao, NAAC & IQAC member

Dr. A.P. Solanki, NAAC & IQAC member

Dr. B.G. Parmar, NAAC & IQAC member

Prof. M.S. Patel, Head, Department of Commerce & Management

Prof. A.P. Doshi, Department of Commerce

Prof. J.B. Patel, Department of Commerce

Prof. J.K. Ramlavat, Head, Department of Statistics

Dr. U.R. Patel, Head, Department of Gujarati

Dr. D.B. Pateliya, Department of Gujarati

Dr. R.K. Bhatt, Department of Gujarati

Dr. Y.A. Agnihotri, Department of Sanskrit

Dr. R.N. Joshi, Department of Sanskrit

Prof. M.M. Patel, Department of Economics

Prof. N.C. Patel, Department of Economics

Prof. B.K. Patel, Head, Department of Psychology

Prof. K.P. Ninama, Head, Department of History

Prof. K.V. Pandya, Head, Department of Political Science

Prof. S.K. Vankar, Head, Department of Hindi

Prof. R.J. Upadhyay, Department of Hindi

Prof. K.G. Rathod, Department of Hindi

Ms. Vandanaben Jani Office Superintendent

Mr. C.P. Panchal, Senior Clerk

Mr. G.S. Khadayata, Senior Clerk

Mr. N.H. Dixit, Junior Clerk

Mr. _____, M.A. Sem III, 2014 Batch, Student Representative

Mr. _____, M.Com. Sem III, 2014 Batch, Student Representative

**MINUTES OF THE MEETING OF
INTERNAL QUALITY ASSURANCE CELL (IQAC)
S. S. MEHTA ARTS & M. M. PATEL COMMERECE COLLEGE, HIMATNAGAR
HELD AT SEMINAR HALL, S. S. MEHTA ARTS & M. M. PATEL COMMERECE
COLLEGE, HIMATNAGAR
ON
18TH FEBRUARY, 2015 AT 11.45 a.m.**

Agenda:

1. Reading of the previous minutes
2. Analysis of activities of several committees regarding IQAC
3. Data collection for AQAR report regarding IQAC

1. Reading of the previous minutes:

The minutes of the previous meeting was read and confirmed.

2. Analysis of activities of several committees regarding IQAC:

The IQAC, Chairman, & In-charge Principal Dr. V.N. Raval, welcomed all the members in the meeting. The conveners of several committees presented the report of the activities of their committee. They further discussed about their future plans regarding Quality Enhancement activities in the college keeping in mind NAAC.

3. Data collection for AQAR report regarding IQAC:

Dr. Prakash M. Joshi, IQAC Coordinator, presented the IQAC initiatives 2014 onwards in areas of Faculty Development and Student Welfare. The various committees and roles and responsibilities of each committee required under new Revised Assessment and Accreditation framework were also discussed. All the faculty members were instructed to submit their supplementary curriculam as well as extracurriculam details.

After discussions, the meeting ended with vote of thanks by Dr. A.K.Patel, member of IQAC.

Coordinator, IQAC

Principal & Chairperson, IQAC

The Members, present at the meeting on 18th February, 2015**Sign.**

Dr. V.N. Raval, Principal & Chairman, IQAC

Mr. Nathabhai patel, President, Himatnagar Kelavani Mandal

Mr. Prahladbhai Somani, Secretary, Himatnagar Kelavani Mandal

Dr. P.M. Joshi, Coordinator, NAAC & IQAC

Prof. N.K.Upadhyay, NAAC & IQAC member

Dr. K.S.Bhatt, NAAC & IQAC member

Dr. A.K.Patel, NAAC & IQAC member

Prof. H.D. Rav, NAAC & IQAC member

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Prof. R.J. Upadhyay, Department of Hindi

Prof. K.G. Rathod, Department of Hindi

Ms. Vandanaben Jani Office Superintendent

Mr. _____, M.A. Sem IV, 2014-15 Batch, Student Representative

Mr. _____, M.Com. Sem IV, 2014-15 Batch, Student Representative

- 2016-17
- Career Guidance and Placement Cell strengthened
- Upgraded library by subscription to more journals and magazines
- Motivational programmes for students organized

2014-15

- Career Guidance and Placement Cell, strengthened.
- Staff members were encouraged to do Research activity.
- Dr. N.D. Patel, Principal, Arts & Commerce College Khedbrahma delivered an expert lecture on 'Agricultural Problems in North Gujarat'.
- Dr. K.S. Bhatt, Department of English, was invited by SANDHAN, BISAG, Gandhinagar (KCG, an initiative of the Govt. of Gujarat), to attend a workshop as the State level Subject Coordinator for C.C. on July 10, 2014.
- Dr. K.S. Bhatt, Department of English, nominated by H.N.G.U. Patan as subject expert was invited as an Expert in the interview committee at Arts & Commerce College Bhabhar on August 7, 2014 for selection of Assistant Professor.
- Dr. Prakash Joshi, Department of English, was invited by SANDHAN, BISAG, Gandhinagar (KCG, an initiative of the Govt. of Gujarat), to deliver a live Television lecture (All Gujarat Integrated Classroom) on the topic of *Skills for facing interview* on 15th September, 2014.
- Dr. K.S. Bhatt, Department of English, participated in a state level seminar at Nima Girls' College, Gozariya on November 14, 2014.
- Dr. Prakash Joshi, Department of English, was invited by Arts College Shamlaji, to deliver a lecture on teaching English Language and literature to their English Special students on 5th February, 2015.
- Prof. N.C. Patel and 04 students of the Deptt. of Economics participated in 97th Annual Conference of Economics Teachers' Association at Mohanlal Sukhadiya Uni. Udaipur on December 27-28, 2014.
- Dr. A.K. Patel, Prof. N.C. Patel, Prof. M.M. Patel and 03 students of the Deptt. of Economics participated in 4^{5th} Annual Conference of Gujarat Economics Teachers' Association at S.P. Uni. Vallabh Vidyanagar, Anand on February 13-15, 2015.
- Prof. N.K. Upadhyay, Dr. Prakash M. Joshi and Dr. K.S. Bhatt participated in a 7 Days Faculty Development Programme organised by K.C.G., Ahmedabad from March 16-22, 2015.