Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report 2018-19 (AQAR) by Accredited Institutions

(For Affiliated/Constituent Colleges)

(Revised on *26th September, 2019*)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

The Annual Quality Assurance Report 2018-19 (AQAR) of the IQAC

(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2018 to June 30, 2019)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution :   **Shri Surat Jilla Sahakari Bank Commerce College &**

   Shri Sayan Sahakari Khand Udhyog Arts College, Olpad

- Name of the Head of the institution :   **Dr. Ishverbhai M. Patel**

- Designation: Principal

- Does the institution function from own campus: Yes

- Phone no./Alternate phone :   02621-222203, 291433

- Mobile no.:   + 91 9879393979

- Registered e-mail: olpadcollege@yahoo.co.in

- Alternate e-mail :   --

- Address   :   Near ITI, Hathisa Road

- City/Town   :   Olpad

- State/UT   :   Gujarat

- Pin Code   :   394540

2. Institutional status:

- Affiliated / Constituent :   Affiliated
- Type of Institution: Co-education/Men/Women: Co-education
- Location : Rural/Semi-urban/Urban: Rural

- Financial Status: Grants-in aid/ UGC 2F and 12(B)/ Self financing

  (please specify) Grant-in- Aid , UGC 2F 12(B)
- Name of the Affiliating University: Veer Narmad South Gujarat University, Surat
- Name of the IQAC Co-ordinator: Prof. Patel Rita B.
- Phone no: + 91 9727637376

  Alternate Phone No: + 91 9429826673
- Mobile: --
- IQAC e-mail address: olpadcollege@yahoo.co.in
- Alternate Email address: --

3. Website Address: www.olpadcollege.org.in

  Web-link of the AQAR: (Previous Academic Year): 2017-18

  http://olpadcollege.org.in/Download/AQAR%202017-18.doc

4. Whether Academic Calendar prepared during the year? Yes

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes

Weblink: http://olpadcollege.org.in/Download/ACADEMIC-CALENDAR-2018.pdf

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B	2.46	Aug, 2008	from:16, Sept. 2008 to: 15, Sept. 2013
2nd	B	2.20	Aug, 2015	from:14, Sept. 2015 to: 13, Sept. 2020
3rd	--	--	--	from: to:
4th	--	--	--	from: to:
5th	--	--	--	from: to:

6. Date of Establishment of IQAC: 15-01-2009

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
• Planning for smooth conduct of teaching- learning	• June 2018	08
• Monitoring academic and extra-curricular activities	• June-2018	08
• Smooth functioning of Extension activities	• 17-09-2018	13
• Monitoring students' progress	• 24-01-2019	12
• Feedback mechanism	• 25-01-2019	12
• Involvement of alumni in college activities	• 25-01-2019	

Note: Some Quality Assurance initiatives of the institution are:
(Indicative list)

- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

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8. Provide the list of funds by Central/ State Government-
UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

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

   *upload latest notification of formation of IQAC

   http://olpadcollege.org.in/Download/IQAC-Notification-2018-19.pdf

10. No. of IQAC meetings held during the year: 03

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website… Yes/No: Yes

   http://olpadcollege.org.in/Download/IQAC-Meetting-Minutes-2018-19.pdf

   (Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   No

   If yes, mention the amount: Year: --

12. Significant contributions made by IQAC during the current year (maximum five bullets)

   * Maintain smooth functioning, teaching learning in the Institution

   * Organize seminar, workshop, symposia

   * Organize and monitor extra- curricular activities

   * Career guidance under UDISHA Club and Career Corner

   * Mentoring of the students, encouraging them for higher studies

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
-Preparation of academic calendar	-Adherence of academic calendar
-Enhance students support facility	-Conduct of teaching –learning activities
-Formation of various committees and assigning the task according.	-Teaching-learning activities documented and duly advertised

14. Whether the AQAR was placed before statutory body?   **Yes**

- Name of the Statutory body: Management   Date of meeting(s):
  1, 21-09-2018
  2, 24-01-2019
  3, 20-02-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?   No   Date: --

16. Whether institutional data submitted to AISHE: Yes/No: Yes

    Year: 2018 –'19   Date of Submission: 05-12-2019

17. Does the Institution have Management Information System?   **Yes**

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

Management, Principal, Teaching and Office staff have been shouldering the responsibility for the smooth functioning and teaching learning activity of the Institute. Policy based decisions are taken with the consultation of the concerned authority. Decisions, resolutions are shared with the stakeholders.

Staff members are assigned with the headships of the different committees, office staff and students function as the members. IQAC, Anti- Harassment Cell, Anti-Ragging Cell, Examination Committee, Admission Committee, Extension Activity etc. conduct the regular activities as well as some specific activity.

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

- When the syllabi in various programmes are circulated to the colleges, concern teachers/HoD get the copy of the syllabus in their respective subjects. Teachers impart syllabi to students during orientation classes in the beginning of the year and clarify their doubts, queries.
- New syllabus is displayed on the notice boards and on the website.
- Most of the teacher function as the members of the Board of Studies, Chairperson or other than the chairman. They provide important feedback to syllabi designing committees. based on their experiences

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
-	-	-	-	-

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
-	-	-	-

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
B.A. (Gujarati)	Yes	M.A. (Gujarati)	Academic Year 2011-12 onwards	Yes	Yes
B.A. (History)	Yes	M.A. (History)	Academic Year 2011-12 onwards	Yes	Yes
B.Com.	Yes	M.Com.(Commerce)	Academic Year 2011-12 onwards	Yes	Yes
Already adopted (mention the year) (2011-12)					

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

No of Students	Certificate	Diploma Courses
--	--	--

1.3 Curriculum Enrichment		
1.3.1 Value-added courses imparting transferable and life skills offered during the year		
Value added courses	Date of introduction	Number of students enrolled
YOGA	**12-06-2019 to 20-06-2019**	**150**
1.3.2 Field Projects / Internships under taken during the year		
Project/Programme Title	No. of students enrolled for Field Projects / Internships	
-	-	

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	Yes	Yes	Yes

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

- Institution has the Feedback Mechanism implemented after the accreditation of the Institution as suggested by the Peer Team. Feedbacks are received from the last year UG and PG students regarding the performance of the teachers, their efficiency and their communicative skill etc. Students' responses are evaluated through SPSS and the concern teachers are imparted the outcome.

- Parents, Teachers and Alumni's feedback are received informally during meeting with them regarding physical facilities of the Institute, teaching-learning activities, academic performance of their wards and their participation in curricular and extra- curricular activities etc.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
F.Y.B.A.	**260**	All students enrolled	**178**
S.Y.B.A.	**200**	"	**136**
T.Y.B.A.	**200**	"	**063**
F.Y.B.COM.	**520**		**416**
S.Y.B.COM.	**260**	In comm faculty centralised	**263**
T.Y.B.COM.	**130**	admission process is	**122**
MA- SEM- I & II (GUJ)	**60**	followed, so applications	**20**
MA- SEM- III & IV(GUJ)	**60**	are forwarded by VNSG	**38**
MA- SEM- I & II (HIS)	**60**	University.	**18**
MA- SEM- III & IV (HIS)	**60**		**37**
M.COM- SEM- I & II	**60**		**58**
M.COM- SEM- III & IV (Accountancy)	**60**		**62**

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	1178	233	12 Full Time 01 Part Time 03 Ad-hoc Teachers 16 (Total)	----	12

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
13	13	Lap-tops, projectors, audio-visual system	21	---	Power –point presentation, showing Movies and videos

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

Every teacher is assigned with the duty of mentoring the students class wise and division wise, which is mentioned below. Students' progress is also monitored through his/her participation in Extension and Extra- curricular activities like NCC, NSS, Sports and Saptadhara activity Convenors, who guide and counsel them regarding their progress in academic as well as other activities.

F.Y.B.A.- Div-I	- Dr. S.I.Thakor	M.A.- SEM- I & II (GUJ)	- Dr. D.M.Chauhan
S.Y.B.A.	- Prof. D.S.Contractor	M.A.- SEM- III & IV(GUJ)	- Dr. G.R.Garasiya
T.Y.B.A.	- Dr. R.S.Machhi	M.A.- SEM- I & II (HIS)	- Prof. N.R.Patel
F.Y.B.COM- Div-I	- Prof. R.B.Patel	M.A.- SEM- III & IV (HIS)	- Prof. N.K.Rathod
F.Y.B.COM- Div-II	- Prof. B.C.Baruwala	M.COM- SEM- I & II	- Prof. R.B.Dhimmar
S.Y.B.COM.	- Pof. J.M.Rana	M.COM- SEM- III & IV	- Dr. R.P. Patel
T.Y.B.COM.	- Prof. R.B.Dhimmar		

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1411	12+ 3	1: 80

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year   -   NIL

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
17	12	5	NIL	6

2.4.2 Honours and Recognitions Received by Teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
06-10- 2018	Dr. Rameshbhai Machhi	Associate Professor	Financial Assistance for Book Publication by Gujarat Sahitya Akadami- Gandhinagar
June 2018	Prof. N.K. Rathod	Associate Professor	Chairman of BOS in History VNSGU, Surat

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Program Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A.	01	B.A. SEM -II SEM-IV SEM-VI	23-04-2019	05-07-2019 25-06-2019 13-05-2019
B. Com.	03	B.Com. SEM-II SEM-IV SEM-VI	23-04-2019	21-06-2019 27-06-2019 21-05-2019
M.A. (GUJ)	10	M.A. SEM-II SEM-IV	23-04-2019	17-06-2019 24-05-2019
M.A. (HIS)	17	M.A. SEM-II SEM-IV	23-04-2019	17-06-2019 24-05-2019
M.COM.	05	M.COM. SEM-II SEM-IV	23-04-2019	29-05-2019 10-06-2019

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

Students are informed about exam pattern and evaluation system in the beginning of the each semester by the respective subject teacher. Students are well informed about evaluation system. Institution adheres to any change introduced by the Higher Education of the State as well as by the University.

After the completion of the syllabi ,practice sessions are conducted based on University exam pattern.

- Total weightage of internal marking is 20% , consists of assignment, attendance, exam performance and MCQ exam.

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

Academic calendar is prepared in the beginning of the academic year in accordance with the University calendar. Academic calendar prepared by IQAC considering completion of syllabi as first year Commerce admission procedure completes late. Assignments, Multiple Choice exam and Internal exams are conducted as per calendar. Except unavoidable circumstance this time schedule is followed. Curricular and extra- curricular activities are planned according to the academic calendar.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink) **http://www.vnsgu.ac..in/vnsguexam/result.php**

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
B.A.-01	B.A.-2	148	141	92.76
	B.A.-4	127	111	87.40
	B.A-6	65	62	95.38
B.COM-03	B.COM-2	374	264	70.59
	B.COM-4	241	105	43.75
	B.COM-6	117	54	46.15

M.A- 10.	M.A.-2 (GUJ)	18	14	77.77
	M.A.4 (GUJ)	38	27	72.97
M.A.-17	M.A.-2 (HIS)	16	15	93.75
	M.A.-4 (HIS)	36	36	100
M.COM-05	M.COM.-2	45	44	98.07
	M.COM-4	62	42	54.41

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	--	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored Projects	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students Research Projects *(other than compulsory by the College)*	--	--	--	--
International Projects	--	--	--	--
Any other(Specify)	--	--	--	--
Total	**--**	**--**	**--**	**--**

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights **(IPR)** and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
(1) Gujarati & English Drama Film and Literature	English Gujarati	11-02- 2019
Symposia- Feminine consciousness in Gujarati Lit.	Gujarati	22-10-2018
C.V. writing - T.Y.B.A/ T.Y.B.Com students	**Guj / His / Com dept.**	**12-09-2018**
Interview Skills- T.Y.B.A/ T.Y.B.Com students	**Guj / His / Com dept.**	**06-02-2019**
Interpersonal Skill F.Y./S.Y./ T.Y. students	**Commerce dept.**	**06-08-2018**

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
--	--	--	--	--

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
--	--	--

Name of the Start-up	Nature of Start-up	Date of commencement
--	--	--

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
--	--	--

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

Name of the Department	No. of Ph. Ds Awarded
Gujarati. Dept. (1) Dr. I.M. Patel **(2)Dr. R.S. Machhi** **Sankrit. Dept. (1) Dr. S.I.Thakor**	Ph. D. – 01 M.Phil - 01 M.Phil-01 M.Phil-01

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

	Department	No. of Publication	Average Impact Factor, if any
National	--	--	--
International	--	--	--

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/ International Conference Proceedings per Teacher during the year

Department	No. of publication
GUJARATI	02
SANSKRIT	02
COMMERCE	02

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
--	--	--	--	--	--	--

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
--	--	--	--	--	--	--

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	Seminar - 01 Conference- 04 Workshop- 00	Seminar - 06 Conference- 03 Workshop- 02	Seminar - 02 Conference- 00 Workshop- 01	
Presented papers	Seminar - 01 Conference- 03 Workshop- 00	Seminar - 04 Conference- 03 Workshop- 00	Seminar - 02 Conference- 00 Workshop- 00	
Resource Persons				

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ Collaborating agency	Number of teachers **co-ordinated** such activities	Number of students participated in such activities
International Yoga Day 21-06-2018	Art of Living	13	210
World Indigenous Day 09-08-2018	College	02	34
Tree Plantation 15-08-2018	Alliance Club & Lions Club of Spandan, Surat	05	70
Yoga practice Session 18-08-2018	Haridwar Yog Ashram	03	65

| Blood Donation 01-02-2019 | P.H.C. Olpad, Katargam Raktdan Kendra (Surat) & Lions Club of Spandan, Surat | 05 | 158 (students, locals, Alumni) |

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
NCC	Republic Day Parade	**NCC- Defence Ministry of India**	01
NCC	Republic Day- P.M. Rally Participation	**NCC- Defence Ministry of India**	01
NCC	National Marathon Run	**Police Dept. Govt. of India**	02 (1 student 1st – 05 km)

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities
NCC/NSS/ Yog Dhara	NCC/NSS/ Art of Living	International Yoga Day 21-06-2018	13	210
NCC/NSS	NCC/NSS Dist./ Taluka court	Anti –Drug Day (Legal Awareness) 26-06-2018	05	160
NCC/NSS	Taluka Sewa Sadan	Cleanliness feedback through S.S.G.- 18 App 10-08-2018	05	78
NCC/NSS	College	Swachhata Abhiyan 11-06-2018	05	112
NCC/NSS	College	Independence Day celebration	05	135
NSS	College	National Youth Day celebration 30-08-2018	03	76
NCC/NSS	College	Kerala Flood Relief Fund collection 30-08-2018	05	126
Sapt Dhara	College	Solo songs, Patriotic songs ,Elocution , Rangoli, Slogan	08	70

		writing, Essay Competitions 17-09-2018		
NCC/NSS	College	150 th Birth Celebration of the Father of Nation, Swachhata Rally, Pledge 01-10-2018	05	178
NCC/NSS	College/ Taluka Panchayat	150 th Birth Celebration of the Father of Nation, Swachhata Rally, Pledge 02-10-2018	06	80
NSS	VNSGUNI.Surat	Participation in National Integration Camp	03	02
NSS	College	Participation in National Seminar 19-01-2019	01	01
NCC/NSS	College	Voters' Awareness Programme 25-01-2019	05	110
NCC/NSS	College	Republic Day Celebration, Parade March, Cultural Prog 26-01-2019	05	215
NCC/NSS	College	Youth Parliament 28-01-2019	05	34
NCC/NSS	Taluka Police Dept,	Traffic Awareness- Marathon Run 29-01-2019	02	02
NSS	College-VNSGUNI	One week camp- Kuwad village 09-12-18 to 15-12-18	05	150
NCC CAMPS (Girls)				
CATC Rajpipla	6, Guj. Bn. NCC. Surat		01	10
CATC Rajpipla	6, Guj. Bn. NCC. Surat		01	08
CATC Rajpipla	6, Guj. Bn. NCC. Surat		01	09
EBSB	NCC- Ahmedabad		01	02
IGC	NCC- Ahmedabad		01	01
RDC	NCC- Delhi		01	01
NCC (BOYS)				
CATC	5, Guj. Bn. NCC. Surat		01	10
CATC	5, Guj. Bn. NCC. Surat		01	10
CATC	5, Guj. Bn. NCC. Surat		01	10
NIC-EBSB	NCC-Jammu-Kashmir		01	04
TSC	NCC- Ahmedabad		01	08
RDC	NCC- Ahmedabad		01	06
Trekking	NCC-Madhyapradesh		01	09
BLC	NCC		01	02

ALC	NCC		01	01
Republic Day Celebration	Parade march, weapon Drill, Cultural Program		05	250
NSS Activities				

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
--	--	--	--

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	Participant
--	--	--	--	--

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
--	--

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	25195 sq.mt	--
Class rooms	21	--
Laboratories	01	--
Seminar Halls	01	--
Classrooms with LCD facilities	21	--
Classrooms with Wi-Fi/ LAN	21	--
Seminar halls with ICT facilities	01	--
Video Centre	--	--
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	Sanitary, Napkin Wending Machine & Napkin Destroy Machine	
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.36580.00	--
Others	--	--

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	Network	2007-2008

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16623	1636279.00	1287	230320.00	17910	1866599.00
Reference Books	12161	1767510.00	873	260330.00	13034	2027840.00

e-Books	--	--	--	--	--	--
Journals	56	34150.00	02	2000.00	56	36150.00
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	187	3010.00	--	--	187	3010.00
Library automation	--	--	--	--	--	--
Weeding (Hard & Soft)	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.3 IT Infrastructure

4.3.1 Technology Up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	113	45+25	--	--	--	12	21	20 MBPS	12
Added	--	--	--	--	--	--	--	20 MBPS	--
Total	113	70	--	--	--	12	21	--	12

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

20 MBPS + 20 MBPS (Two Connection)

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
--	--

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e – content
--	--	--	--

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
--	--	--	--

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

   The Institution implements following policies for the optimal utilization of physical, Academic and support facilities.

- Persons are employed on daily wages for cleaning and sweeping as there is no government recruitment after the retirement of the staff.
- College building, Library and Office are open from morning 8.00 to 3.00.
- As the college building is spacious having enough open space around, it is used by the Govt. agencies during elections, for the conducted NCC camps and conduct of exams.
- For the development of new facilities Management, Principals and staff take decision after due discussion.
- For the maintenance of IT equipment, AMC is given to the agency.

CRITERION V - STUDENT SUPPORT AND PROGRESSION
5.1 Student Support
5.1.1 Scholarships and Financial Support

	Name/ Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	State Govt. Post Metrics Scholarship P.P.Sawani Charitable Trust. Scholarship-	Male Female SC – 15 27 ST – 25 35 SEBC – 116 209 38	Amount is directly credited to students' A/C.
Financial support from other sources			

a) National		--	--
b) International		--	--
c) Student Aid Fund Welfare			

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Udisha Club Reading Skills	16-02-2020	150	**Prof. Trusha Gajjar** (Akhand Anand College, Surat)
Positive Attitude	06-02-2019	130	**Prof. Chhaya Nayak** J.Z.ShahArts & H.P.Desai Com. College. Amroli, Surat
CO-Operative Training program for TYBA/TYBCOM girls	29-07-2019 to 03-08-2019	40	Surat Jilla Sahakari Sangh, Dist. Surat

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018-19	Career Corner	50	60	--	--
	Udisha (Placemant Guidance)	40	50	--	--

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
04	04	02

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
-	-	-	VNSGU, Surat	51 TYBCOM/ TYBA students	26 students got interview calls

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018-19	90	TYBA- TYBCOM – M.A- M.COM	GUJARATI – HISTORY- COMMERCE GUJARATI HISTORY COMMERCE		Journalism-01 MA -30 LLB –10 MA -10 LLB –10 M.Com.- 22 M.B.A.-01 LLB - 07 B.Ed.- 10 M.Ed.- 01 Ph.D- 01 B.Ed.- 10 M.Ed.- 02

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	01	Roll No- 20001105 Dtd- 30-10-2018
SET	--	--

SLET	01	Roll No- 24547 Dtd-01-01-2019
GATE	--	--
GMAT	--	--
CAT	--	--
GRE	--	--
TOFEL	--	--
Civil Services	--	--
State Government Services	--	--
Any Other	--	--

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Athletics	Inter class (05-08-2018)	17
Athletics	Inter class (08-08-2018)	21
Volley ball	Inter class	23
Chess	Inter class	07
Sports Day	Inter class (11-01-2019)	84
Rangoli Competition	Inter class (14-08-2018)	22
Janmastami Celebration	Inter class (18-08-2018)	80
Henna competition	Inter class (06-02-2019)	14
Drawing competition	Inter class (07-02-2019)	07
Prayer, Song	Inter class (08-02-2019)	45
Poetry Recitation	Inter class (12-02-2019)	23

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural Date/ place	Student ID number Position	Name of the student
2018-19	Surat Dist. Championshio	Dist Level	Yoga	12-08-2018 Surat	First	Patel Kishan P.
	Khel Mahakumbh	Dist Level	Yogasana	01-10-2018 Palsana	Second	Patel Kishan P
	International Yoga Day	Taluka level	Yoga	21-06-1019 Olpad Taluka	Yoga Instructor	Patel Kishan P
	Yoga Workshop Yoga Instructor	College Level	Yoga	01-12-2019 NSS camp	Yoga Instructor	Patel Kishan P
	Yoga Workshop Yoga Instructor	University Level	Yoga	28-10-2019 Amroli College	Yoga Instructor	Patel Kishan P
	Yoga ,Sports& Adventure Asso.	Dist Level Yoga Federation of India	Yoga	Surat	Second	Patel Kishan P
	Rifle shooting	State Level	Rifle shooting	Amdawad	Third	Patel Saurine
	Rifle shooting	Dist. Level	Rifle shooting	Surat	Second	Patel Saurine
	Rifle shooting	Dist. Level	Rifle shooting	Jamnagar	Second	Patel Saurine
	Rifle shooting	Dist. Level	Rifle shooting	Bhavnagar	First	Patel Saurine
	Rifle shooting	Dist. Level	Rifle shooting	Jamnagar	Second	Patel Yash
	Rifle shooting	Dist. Level	Rifle shooting	Bhavnagar	Third	Patel Yash
	Cycling	Dist Level	Cycling	Surat	First	Sahani Sachin
	Athletics	Dist Level	Running	Surat	Second	Parmar Bharat
	Athletics	Dist Level	Marathon	Bardoli	First	Parmar Bharat
	Athletics	Dist Level	Marathon	Bardoli	Participation	Patel Satish
	Elocution Competition	Dist Level	Elocition	Surat	Second	Pipariya Dhara Tulsibhai

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution **(maximum 500 words)**

Students Council functions at Institutional level under different eight heads or Committees. The Principal presides over all the committees, teachers function as the convenor and members of the committees. Elected student representatives function as the members of all committees. General Secretary is elected from the elected students representatives.

Budget is prepared by the Finance Committee according to the norms laid down by the University. The Institution distributes the fund of students fees to different committees to conduct the curricular and extra curricular activities through out the year. Accounts of Students Council is well maintained and it is beind audited.

Cultural Committee organizes various Inter-class cultural activities as well as send students to various college competitions and University Youth Festival.

Gymkhana Committee encourages students to participate in various sports activities at local level to National level. Motivated college students have participated and won prizes in various National level Individual Sports tournaments.

Debate, elocution, Essay writing competitions are held at college level and students are encouraged to participate in such competitions organized by other agencies. Students participating in outside Institutions are paid TADA.

College publishes college magazine 'Patheya', in which students' and teachers' creative writing, compilation, results, students' achievement etc is published. Educational Tour Committee organizes excursion.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): **YES**

Alumni Association of the Institution was incepted in 2008-'09. Meetings of the alumni Meetings are held once in a year. Alumni take active part in organizing extra-curricular activities. Ex NCC cadets of the college play key role in organizing Independence and Republic Day activities. They also motivate the existing cadets , every year college cadets – boys and girl get selected for the Republic Day Camp. They train present cadets for ceremonial drill as well as prepare them for army, police recruitments physical training. Many alumnus are employed in various schools in the Taluka or function as the elected representatives of the village or region.

They prove of immense help to organize NSS camps and organize activities like Cleanliness Drive, Traffic Awareness programmes etc. Alumnus work for liasoning, provide logistic support to organize various activities.

5.3.2 No. of ~~registered~~ enrolled Alumni:

30

5.3.3 Alumni contribution during the year (in Rupees) **:**

Nil

5.3.4 Meetings/activities organized by Alumni Association **:**

01

- Sports events
- NSS camps
- NCC ceremonial activities
- Function as supervisors

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Vision: "To provide knowledge based, career oriented, quality education in various disciplines and innovative learning practices to develop multi- dimensional personality of students and build better citizens."

       Management holds at least one meeting with the Principal, Faculties as well as with the office staff in each term wherein the policies regarding better governance and academic environment are discussed. Principal decides about the new policies after discussion with the staff or the concern committee. Management does not intervene regarding the academic reform or change, however they interact with the Faculties . Faculties and the various committees are assigned with the various duties for better teaching learning and for holistic development of the students.

       Curricular related and Extra- curricular activities are conducted as planned by the Planning Forum Committee of the Students Council. There are also committees in extension activities and senior students are assigned with various duties to conduct extension activities smoothly.

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

Partial

6.2 Strategy Development and Deployment

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

- ❖ **Curriculum Development** : The Institution Implements syllabi prescribed by VNSGUJ. Uni. Syllabi are designed by the Members of the concern Board Of Studies. HoDs of subject function as the members of the BoS and they tale active role in syllabi designing including providing important Feedbacks.

- ❖ **Teaching and Learning** :   Teachers endeavour to update them in their concern subjects with research as well as attending seminars and workshop etc. Aided with technologies, wi-fi , wuth the usage of Library, it has been attempted that teaching-learning brings about academic as well as in to their outer persona.

- ❖ **Examination and Evaluation :** Exam pattern adhered is implemented by VNSGUNI. according to the guidelines laid by the State Higher Edu. Dept. , which are incorporated to the students in the beginning of the year or whenever they are implemented.
- ❖ Students' progress is continuous process through assignments, term work and internal exam in each term. Students who do not get good marks are instructed conducted extra classes. Internal exam results displayed on notice board. University exams are conducted under strict supervision and CCTV vigilance. All teachers function as university exam examiners.

- ❖ **Research and Development :** Out of total 13 teaching Faculties 6 are Ph.D. & 1 is M.Phil. and rest all have been doing M..Phil or Ph. D.
- ❖ **5** teachers are research guide.
- ❖ Teachers attend seminars, workshops, FDP and present papers.
- ❖ Post –Graduate students are encouraged to participate in seminars and to present the papers.

- ❖ **Library, ICT and Physical Infrastructure / Instrumentation**
- ❖ Library has ample collection of books to cover the need of the students, comprising texts, reference books , Competitive exam books, CDs and wi-fi facility, Magazines and Journals in Gujarati, Hindi and English.
- ❖ **ICT :** LCD projector aided class rooms
- ❖ Lap-top to Faculties
- ❖ Language lab
- ❖ Conference hall
- ❖ **Physical Infrastructure / Instrumentation :**
- ❖ Spacious campus
- ❖ 21 class rooms
- ❖ Ladies Room
- ❖ Principal , administrative office, Staff room
- ❖ 2 NCC offices
- ❖ NSS office
- ❖ Gymkhana
- ❖ Career Corner
- ❖ Separate Toilet block for Boys & Girls
- ❖ Canteen

❖ Generator
❖ Ramp for PWDs
❖ **Human Resource Management :** Though founded by the farmers and co- operative sector persons, Management is very progressive as Institution is the only one Grant –in – Aid Institution in the region. Teachers are appointed as per Govt. norms. When need arises ad-hoc teachers are appointed promptly. Persons and agencies are employed for cleaning and maintenance of the infrastructure.
❖ **Industry Interaction / Collaboration :** Industry visits are arranged every year for the last year students.   ❖ Co-operative Training Programme for last year girl students have been organized by Surat Jilla Sahakari Sangh..
❖ **Admission of Students :** Admission process in Comm. Stream is centralised, applications are forwarded through VNSGUJ. University.   ❖ In Arts Stream all students are enrolled.   ❖ Students are provided counselling by College level Admission Committee and for the subject selection.
6.2.2 : Implementation of e-governance in areas of operations:
❖ **Planning and Development :**   ❖ Academic calendar displayed on website   ❖ Planning of extra- curricular activities, photos uploaded, reports sent   ❖ Planning for Extension activities- camps, exams etc, students informed through messages or phone calls
❖ **Administration :**   ❖ The Administrative Office addresses the operations and communication with local, University or, State Higher Edu. Dept. through electronic media. Every day E- mails are checked and rendered to the concerned teacher / teachers or office. Action Taken report sent back.   ❖ Data are maintained electronically or forwarded to University or concerned agency through electronic equipment.
❖ **Finance and Accounts :** Finance of the Institution is maintained with Tally software, get audited.   ❖ Students fees is distributed to each committee of Students Council to pla teaching – learning.

- ❖ Students participating in other Institutions are paid TADA, vouchers are maintained.
- ❖ **Student Admission and Support :**
- ❖ Students admission process is done online.
- ❖ Support Facilities, wi-fi, computer browsing is available.
- ❖ **Examination :** Internal exam data is maintained and sent to University through electronic resources. Special software has been installed for the purpose.
- ❖ Exam marks of University exam are sent to the concerned Uni. Exam Section online.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year : **Nil**

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
--	--	--	--	--

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
--	--	--	--	--	--

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Quality Enhancement and Innovation in Higher Education	01	**14-10-2019 to 20-10-2019**

Faculty Development Programme	01	**25-06-2018 to 30-06-2018**

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
------------ NIL------------			

6.3.5 Welfare schemes for

Teaching	Leave • Purchase of books for teachers' research requirement.
Non teaching	• Uniform and washing allowance to support staff
Students	• Financial aid to needy students. • Book Bank Scheme • Scholarship Scheme

6.4 Financial Management and Resource Mobilization

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

Internal Audit : Done by the Senior clerk and the Principal on the daily base.

External Audit : External auditor consulted is Kabarawala & Sons, Surat.

Government audit is conducted at regular interval.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
--	--	--

6.4.2 Total corpus fund generated :   ---

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	**Agency**	**Yes/No**	**Authority**
Academic	--	--	--	--
Administrative	--	--	--	--

6.5.2 Activities and support from the Parent – Teacher Association (at least three)			
6.5.3 Development programmes for support staff (at least three)			

- Diwali Bonus to support staff

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

6.5.5

a. Submission of Data for AISHE portal   : (**Yes**)

b. Participation in NIRF   : (No)

c. ISO Certification   : (No)

d. NBA or any other quality audit   : (No)

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from----- to------)	Number of participants
2018-19	Reading Skills	16-02-2020	One Day	150
	Positive Attitude	06-02-2019	One session	130
	Interview Skills	06-02-2019	One session	50
	CO-Operative Training program for TYBA/TYBCOM girls	29-07-2019 to 03-08-2019	One Week	40
	C.V. writing	12-09-2018	One session	50
	NCC exam training to cadets	01-02-2019	One day	35

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity   (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period **(from-to)**	Participants	
		Female	Male
Women Empowerment		64	17
Career Guidance		33	31
Women's Day Celebration	08- 03-2019	21	11

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

Percentage of power requirement of the College met by the renewable energy sources:

- Tree plantation in college campus as well as during one day camp
- Cleanliness drive of   campus, Bus Depot
- Watering the plants
- Usage of paper on both sides

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	For all
Provision for lift	No	--
Ramp/ Rails	Yes	For PWDs
Braille Software/facilities	No	--
Rest Rooms	Yes	For Boys & Girls
Scribes for examination	Yes	If needed
Special skill development for differently abled students	No	--
Any other similar facility	--	--

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018-19		International Yoga Day	21-06-2019	Community-Govt official	Health	130
	Ishanpur Village(Olpad Taluka)	Cleanliness Drive	14-08-2018	Cleanliness Drive	Cleanliness	56
	Olpad local	Gandhiji's 15oth birth anniversary celebration	20-10-2018	Community, Gram panchayat	Awareness programme	78
	Olpad local, Local Hospital, Community	Blood Donation Camp	01-02-2019	Community collaboration	Social service	126
	NSS CAMP	Health & Hygiene, Eye check-up camp, Cultural prog AIDS awareness Cleanliness Drive	09-12-18 to 15-12-2018	Health & Hygiene, Eye check-up camp, Cultural prog AIDS awareness Cleanliness Drive	Social service	73
	College Official BLOs New voters	Voters Awareness Prog	25-01-2019	Pledge, Awareness	Awareness	78
	Traffic Awareness	Traffic Awareness	28-01-2019	Awareness	Traffic Awareness	33

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Code of conduct for students	At the time of admission	Time to time
For staff	At the time of appointment	Time to time

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from------ -to-------)	Number of participants
Yoga Day	20-06-2018	
International Anti- Drug Day	26-06-2018	95
Blood Donation	01-02-2019	126
Tree Plantation	15-08-2018	70
Flood Relief contribution	30-08-2018	126
Interpersonal Skill	06-08-2018	120
Cleanliness Drive	14-08-2018	165
Traffic awareness rally	28-01-2019	78
World Indigenous Day	08-08-2018	34
Yoga Seminar/ Practice	18-08-2018	78
Prakram Parva	28-09-2018	145
Positive Attitude	06-02-2019	130
Celebration of Mahatma Gandhi's 150 Birth Anniversary	02-10-2018	95
Patriotic Song Competition	13-08-2018	26
International Youth Day	30-08-2018	135
Celebration of Saradar Vallabhbhai Patel's Birth Anniversary, Oath for National solidarity	31-10-2018	130
Independence Day Celebration	15-08-2018	95
Feminism in Literature	21-01-2019	80
Voters' Awareness	25-0102018	150
Republic Day	26-01-2019	225
Positive Attitude	06-02-2019	130
Reading Skills	16-02-2019	150
AIDS Awareness	14-12-2018	70

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)
- Tree plantation   - Cleanliness Drive   - Use of Public transportation by students, car pooling by the staff   - Use of both side of paper   - Environmental awareness programmes, competitions

7.2 Best Practices

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the

institution as per NAAC format in your institution website, provide the link

Best Practice 2018-19

(1) Promotion of Women Education:

Objectives:

- To spread higher education among the students of less privileged society in general and female students in particular.
- To reduce women dropout in higher education.
- To provide facility of higher education facility to girls from UG to research facility.
- To provide better opportunities to girl students and develop their holistic personality.

Context :

- Institute has almost equal number of girl students.
- Institute has UG to PG classes in the same campus.
- Training Programmes for female students organized by Surat Jilla Sahakari Sangh.
- NCC girls unit running in the Institution since 2002-03.
- Separate girls common room.

The Practice:

- Out of total 1268 students 585 are girl students.
- Girls are given equal opportunities and encouraged to complete their higher studies.
- Girls participation in maximum numbers in all activities.
- Special scholarship by L.P. Sawani Charitable Trust to girl students deprived of father.

ACHIEVEMENT :

- Maximum students of girl students in Distinction and First class.
- More girl students in the topper students in UG and PG classes.

- Since last two years girl cadets are selected for Republic Day Camp and The Prime Minister's Rally.

(2) SPORTS :

- To encourage youth to participate in sports activities from class to national level competitions.
- To nurture interest in sports activities as well as to inculcate and encourage interest among students.
- The Institution emphasises on healthy youth in particular and the healthy national environment in general.
- To provide career opportunities through making career in sports activities.

The context :

- Institute has large campus and sports ground.
- The college has gymkhana with modern equipment.
- Sports Committee in place and it has the maximum amount distribution.
- Facility for indoor and outdoor games.
- TA/DA, refreshment, uniforms given to sports persons.
- Sports activities conducted under Students Council and Yoga and Sports Band.

The Practice :

- Students of rural area has great potential for outdoor sports and Institution provides opportunity to bring about this hidden talent of the students.
- Participation in Sports activities inculcate physical and mental health of the students .
- Practice and guidance given by experienced physical education ex- staff member.

(2) Achievement :

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

Institutional Distinctiveness

Institution is the only one Grant – in- Aid Higher Education Institution in the Taluka, which has been launched by visionaries of farmers and leaders of co-operative sectors. The I institute works with the objective of spreading of higher education in the region and provide

opportunities from UG to PG students and till research in one campus.

(3) As the Institute is situated in socially and economically weaker area, most of the students who can not afford to spend for higher study and particularly girls were deprived of higher education.

(4) In 2007-2008 Post graduation centres in special subjects were began, so that students can complete their higher study in the same campus.

(5) After the celebration of 25 years of its inception, presently the Institute is giving higher education to the second generation of ex- college students.

(6) Institute tries to develop holistic personalities of the students providing them opportunities through extra- curricular activities and extension activities like NCC and NSS.

(7) NCC has given job opportunities to many students in the armed forces and police department as they are motivated for the uniform jobs.

8. Future Plans of action for next academic year (500 words)

- Organization of symposia, seminar, conferences

- Promotion to research activities

- Strengthening of placement cell

- Strengthening of sports, extra- curricular and extension activities.

- Remedial caching Class for Weaker / Poor Students

Prof. Rita Patel   *Dr. Ishverbhai M. Patel*

Coordinator, IQAC   *Chairperson, IQAC*

_____***_____

ACADEMIC CALENDAR 2018-19

N0	MONTH	ACTVITY	REMARKS
1	JUNE – 2nd week	College reopens	
	3rd week	International Yoga DAY	
2	JULY	'Praveshostsav'- BA/BCOM Admission- Process	Classes resume
3	JULY- 3rd week	PG classes resume Anti-Ragging cell meeting	NCC-NSS ORIENTATION
4	AUGUST	C0-curricular activities	NCC PARADE NSS- ACT.
5		Tree plantation IQAC Meeting Career guidance	Independence Day
6	SEPTEMBER	Women's cell meeting Vidya-Vistar- guest lecture Students Council Election	
7	SEPTEMBER – 3rd/ 4th week	Internal Exam	
8	OCTOBER	Internal- Evaluation University ATKT –Exam	
9	NOVEMBER	UNI- EXAM Diwali Vacation NSS Camp Uni. Paper Assessment	
10	DECEMBER	Second term	
		Blood Donation Camp Guest Lecture Career Guidance	
11	JANUARY	IQAC MEETING VIDYA-VISTAR GUEST LECTU.	Republic Day-celebration
12	FEBRUARY- 4th week	Internal Exam-	
13	March- Uni. Exam	Internal- Evaluation Uni. Exam invigilation	
14	APRIL	UNI. EXAM	Invigil-Evaluation
15	APRIL-4th week	Summer vacation	Assessment
16	MAY	UNI- EXTERNAL EXAM	Assessment