



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	SHRI SURAT JILLA SAHAKARI BANK COMMERCE COLLEGE AND 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 no.	02621222203
Mobile no.	9879393979
Registered Email	olpadcollege@yahoo.co.in
Alternate Email	impatel13939@gmail.com
Address	Near Govt. ITI, Hathisa Road, Near Taluka Seva Sadan
City/Town	Olpad / Surat
State/UT	Gujarat

Pincode	394540																								
2. Institutional Status																									
Affiliated / Constituent	Affiliated																								
Type of Institution	Co-education																								
Location	Rural																								
Financial Status	state																								
Name of the IQAC co-ordinator/Director	Prof. Patel Rita B.																								
Phone no/Alternate Phone no.	02621222203																								
Mobile no.	9727637376																								
Registered Email	olpadcollege@yahoo.co.in																								
Alternate Email	patelritaben75@gmail.com																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	http://olpadcollege.org.in/Download/AQAR-2018-19.pdf																								
4. Whether Academic Calendar prepared during the year	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.olpadcollege.org.in/Download/doc1920/Academic%20Calendar%202019-20.pdf																								
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.46</td> <td>2008</td> <td>16-Sep-2008</td> <td>15-Sep-2015</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.20</td> <td>2015</td> <td>14-Sep-2015</td> <td>13-Sep-2020</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.46	2008	16-Sep-2008	15-Sep-2015	2	B	2.20	2015	14-Sep-2015	13-Sep-2020
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
				Period From	Period To																				
1	B	2.46	2008	16-Sep-2008	15-Sep-2015																				
2	B	2.20	2015	14-Sep-2015	13-Sep-2020																				
6. Date of Establishment of IQAC	15-Jan-2009																								
7. Internal Quality Assurance System																									

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	19-Aug-2019 60	10
Monitoring academic and extra-curricular activities	19-Aug-2019 60	10
Smooth functioning of Extension activities	19-Dec-2019 90	10
Monitoring students	19-Dec-2019 90	9
Feedback mechanism	20-Nov-2019 120	322
Involvement of alumni in college activities	19-Jan-2020 90	20
View File		

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
Institution	UDISHA PLACEMENT	KCG	2019 365	50000
View File				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

[View File](#)

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

Plan of Action	Achivements/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
Feedback Michanism	Analysis
View File	

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
IQAC	19-Dec-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

07-Dec-2020

17. Does the Institution have Management Information System ?

Yes

<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>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, AntiRagging Cell, Examination Committee, Admission Committee, Extension Activity etc. conduct the regular activities as well as some specific activity.</p>
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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

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	-	Nil	0	-	-

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
No file uploaded.		

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	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Gujarati	12/06/2019
BA	History	12/06/2019

BCom	Accountancy	12/06/2019
MA	Gujarati	12/06/2019
MA	History	12/06/2019
MCom	Financial Management & Accountancy	12/06/2019

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

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
Cooperative Training	29/07/2019	58
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	Nil	Nil
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<ul style="list-style-type: none"> 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	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled

PhD or DPhil	Gujarati	4	2	4
MPhil	Commerce	2	Nil	Nil
MPhil	Sanskrit	2	Nil	Nil
MPhil	Gujarati	6	6	3
MCom	Financial Management & Accountancy	120	88	88
MA	Gujarati/History	240	72	72
BCom	Financial Accountancy	910	769	769
BA	Gujarati/History	660	480	480
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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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1249	160	12	Nil	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	13	21	Nil	4
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1409	15	1 : 80

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

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 recognition 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
2019	NIL	Principal	NIL
View File			

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	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	01	2	23/04/2020	10/07/2020
BA	01	4	23/04/2020	14/07/2020
BA	01	6	23/04/2020	11/11/2020
MA	10 / 17	2	23/04/2020	21/11/2020
MA	10 / 17	4	23/04/2020	26/11/2020
BCom	03	2	23/04/2020	16/07/2020
BCom	03	4	23/04/2020	16/07/2020
BCom	03	6	23/04/2020	12/11/2020
MCom	05	2	23/04/2020	23/11/2020
MCom	05	4	23/04/2020	04/12/2020
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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 syllabus ,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/AutoIndex-2.2.4/index.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
01	BA	B.A.SEM-II (GUJ. / HIST.)	209	200	95.69
01	BA	B.A.SEM-IV (GUJ. / HIST.)	121	118	97.52
01	BA	B.A.SEM-VI (GUJ. / HIST.)	115	107	93.04
10 / 17	MA	M.A.SEM-II (GUJ./ HIST)	38	33	86.84
10 / 17	MA	M.A.SEM-IV (GUJ./ HIST)	33	27	81.82
05	MCom	M.COM.SEM-II	40	20	50.00
05	MCom	M.COM.SEM-IV	43	33	76.74
03	BCom	B.COM.SEM-II	341	313	91.78
03	BCom	B.COM.SEM-IV	379	316	83.37
03	BCom	B.COM.SEM-VI	140	86	61.43

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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)

<http://www.olpadcollege.org.in/Download/doc1920/Students%20Satisfaction%20Survey%20Analises%202019-20.pdf>

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 year
No Data Entered/Not Applicable !!!				

No file uploaded.

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
Start Up India	Arts Commerce College, Olpad	21/09/2019
Creative Process	Arts Commerce College, Olpad	19/09/2019
Gujarati Literature	Gujarati Department	19/02/2020
Matrubhasha Gaurav Divas	Arts Commerce College, Olpad	20/02/2020
Importance of History in Contemporary Period	History Department	27/01/2020
Seminar	Economics Department	01/01/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
History Department - Arts	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Department	Number of Publication
GUJARATI	1
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Null	Null	Null	2020	Null	Null	Null
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Null	Null	Null	2020	Null	Null	Null
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Presented papers	3	2	Null	1
Attended/Seminars/Workshops	1	22	4	Null
Resource persons	Null	Null	Null	Null
View File				

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 participated in such activities	Number of students participated in such activities
Environment Day Celebration	Arts Commerce College, Olapd	4	61
Blood Donation Camp	Surat Raktadan Kendra College NCC Unit	Null	68
International Yoga Day	Arts Commerce College, Olapd Art of Living Sansanathan	15	183
Tree Plantation	Arts Commerce College, Olapd	8	68
Kargil Vijay Divas	NCC Unit Arts Commerce College, Olapd	1	49
'Swachchhata Fortnight'	Arts Commerce College, Olapd Govt. of Gujarat	6	72

Patriotic Song Competition	Arts Commerce College, Olapd	4	12
Independence Day Celebration	Arts Commerce College, Olapd	29	215
Stem Cell Donors Registration by Datri Foundation	Arts Commerce College, Olapd	8	78
ITI Vocational Program	Govt. ITI, Olpad Arts Commerce College, Olapd	3	71
View File			

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	Number of students Benefited
PM Really - New Delhi	Participation	Defense Ministry of India	1
Marathon - 10 KM	Gold Medal	VMC, Vadodara	1
Marathon - 21 KM	Silver Medal	MG Hector Pvt. VMC, Vadodara	1
Taekwondo	Gold Medal	Taekwondo Organization	1
Athletics - High Jump	Third Place	VNSGU, Surat	1
View File			

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 participated in such activities	Number of students participated in such activities
ALC	NCC	Participation	1	2
PM Really - New Delhi	NCC	Participation	Nil	1
Blood Donation Camp	Surat Raktadan Kendra College NCC Unit	Blood Donation	Nil	68
Traffic Awareness	Police Dept. of Gujarat - Surat Rural	Traffic Awareness	3	20
Women's Day Celebration	Arts Commerce College, Olapd	Gender Equity Programm	8	65
Pulse Polio - Aid	PHC - Olpad Center	Helping PHC Staff	3	16
Survey	Arts Commerce College, Olapd	Survey in Olpad Slum for ODF	3	50

Voters Awareness Voters List Correction Program	Election Commission of India	Voters List Correction	4	8
Stem Cell Donors	Datri Foundation	Registration of Stem Cell Donors	5	72
Swachchhata Fortnight'	Govt. of India	Cleanliness Drive	7	70
View File				

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

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/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
No Data Entered/Not Applicable !!!	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Video Centre	Existing
Seminar halls with ICT facilities	Existing

Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

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	2.0	2007

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	17910	1866599	813	117166	18723	1983765
Reference Books	13034	2027840	918	298137	13952	2325977
Journals	56	38819	Nil	Nil	56	38819
CD & Video	187	3010	Nil	Nil	187	3010
View File						

4.2.3 – 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
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	113	70	0	0	0	12	12	20	12
Added	0	0	1	0	0	0	0	20	0
Total	113	70	1	0	0	12	12	40	12

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

40 MBPS/ GBPS

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
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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
0	0	0	0

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)

<p>The Institution implements following policies for the optimal utilization of physical, Academic and support facilities.</p> <ul style="list-style-type: none"> • 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. <p>http://www.olpadcollege.org.in/fac.php?page=fac</p>

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	NIL	0	0
Financial Support from Other Sources			
a) National	State Govt. Post Metrics Scholarship	500	0
b) International	NIL	Nil	0
View File			

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
Yoga Practice Exam	16/09/2019	13	Gayatri Vidhyapith, Olapd
How to write a good Resume	22/09/2019	53	English Department
View File			

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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Udisha Club Reading Skills	Nil	112	Nil	Nil
2020	Job Placement	Nil	62	Nil	Nil
2020	Industrial Visit	Nil	50	Nil	Nil
2020	Job Fair	Nil	70	Nil	Nil
2020	Career Guidance	Nil	73	Nil	Nil
View File					

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	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	2

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
Nil	Nil	Nil	VNSGU, Surat	132	Nil
View File					

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
2019	1	TYBA-BCOM	UP. Education	Educational	PG
2019	1	TYBCOM	BCA	Educational	PG
2019	7	TYBA-BCOM	LLB	Law Faculty	PG
2019	10	TYBA-BCOM	B.Ed	Educational	PG
2019	14	TYBCOM	Accountancy	MCOM Course	PG
2019	5	TYBA	History	MA Course	PG

2019	29	TYBA	Gujarati	MA Course	PG
View File					

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	Number of students selected/ qualifying
Nill	Nill
View File	

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

Activity	Level	Number of Participants
Elocution Comp. Nill	Inter class	2
Table Tennis Nill	Inter class	12
Poetry Recitation Nill	Inter class	23
Prayer, Song Nill	Inter class	13
Drawing competition Nill	Inter class	6
Janmastami Celebration Nill	Inter class	80
Rangoli Competition Nill	Inter class	20
Chess Nill	Inter class	9
Athletics Nill	Inter class	16
Athletics Nill	Inter class	65
View File		

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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Taekwondo	National	1	Nill	E1801143 000110016	Chauhan Dharmaraj
2019	Cultural Activity	National	Nill	1	E1703143 0310459	Garib Minaxi
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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 being 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.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

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.

5.4.2 – No. of enrolled Alumni:

30

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Sports Event, NSS Camps, NCC Ceremonial Activities, Function as during Exam, Invigilators

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)?

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):

Strategy Type	Details
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.
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.
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.
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 syllabus designing including providing important Feedbacks.
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:

E-governance area	Details
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

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
2019	Nil	Nil	Nil	Nil
View File				

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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Career Advancement Scheme - API	Nil	07/10/2019	07/10/2019	15	1
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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	From Date	To date	Duration
Training For	1	25/06/2019	01/07/2019	7

NSS Programme Officer				
Faculty Development Program (FDP)	1	17/02/2020	23/02/2020	7
Faculty Development Program	1	14/10/2019	20/10/2019	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
-Leave - Purchase of books for teachers' research requirement.	• Uniform and washing allowance to support staff	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/ Grnats received in Rs.	Purpose
Shree Sayan Vibhag Sahakari Khand Udhog Mandali Ltd.	1100000	Building Fund
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6.4.3 – Total corpus fund generated

1337001.00

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	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Nil

6.5.3 – Development programmes for support staff (at least three)

- Diwali Bonus to support staff
- Uniform and washing allowance to support staff

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

- Feedback Mechanism
- Organizing Symposium, Seminar etc.
- Emphasize on Extra-curricular Activities.

6.5.5 – Internal Quality Assurance System Details

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 IQAC	Duration From	Duration To	Number of participants
2019	Soft Skills	08/09/2019	08/09/2019	08/09/2019	135
2019	CO-Operative Training program for TYBA/TYBCOM girls	29/07/2019	29/07/2019	03/08/2019	40
2019	Resume Writing	22/09/2019	22/09/2019	22/09/2019	53
2019	NCC Exam Training to Cadets	23/01/2020	23/01/2020	23/01/2020	95

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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	Period To	Number of Participants	
			Female	Male
NCC Training	20/01/2020	25/01/2020	47	65
Lecture on Gender Equity	10/10/2019	10/10/2019	72	92
Sanitary pad vending Machine Installation	19/09/2019	19/09/2019	675	Nil

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

Percentage of power requirement of the University met by the renewable energy sources

- Tree plantation in college campus as well as during one day camp
- Cleanliness drive of campus, Bus Depot, Circuit house
- Watering the plants
- Plogging

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	06/06/2019	2	NGO -Datri Foundation	Organ Donation	78
2019	1	1	19/09/2019	1	Voters Awareness Program	Olpad Taluka Seva Sadan Officer	223
2019	1	1	02/10/2019	1	150 Gandhi Jayanti Celebration	Cleanliness Drive	62
2019	1	1	27/11/2019	7	Community collaboration	Social service	70
2020	1	1	19/01/2020	1	Pulse Polio	PHC, Olpad	16
2020	1	1	11/01/2020	7	Traffic Awareness Prog.	Olpad Taluka Police Station	40
2020	1	1	29/02/2020	1	NSS One Day Camp.	Community Service	65

2020	1	1	08/03/2020	1	Womens Day Celebration	Women Empowerment	65
2020	1	1	10/09/2019	1	Awareness Community Service	Education, Tree Plantation, Cleanliness Drive, Health etc.	47

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for Students and Staff	12/06/2019	Time to Time, Through Prospectus, Displayed on Website

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga Practice	18/06/2019	20/06/2019	210
Tree Plantation	13/07/2019	13/07/2019	62
'Swachchhata Fortnight'	01/08/2019	15/08/2019	78
Stem Cell Donors Registration	06/09/2019	07/09/2019	78
Self - Reliant India	23/11/2019	23/11/2019	134
Relief Work	21/12/2019	21/12/2019	35
Pulse Polio	19/01/2020	19/01/2020	16
Rastriya Matdar Divas	25/01/2020	25/01/2020	132
One Day Camp at Adopted Village	29/02/2020	29/02/2020	65
Women's Day Celebration	08/03/2020	08/03/2020	65

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Tree plantation • Cleanliness Drive • Plastic Free Campus • 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

7.2.1 – Describe at least two institutional best practices

NSS: National Service Scheme -- NSS unit of the Institution has been living the motto of NSS, which is "Not me but you". NSS provides students an opportunity to participate in social activities that prove beneficiary for the students as well as society in general. OBJECTIVES : • To make students aware of their

responsibilities in society as well as towards the society. • To develop social skills and civic responsibility among the youth. • To make students aware of their situation in relation to society and develop feeling of concern for the needy and the deprived. • To develop awareness about protection of environment and for the ambience they live in. • To maintain communal harmony and sense of national integration. • To inculcate leadership qualities among the students providing apt platforms and opportunities. THE CONTEXT: National Service Scheme is one of the extension activities offered at UG programme which earns (2) credit to the students. Students join NSS on voluntary basis. THE PRACTICE : The college has three Units of NSS. There are three staff members appointed as an NSS Programme Officers from the staff. NSS unit of the college is always in the frontline to organize and participate in Government led society oriented activities. 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 1409 students 675 are girl students. • Girls are given equal opportunities and encouraged to complete their higher studies. • Girls participation in maximum numbers in all activities. 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.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://olpadcollege.org.in/Download/doc1920/Best%20Practice%202019-20.pdf>

7.3 – Institutional Distinctiveness

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

Shri Surat Jilla Sahakari Bank Commerce College and Shri Sayan Sahakari Khand Udhog Arts College, Olpad is the only one Grant-in-aid college of Olpad Taluka which constitutes of 107 villages. Institution was founded with a view to provide higher education to the students of the region. Before the establishment of the college, all the students who pass out HSC used to drop out their studies as they could not afford because of their weak financial situation. Hence, establishment of the present college is the one more step ahead towards the fulfillment of the vision of the foresighted leaders to provide higher education to the students of socially and economically and economically backward region. • Institution offers UG to PG courses and also research facilities in Arts and Commerce programmes. Institution has played an instrumental role to bring about the considerable change in the lives of the local people. • Besides teaching learning, Institute provides an opportunities to develop hidden talent and inculcate skills which help them to mould their career ahead. • Many college students have joined armed forces as they got motivation and training in the college in NCC Unit under Extension activity. • There are many industrial units in the region like sugar factories and textile units where migrant laborers of Marashtra, Odisha, U.P. and West Bengal are employed. Institution has played an instrumental role to provide higher education to their children and bring about a considerable change in their lives. ? Institution offers the following Programmes: Bachelor of Arts (Gujarati/ History) - Courses offered in B.A. Program The Syllabus of Arts

Faculty streams into two branches. A student should make a choice depending on his / her interests and liking. Compulsory Paper : English / Gujarati, Special Paper: Gujarati / History, Subordinate Paper: Sanskrit / Hindi / Economics Bachelor of Commerce (Accountancy) Compulsory Paper : English / Gujarati , Core Elective (Principal Subject): Accountancy, Subject Elective (Subsidiary Subject): Statistics / Banking Master of Arts (Gujarati / History) Master of Commerce (Financial Management Accountancy)

Provide the weblink of the institution

<http://olpadcollege.org.in/Download/doc1920/Institutional%20Distinctness%202019-20.pdf>

8.Future Plans of Actions for Next Academic Year

• Launching of Certificate, Short Term Courses • Organization of symposia, seminar, conferences • Promotion to research activities • Strengthening of placement cell • Strengthening of sports, extra- curricular and extension activities. • Remedial coaching Class for Weaker / Poor Students

Rita B. Patel

Prof. Rita B. Patel
Coordinator, IQAC



P. Patel

Principal

Shri Surat Jilla Sahakari Bank Comm. College &
Shri Sayan Sahakari Khand Udhyog Arts College,
OLPAD-394 540. Dist. Surat (Guj.)

