# *Guidelines for the Creation of the*

# Internal Quality Assurance Cell (IQAC)

# and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

 *(Revised in October 2013)*



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**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**
*An Autonomous Institution of the University Grants Commission*

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

NAAC

###### VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

###### MISSION

* *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
* *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
* *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
* *To undertake quality-related research studies, consultancy and training programmes, and*
* *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

###### Value Framework

To promote the following core values among the HEIs of the country:

* *Contributing to National Development*
* *Fostering Global Competencies among Students*
* *Inculcating a Value System among Students*
* *Promoting the Use of Technology*
* *Quest for Excellence*

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*Document revised by: Dr. Ganesh Hegde, Assistant Adviser and B. S. Ponmudiraj, Assistant Adviser, NAAC*

***Guidelines for the Creation of the***

# Internal Quality Assurance Cell (IQAC)

# and Submission of Annual Quality Assurance Report (AQAR)

# in Accredited Institutions

**Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution’s system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the “Quality Circles” in industries.

**Objective**

***The primary aim of IQAC is***

* To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
* To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

**Strategies**

***IQAC shall evolve mechanisms and procedures for***

# a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

# Functions

# *Some of the functions expected of the IQAC are:*

#

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
2. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

**Benefits**

***IQAC will facilitate / contribute***

1. Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
2. Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

## Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution’s quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

* It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
* It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
* The management representative should be a person who is aware of the institution’s objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

**The role of coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

**Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC\_32\_A&A\_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

 2015-‘16

**AQAR for the year *(for example 2013-14)***

**1. Details of the Institution**

 Shree Meghmani Parivar & Shree Bhailalbhai A. Patel(Detrojwala)

Umiya Arts and Commerce College for Girls

1.1 Name of the Institution

Near Agrawal Mall

 1.2 Address Line 1

S. G. Highway, Sola

 Address Line 2

Ahmedabad

 City/Town

Gujarat

 State

380060

 Pin Code

principal.umiyacollege@gmail.com

 Institution e-mail address

079 – 27665011, 079 - 27662424

 Contact Nos.

Dr. Sangeeta P. Ghate

 Name of the Head of the Institution:

079 – 27665011, 079 - 27662424

 Tel. No. with STD Code:

9898988382

Mobile:

Dr. Rupal S. Patel

Name of the IQAC Co-ordinator:

91 - 9879874882

Mobile:

principal.umiyacollege@gmail.com

 IQAC e-mail address:

GJCOGN13504

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

 **OR**

1.4 **NAAC Executive Committee No. & Date:**

*(For Example EC/32/A&A/143 dated 3-5-2004.*

*This EC no. is available in the right corner- bottom*

*of your institution’s Accreditation Certificate)*

www.mpbapatel.org

1.5 Website address:

Web-link of the AQAR:

 For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
| 1 | 1st Cycle | B | 2.27 | 2008 | 2015 |
| 2 | 2nd Cycle | B | 2.65 | 2015 | 2015-2020 |
| 3 | 3rd Cycle |       |       |       |       |
| 4 | 4th Cycle |       |       |       |       |

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

01/02/2008

1.8 Details of the previous year’s AQAR submitted to NAACafterthe latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

 **-**

1.9 Institutional Status

 University State Central Deemed Private

Affiliated College Yes 🗹 No

Constituent College Yes No 🗹

 Autonomous college of UGC Yes No 🗹

 Regulatory Agency approved Institution Yes No 🗹

 (eg. AICTE, BCI, MCI, PCI, NCI)

 Type of Institution Co-education Men Women 🗹

 Urban 🗹 Rural Tribal

 Financial Status Grant-in-aid 🗹 UGC 2(f) 🗹 UGC 12B 🗹

 Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

 Arts 🗹 Science Commerce 🗹 Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

P.G. in Commerce, Ph.D. Centre

Others (Specify)

Gujarat University

1.11 Name of the Affiliating University *(for the Colleges)*

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

 Autonomy by State/Central Govt. / University

 University with Potential for Excellence UGC-CPE

 DST Star Scheme UGC-CE

 UGC-Special Assistance Programme DST-FIST

 UGC-Innovative PG programmes Any other (*Specify*)

 UGC-COP Programmes

 **2. IQAC Composition and Activities**

07

2.1 No. of Teachers

 01

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

2.4 No. of Management representatives

02

 01

2.5 No. of Alumni

2. 6 No. of any other stakeholder and

 02

 community representatives

 02

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

 15

2.10 No. of IQAC meetings held 04

2.11 No. of meetings with various stakeholders: No. Faculty

02

02

02

02

02

 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No 🗹

 If yes, mention the amount

2.13Seminars and Conferences (only quality related)

 (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

4

1

5

 Total Nos. International National State Institution Level

 (ii) Themes

**Institutional Level:**

* Research Methodology in communication studies
* Digital India
* Effective office Administration & Financial Management
* Skilling India : status & Strategies

**State Level** – Gujarati Sahitya Academy – 11/03/2016

 Theme: Gadya Satra : Vachikam

 Speaker : Dr. Balvant Jani (ex – VC, U. G.)

 Bhagyesh Jha (Chairman GSA)

2.14 Significant Activities and contributions made by IQAC

* Regular Meetings with IQAC Members
* Training to staff to facilitate online attendance
* Online Admissions for PG Courses
* Library computerisation
* Application for UGC Research Projects
* Follow up of UGC XII Plan
* Up gradation of college website
* Follow up academic calendar
* Prepared teaching plan & follow it properly.
* Meet the author programme- 6 dignitaries cum authoers from various parts of India shared their views with the students
* Encouraged faculty for research & consultancy
* Encouraged students to participate in various training programmes
* Students support programme
* Organized workshops & Seminars
* Encouraged faculty to participate in faculty development programme
* Maximum participation in SCOPE, 298 students enrolled & successfully completed for SCOPE
* Organized students training programmes
* Organized pre-placement seminars & inteviews are taken and appointed students. Students are appointed by various companies
* Action plan of Placement Committee
* Uploaded Internal Results on College Website
* Launched Mobile Library
* Structured Consultancy

2.15 Plan of Action by IQAC/Outcome

 The plan of action chalked out by the IQAC in the beginning of the year towards quality

 enhancement and the outcome achieved by the end of the year \*

|  |  |
| --- | --- |
| **Plan of Action** | **Achievements** |
| ⏩ | To teach to express your ideas and views clearly through effective spoken communication skills, so More emphasis on spoken and written communication in English. | * The Department of English organised spoken English programme. 56 students participated in it.
* Enrolled 298 students in Digital English Language Learning (DELL)
* Emphasis was given on listening, reading, writing and speaking
 |
| ⏩ | To establish Women Study Centre to make girls dynamic in the many roles she plays. | * Training and Guidance of Experts are provided to Girls.
* Applied in UGC for bachelor of vocational courses:
1. H.R.M.
2. Custom banking and financial services
3. Diploma in Interior Design
 |
| ⏩ | To raise ability, skills, capacity and capability through internships, vocational training and study tours, thus enhance entrepreneurship | * All Departments organised study tours.
* 07 Certificate courses were organised.
 |
| ⏩ | To have closer ties with the industries to bridge the gap with the college | * Linkages with various Industries are successfully done.
 |
| ⏩ | To motivate and inculcate the importance and utility of research in various fields. | * The Department of Sociology teach 01 paper on Research.
* Practical Field work and Research work
* Experts are invited to teach research methodology
* Industrial visit
 |
| ⏩ | To express a convergence of will between the parties, indicating an intended common line of action (MOU’S) | * MoU’s with various Institutions.
 |
| ⏩ | To promote use of ICT in learning, to enrich their learning experience | * Assignments through ICT
* Organised workshops for maximum use of ICT in classroom and proper understanding is given to faculty and students.
 |
| ⏩ | To transform student’s attitude, behaviour and performance | * Experts are invited and Training is given. The list of Experts is in Annexure No. 3.
* K.Y.S.(Know Your Student) and C.W.D.C. excellently work for it.
 |
| ⏩ | Efforts be made to regularize part time teachers | * Representation made by the principal to the Government
 |
| ⏩ | Filling up permanent vacancies | * Approval awaited from the Government of Gujarat
 |
| ⏩ | Mobilization of financial resources through MLA /MP funds | * Request letter issued to M.P. Shri L.K. Advani for granting special funds for building Community Hall in college.
* For maintaining cleanliness of the campus. Equipments are provided to the institute by the local corporator of Ghatlodia.
 |
| ⏩ | Teachers be motivated to undertake Research Projects and Publications | * 02 International, 33 National and 04 State level workshops are attended and presented papers by the Faculty.

Articles:* 01 International peer review journals and 17 National peer review journals, 03 Non peer review journals and 04 Conference proceedings were published.

Books:* 10 Books with ISBN and 01 Book without ISBN are published.
 |
| ⏩ | Provision of Transportation facilities for students | * Van is hired for transportation facilities for students.
* Special Bus services are started by Ahmedabad Municipal Transport Services (AMTS).
 |
| ⏩ | Introduction of New U.G. and P.G. Courses in Social Sciences and Management | * M.Com. (English Medium) Semester – 3 & 4 started.
 |
| ⏩ | Faculty Exchange | * Department of English, Gujarati, Hindi, Sociology & Commerce exchange their faculty.
 |
| ⏩  | Consultancies | Following faculties have submitted the amount as consultancy:* Prof. Dinesh Kanzariya - Rs. 2,000/-
* Dr. R.B.Singh - Rs. 2,000/-
* Dr. Rupal Patel and Prof. Ajitha Nair – Rs. 10,500/-
 |
| ⏩ | MoU with National Institution | * MoU with Rural Development and Management Institute.
 |
| ⏩ | Laboratory | * 18 New Computers are added in Computer Laboratory with Projector and Networking.
 |
| ⏩ | Record of Students qualifying in Competitive exams |  |
| ⏩ | Further Research by Faculties | * Total Rs. 8,48,500/- is sanctioned under Minor Research Project by various faculties.
 |
| ⏩ | Faculty Improvement Programme | * 01 orientation
* 01 faculty development programme by KCG
* Experts are invited
* Discussion and Special sessions are held by the external members of IQAC
 |

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

2.16 Whether the AQAR was placed in statutory body Yes No 🗹

Management Syndicate Any other body

 Provide the details of the action taken

Part – B

**Criterion – I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
| PhD | 1 |       |       |       |
| PG | 1 |       |       |       |
| UG | 2 |       |       |       |
| PG Diploma |       |       |       |       |
| Advanced Diploma |       |       |       |       |
| Diploma |       |       |       |       |
| Certificate | 7 |       |       |       |
| Others |       |       |       |       |
| **Total** | 11 |       |       |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Interdisciplinary |       |       |       |       |
| Innovative |       |  |       |       |

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

 (ii) Pattern of programmes:

|  |  |
| --- | --- |
| **Pattern** | **Number of programmes** |
| Semester | (1) B.A.:(Main Subject-4, Elective Subject – 4, Second Elective Subjects-4, Comp. Subjects-2), (2) B.Com.:(Core – Accountancy, Elective-Statistics/Secretarial Practice)(3) M.Com. |  |       |       |
| Trimester |       |
| Annual |       |

1.3 Feedback from stakeholders\* Alumni 🗹 Parents 🗹 Employers Students 🗹

 ***(On all aspects)***

 Mode of feedback : Online Manual 🗹 Co-operating schools (for PEI)

***\*Please provide an analysis of the feedback in the Annexure***

 For feedback analysis, please refer to Annexure No.: 2

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

All departments have redesigned way of presentation of syllabus according to the level of the students. While designing the syllabus, the following aspects were taken care:

* Computer based training
* Project, Research, Oral Presentation, Group discussion

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

Nil

**Criterion – II**

**2. Teaching, Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Asst. Professors | Associate Professors | Professors | Others |
| 15 (Full time : 11, Part time: 04) | 1 | 10 |       |  |

2.1 Total No. of permanent faculty

2.2 No. of permanent faculty with Ph.D.

7

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asst. Professors | Associate Professors | Professors | Others | Total |
| R | V | R | V | R | V | R | V | R | V |
| 0 | 1 |     |     |     |     |     |     |     |     |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

10

0

2.5 Faculty participation in conferences and symposia:

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Faculty | International level | National level | State level |
| Attended Seminars/ Workshops | 02  | 35 | 04 |
| Presented papers |  | 33 | 02 |
| Resource Persons |        |        |       |

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

* ICT enabled classrooms
* Under Meet the Author Programme, the following well known authors are invited:
1. Dr. Damodar Mauzo – GOA(Konkani)
2. Dr. Suresh Rituparna – Delhi (Hindi)
3. Dr. Nikhilesh Chaturvedi (Delhi)
4. Dr. Suresh Bablani -Ajmer
5. Dr. Pushpalata Rajapure-Mumbai (Marathi)
6. Usha Kanta –Delhi
* Student Project Reports
* E-Learning resources in Library
* Study Tour of all the departments
* To teach research methodology, subject experts were invited
* Subjectwise Quiz competitions
* Subject related certificate courses:
1. Social Reformers of 20th century
2. Bhasha Shuddhi
3. G-VAT
4. Spoken English
5. SCOPE
6. Practical Accounting
7. Jewellery Making Designing
* Students Support Programme
* Use of online resources in the classroom
* Students’ Participation in various seminars and conferences
* Group discussion, Debate, Presentation, Assignments, Projects by students
* Shown movies & video clippings related to syllabus - Julius Caesar, Romio & Juliet, A passage to India, The Black Cat,Old Man & the sea, The Help, David Copperfield, MalgudiDays, The Bishop’s Candlestick
* Industry Visit & Study tours were arranged
* Use of Smart boards, LCD in teaching-learning was promoted
* Career oriented programmes were organized & students were selected by the companies
* Workshop on the Preparation of the Report

180

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

2.8 Examination/ Evaluation Reforms initiated by

 the Institution (for example: Open Book Examination, Bar Coding,

 Double Valuation, Photocopy, Online Multiple Choice Questions)

Viva Voce, Question Bank, Online Assignments

* As per the guidelines of the Gujarat University the Institution has decided to evaluate students as 25 Examination + 5 Presence = 30 Internal Marks.
* Photocopy machine in the library is open for the students

02(Dr. Sangeeta Ghate, Dr. Ajay Raval)

2.9 No. of faculty members involved in curriculum

 restructuring/revision/syllabus development

 as member of Board of Study/Faculty/Curriculum Development workshop

80%

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage :

|  |
| --- |
| **December, 2014 [Arts – U.G.]** |
| **Class/Division** | **No.of Students Appered** | **Dist.** | **First** | **Second** | **Pass** | **Pass [%]** |
| Semester-1 | 138 | 0 | 6 | 49 | 45 | 73.18 |
| Semester-2 | 135 | 2 | 15 | 75 | 25 | 85.18 |
| Semester-3 | 156 | 0 | 4 | 66 | 58 | 82.69 |
| Semester-4 | 142 | 0 | 11 | 62 | 39 | 78.87 |
| Semester-5 | 130 | 2 | 12 | 60 | 43 | 91.41 |
| Semester-6 | 130 | 0 | 11 | 73 | 39 | 94.61 |
| **December, 2014 [Commerce – U.G.]** |
| Semester-1 | 288 | 0 | 5 | 88 | 136 | 79.51 |
| Semester-2 | 288 | 0 | 14 | 89 | 97 | 69.44 |
| Semester-3 | 236 | 2 | 16 | 111 | 60 | 80.08 |
| Semester-4 | 233 | 0 | 10 | 90 | 45 | 62.66 |
| Semester-5 | 143 | 2 | 6 | 46 | 49 | 72.02 |
| Semester-6 | 141 | 2 | 16 | 75 | 37 | 92.19 |
| **Commerce – P.G.** |
| Semester-1 | 92 | 0 | 15 | 61 | 1 | 84 |
| Semester-2 | 83 | 0 | 23 | 51 | 2 | 91.57 |

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

 - IQAC prepared the overall guidelines for syllabus format and offered training to all faculty.

- Prepared action plan of Know Your Student Programme and effectively implement on the

 students

 - Ensured that Academic time table is given to all departments and it reaches to all students.

- Display of student attendance and encouraged each department for follow up with students.

- Followed up all grievances arising from evaluation of scripts.

- Presentation of academic calendar and ensure that the calendar is implemented.

- Follow up of Soft Skills, Foundation Courses and Core & Electives courses for all semesters.

 Ensure that they are conducted regularly.

- Conduct evaluation of faculty by student feedback and analyse the evaluation and forward to

 Individual faculty for followup.

- Emphasis to display marks on the Notice Board.

- Completion of syllabus is ensured. A mid semester evaluation of department is conducted

 with staff.

- Regular meetings with Alumni, Management, Heads of the Departments, Students, Principal &

 Other IQAC members are arranged.

2.13 Initiatives undertaken towards faculty development

|  |  |
| --- | --- |
| *Faculty / Staff Development Programmes* | *Number of facultybenefitted* |
| Refresher courses | Nil |
| UGC – Faculty Improvement Programme | 2 |
| HRD programmes | Nil |
| Orientation programmes | 1 |
| Faculty exchange programme | 7 |
| Staff training conducted by the university | Nil |
| Staff training conducted by other institutions | 4 |
| Summer / Winter schools, Workshops, etc. | 100% |
| Others | Nil |

2.14 Details of Administrative and Technical staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Number of PermanentEmployees | Number of VacantPositions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
| Administrative Staff | 7 | 7 | Nil | 3 |
| Technical Staff | Nil | Nil | Nil | 1 |

**Criterion – III**

**3. Research, Consultancy and Extension**

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

* Constant encouragement & incentives by the Management for Research
* A lecture on Research Methodology in Commerce
* Establishment of Research Cell
* Promoted faculty to attend research workshops organized by KCG(Knowledge Consortium of Gujarat)
* To encourage students for research in learning & to understand the research techniques & importance of research, experts are invited & from that students have prepared small researches on various topics which will be helpful to the Govt. of Gujarat like Malnutrition amongst Primary School going children in our vicinity and Study on Primary health centre

3.2Details regarding major projects

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

3.3 Details regarding minor projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | On going | Sanctioned | Submitted |
| Number | 04 | 06 | 06 | 04 |
| Outlay in Rs. Lakhs | 02 (Rs. in Lakhs) | 6.48500 | 6.48500 | 02 (Rs. in Lakhs) |

3.4 Details on research publications

|  |  |  |  |
| --- | --- | --- | --- |
|  | International | National | Others |
| Peer Review Journals | 01 | 17 |  |
| Non-Peer Review Journals |  | 03 |  |
| e-Journals |  |  |  |
| Conference proceedings |  | 04 |  |

3.5 Details on Impact factor of publications:

17

03

01

 Range Average h-index Nos. in SCOPUS

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of the Project | DurationYear | Name of thefunding Agency | Total grantsanctioned | Received |
| Major projects |       |       |       |       |
| Minor Projects |       | UGC | 8,48,500 | 3,05,000 |
| Interdisciplinary Projects |       |       |       |       |
| Industry sponsored |       |       |       |       |
| Projects sponsored by the University/ College |       |       |       |       |
| Students research projects*(other than compulsory by the University)* |       |       |       |       |
| Any other(Specify) |       |       |       |       |
| Total |       |       |       |       |

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

10

01

 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : Nil

 UGC-SAP CAS DST-FIST

 DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

 INSPIRE CE Any Other (specify)

Rs. 14,500/-

3.10 Revenue generated through consultancy

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  Level | International | National | State | University | College |
| Number | Nil | Nil | 01 | Nil | Nil |
| Sponsoring agencies | Nil | Nil | Gujarati Sahitya Academy | Nil | Nil |

 3.11 No. of conferences

 organized by the Institution

08

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

3.13 No. of collaborations International National Any other

04

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : Nil

 From Funding agency From Management of University/College

 Total

 3.16 No. of patents received this year: Nil

|  |  |  |
| --- | --- | --- |
| Type of Patent |  | Number |
| National | Applied |  |
| Granted |  |
| International | Applied |  |
| Granted |  |
| Commercialised | Applied |  |
| Granted |  |

3.17 No. of research awards/ recognitions received by faculty and research fellows

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total | International | National | State | University | Dist | College |
|  |  |  |  |  |  |  |

 Of the institute in the year: Nil

3.18 No. of faculty from the Institution

04

 who are Ph. D. Guides

 and students registered under them

10

3.19 No. of Ph.D. awarded by faculty from the Institution

0

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): Nil

 JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

100

 University level State level

 National level International level

3.22 No. of students participated in NCC events:

09

50

 University level State level

 National level International level

04

3.23 No. of Awards won in NSS: Nil

 University level State level

 National level International level

3.24 No. of Awards won in NCC:

 University level State level

5

3

 National level International level

1

3.25 No. of Extension activities organized

65

23

 University forum College forum

10

27

07

 NCC NSS Any other

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

 Responsibility

* Old Age Home “Jivan Sandhya” is adopted & various activities are held there to make the students social & responsible
* Regular visit to the Deaf & Dumb School & help them.
* Every Friday, visit to the Govt. Primary School & help slow learners
* Students purchased 800 different things to help the poor children from the pocket money
* In Tintoda (Near by Village) started a campaign on ‘Beti Bachao’, ‘Cleanliness’, ‘Global Worming’, ‘Vyasan Mukti’
* Participated in ‘Beti Bachao Maha Ladu Dashabdi Mahotsav’ to acquire the knowledge about ‘Stop Female Foeticide’.
* The Institute celebrated Independence & Republic Day Celebration. Patel Shivangi was selected as a chief guest as per the rule of the Institute.

(For all extension activities, please refer to Annexure No. 3)

**Criterion – IV**

**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Facilities** | **Existing** | **Newly created** | **Source of Fund** | **Total** |
| Campus area (in Yard) | 11,950 |       |  | 11,950 |
| Class rooms | 22 (16,950 Sq.ft.) |       |  | 22 (16,950 Sq.ft.) |
| Laboratories | 2 (1,000 Sq. ft.) | Computer Lab | 5,100 | 2 (1,900 Sq. ft.) |
| Seminar Halls | 1 (1,750 Sq. ft.) |       |  | 1 (1,750 Sq. ft.) |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | 6 |       |  | 6 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 9,54,918 |       |  | 9,54,918 |
| Others |       |       |  |       |

4.2 Computerization of administration and library

|  |  |
| --- | --- |
| Hardware | Total 62 PCs of various configurations |
| 40X | Computer Laboratory |
| 25X | English Language Laboratory |
| 5X | Administrative Office |
| 5X | Library |
| 1X | Seminar Hall |
| 4X | Class Rooms |

|  |  |
| --- | --- |
| Software | Various Configurations as follows: |
| 40X | **Computer Laboratory** |
|  | Win XP & Win 7, MS Office with Front page 2003 & MS Office 2010, Acrobat Reader, Media Player, Adobe Photoshop 7.0, Micromedia Flash 5.0, Page Maker 7.0 |
| 25X | **English Language Laboratory** |
| 24 PCs & 01 with Main Server | Win XP SP2, MS Office 2003, DELL software for DELL Lab, Media Player and Audio Applications, Acrobat Reader |
| 5X | **Administrative Office** |
|  | Win XP/7, MS Office 2003/2007, Media Player and other software installed as per requirement, Acrobat Reader |
| 5X | **Library** |
|  | Win XP SP2(1X), Windows 7 (3X),MS Office 2003, Media Player and Audio Applications, Acrobat Reader, Library application software |
| 1X | **Seminar Hall** |
|  | Win XP/7, MS Office 2003/2007, Acrobat Reader, Media Player and other software installed as per requirement |
| 4X | **Class Rooms** |
|  | Win XP/7, MS Office 2003/2007, Acrobat Reader, Media Player and other software installed as per requirements |
| Total Computing Faculties in the Institute are as under:1. **Hardware: 80 PCs** (40 Computer Lab+25 English Language Lab.+06 Administrative Office+04 Library +01 Seminar Hall+01 Desk PC BAOU Office)
2. **Software: 25 PCs**(24 PCs+01 PC Server- English Language Lab – Win XP, DELL Software for DELL Course, MS Office 2003, Acrobat Reader, Media Player),

**25 PCs** [Computer Lab- Win XP & 7, MS Office with Front page 2003 & MS Office 2010, Acrobat Reader, Media Player, Adobe Photoshop 7.0, Macromedia Flash 5.0, Adobe Page Maker 7.0]**01 PC:** (Library – As per English Language Lab except DELL Software & include Library Software), **01 Laptop:** (Win 7, MS Office 2003/2007, Acrobat Reader, Media Player)**03 PCs:** (Library – Win 7, MS Office 2003, Acrobat Reader, Media Player)**08 PCs:** (01 PC BAOU – office + 06 Administrative Office +01 Seminar Hall – Win XP/7, MS Office 2003/2007, Acrobat Reader, Media Player and Other Software Installed as per Requirement of the premises) |

4.3 Library services:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Existing** | **Newly added** | **Total** |
| **No.** | **Value** | **No.** | **Value** | **No.** | **Value** |
| Text Books | 3,000 | 3,21,461 | 295 | 30,049 | 3,295 | 3,51,510 |
| Reference Books | 4,000 | 6,72,040 | 55 | 44,686 | 4,055 | 7,16,726 |
| e-Books | 80,409(from N-List) |  |  |  | 80,409(from N-List) |  |
| Journals & Magazines | 600 | 2,14,590 | 45 | 27,380 | 645 | 2,41,970 |
| e-Journals | 3,828(from N-List) |  |  |  | 3,828(from N-List) |  |
| Digital Database |  |  |  |  |  |  |
| CD & Video | 363 | 8,600 | 52 | 330 | 415 | 8,930 |
| Others (specify) | 3,631 |  | 105 | 17,976 | 3,736 | 17,976 |

4.4 Technology up gradation (overall)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Total Computers** | **Computer Labs** | **Internet** | **Browsing Centres** | **Computer Centres** | **Office** | **Depart-ments** | **Others** |
| Existing | 62 | 1 | All systems | 1 |  | 5 | 6 |  |
| Added | 18 | 40 |  |  |  |  |  |  |
| Total | 80 |  |  | 1 |  | 5 | 6 |  |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

 upgradation (Networking, e-Governance etc.)

* Internet access is available for faculty & students in library, staff room, language lab, computer lab & administrative office.
* Dr. Rupal Patel has attended two days workshop on Personal Learning Environments.

4.6 Amount spent on maintenance in lakhs :

26,700

 i) ICT

4,16,200

 ii) Campus Infrastructure and facilities

15,446

 iii) Equipements

9,667

 iv) Others

4,68,013

 Total :

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

* The IQAC organised a 3 day Orientation Programme for all freshers about Student Support Services
* Display of Student Support Services on the e-noteboard
* Regular interaction with students in the classroom & in meeting
* Students feedback
* College prospectus with all detailed information on rules and regulation to be followed are given to all students and also uploaded on the website
* Inauguration and orientation programmes, are used for passing information
* Scholarships are made available to students from economically and socially backward
* Remedial classes were offered to academically weaker students
* Special training offered to students in cultural activities prior to Gujarat University Youth festival
* Special coaching given to students prior to Gujarat University sports meet
* Created a platform for various career cell activities and campus interviews
* IQAC has contributed towards bringing in better academic environment in library by installing a notice board, photocopy facility and often participating in the library committee meetings
* 7 Certificate courses are arranged for the benefit of the students

5.2 Efforts made by the institution for tracking the progression

* The Parents can meet the Class Advisors, Subject Teachers, HOD on any working day for an update on the progress of their wards
* Through feedback forms, the faculties are evaluated & proper instructions are given to them for upgradation for the progress of the Students.
* Remedial classes were conducted based on the mid semester examination result
* Regular feedback of faculty is conducted, analysed and given to each faculty for followup
* Student attendance is displayed on notice board for follow up. Each department is monthly given the list of students who’s attendace is below 50%. Each HODs is expected to followup with parents of these students to ensure that students attend regularly.

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | Others |
| 1,202 | 225 | 10 |  |

5.3 (a) Total Number of students

 (b) No. of students outside the state

1

0

 (c) No. of international students

|  |  |
| --- | --- |
| No | % |
| 64 | 4.48 |

|  |  |
| --- | --- |
| No | % |
| 1239 | 95.52 |

 **Men** **Women**

|  |  |
| --- | --- |
| **Last Year** | **This Year** |
| **General** | **SC** | **ST** | **OBC** | **Physically Challenged** | **Total** | **General** | **SC** | **ST** | **OBC** | **Physically Challenged** | **Total** |
| U.G.-647P.G. - 169 | 3313 | 200 | 37842 | 0001 | 1078225 | U.G.-675P.G.- 170 | 4813 | 1900 | 45742 | 0001 | 1202225 |

Demand ratio 0.83:1 Dropout % 5.13

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

* The Remedial Coaching Centre for the students
* More books & magazines regarding Competitive examinations are purchased
* Collaboration with U.C.D.C.(Umiya Career Development Council), which provides guidance to the students
* Some faculties are active in competition exams. They give guidance to the interested students
* Dr. Niraj Patel delivered a lecture on “Guidance regarding NET & SLET Exams”, 175 students are benefited.

 No. of students beneficiaries

175

5.5 No. of students qualified in these examinations : Nil

 NET SET/SLET GATE CAT

 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

* Weekly visit by a Psychologist Dr. Nayana Wakeriya
* Affirmative Action Plan
* Industry Connect Programme
* Student Counseling to overcome fear factor and mental blocks in decision making
* Started 7 Certificate courses.

(For all the lectures oragnized by the Institution on student counselling and career guidance, please refer to Annexure No. 3)

 No. of students benefitted

809

5.7 Details of campus placement

|  |  |
| --- | --- |
| ***On campus*** | ***Off Campus*** |
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 04 | 150 | 14 | Nil |

5.8 Details of gender sensitization programmes

* Organized a lecture on “Dikari na sol swaroop” by Shree Babubhai Patel(Kankuvar)
* CWDC Cell is very active& organize various activities regaring gender sensitization. (For further details please refer to Annexure No. 3)

5.9 Students Activities

 5.9.1 No. of students participated in Sports, Games and other events

02

08

14

 State/ University level National level International level

 No. of students participated in cultural events

-

-

33

 State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

04

-

03

 Sports : State/ University level National level International level

-

-

13

 Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

|  |  |  |
| --- | --- | --- |
|  | Number ofstudents | Amount |
| Financial support from institution  | 9 | 2,10,000 |
| Financial support from government | 278 | 7,60,900 |
| Financial support from other sources(by faculty) | 14 | 53,330 |
| Number of students who received International/ National recognitions |       |       |

5.11 Student organised / initiatives : Nil

Fairs : State/ University level National level International level

02

Exhibition: State/ University level National level International level

11

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_\_\_\_\_\_Nil\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Vision:**

Empowerment is the key to success and happiness. No other thing empowers a person as education and knowledge does. The vision of the institute is to provide this opportunity to each and every girl from rural and semi rural area.

**Mission:**

⏩ To provide full residential facilities to outside students of community.

⏩ Emancipation of Girl students of rural areas for whom higher education opportunities are scarce and

 to guide them towards the path of becoming responsible citizens of India.

⏩Management aims at making it one of the leading institutions of the region.

⏩To provide state-of-the-art teaching facilities for learning beyond the Prescribed Curricula of Arts and

 Commerce.

⏩To provide career oriented guidance through professional courses, lectures and distance education.

⏩To spread awareness about social, economical, environmental and current issues facing the society

 And encouraging them for active participation.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

* Curriculum is so designed to strengthen employability, innovation and promote Research culture
* Prepared study material for the subjects of softskills and foundation courses
* Prepared reading materials for the given syllabi

6.3.2 Teaching and Learning

* Extensive use of ICT in Teaching – Learning
* Field work and Project work
* Student research and staff research was promoted with offering various facilities
* College level and an inter college quiz competition was conducted.
* Study tours by all the Departments
* All departments arranged guest lectures by inviting subject experts. (For it Please refer to Annexure No. 3)

6.3.3 Examination and Evaluation

6.3.3 Examination and Evaluation

* Online result
* Viva voce
* New Examination committee came in to existence.
* Guidelines on gracing, evaluation procedure were finalised
* Remuneration for evaluation was given to the visiting faculty
* Marks were displayed on the notice boards & college website
* Attendance were displayed on notice boards
* The college has printed new examination related stationary which makes assessment and totalling of marks easier.
* Developed a new software for calculation of Internal marks.
* Attending seminars and conferences was promoted
* Applying for Minor Research Project
* Establishment of Research Advisory Committee
* Encourage Paper Presentations at International & National Conferences
* Encouragement and incentives by the management

6.3.4 Research and Development

6.3.5 Library, ICT and physical infrastructure / instrumentation

* Computers with Internet
* Display of New arrivals
* New purchasing of books and magazines
* Maximum use of ICT in Teaching & Learning
* Mobile Library
* Exhibition of New purchased books

6.3.6 Human Resource Management

* Special lectures by experts from various fields are organized as part of Faculty Development Programme
* Participation of faculty in F.D.P. Programme
* Guidance of experts are provided to the students about various issues

6.3.7 Faculty and Staff recruitment

* Open advertisement in newspapers followed by interview to fill up vacancies
* Strictly on the basis of University & Government norms
* Visiting faculties are appointed this year
* No NOC is issued by the Government for permanent appointment

6.3.8 Industry Interaction / Collaboration

* Pre-placement training programme and career guidance
* Special training by Industrialists
* MoU With Industries

6.3.9 Admission of Students

* Direct admission to merit and sports students
* On the basis of the guidelines of University
* Special policy framed and implemented for those students who are in professional courses like C.A., C.S. & I.C.W.A.
* Special Quota for sports students

|  |  |
| --- | --- |
| Teaching |   |
| Non teaching | * Financial help their children for further education
* Exemption to their children if studying in the same college
* To render support in difficult times, the management is helpful to them.
 |
| Students | * Financial aid to economically backward students, by staff reduction to meritorious students, minority and sports achievers
* Adoption of students by the faculties & management & paid their fees
* Free text books, note books & other stationary to the needy students
* Poor students library – Saraswati Sahay Scheme for the students
* Donating books by the senior students to the Junior students
* Good in dance, music, photography, drama & fine arts are given advanced formal training by the college without charging any fees
* Financially poor students are exempted from paying fees in certificate courses initiated by the college
* Exemption in fees to those students who have lost parents or one of the parents
 |

6.4 Welfare schemes for

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done Yes 🗹 No

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

|  |  |  |
| --- | --- | --- |
| Audit Type | External | Internal |
| Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | K.C.G. | Yes | IQAC members |
| Administrative | Yes | K.C.G. | Yes | C.A. V.V.Patel & Co. |

6.8 Does the University/ Autonomous College declares results within 30 days?

 For UG Programmes Yes 🗹 No

 For PG Programmes Yes 🗹 No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

* Results are displayed on College Website
* Best Answer sheets in each subject are displayed on the the notice board of the library
* Passing board is established
* Rules for practical exams are established
* Rules for Hall ticket are implemented
* To sets of Question Papers in the Internal Examination

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

* Viva voce is taken by the Department of English
* Practical examination in Computer subject is taken by the institution
* University exams of Foundation Course & Soft Skill courses are held by the Institution

6.11 Activities and support from the Alumni Association

* Widened the membership of Alumni Association
* Participation in IQAC Committee
* Participation in Co-curricular activities
* Performed their duties as supervisor during Internal & External examinations
* Conducted welcome programme for the new comers

6.12 Activities and support from the Parent – Teacher Association

* The PTA meeting is held at regular intervals and parents can also interact with class advisors, subject teachers as and when required
* The contribution of parents in day to day activities of the college are promoted
* Parents of slow learners were held saperately
* Psychological Counselling was supported by the parents
* The parents of those students who did not attend any lecture were held and requested them to encourage to attend lectures regularly.

6.13 Development programmes for support staff

* Communicative and technical skills up gradation
* Training regarding new software literacy

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

* Green Audit is done and the campus is certified as green campus and co-friendly
* Regular tree plantation
* All lights & fans are regularly cleaned for increasing the light output
* Celebrated one day for campus cleaning – “Campus Cleaning Day”
* Twice a month we observe ‘No Vehicle Day’
* Counting of trees
* Celebration of Ozone Day under which various competitions like Poster making, Slogan writing, Elocution were held
* Birds’ species counting was undertaken. 17 species were found in campus.
* Solar System is established in the hostel
* College is segregating waste as organic/degradable and nondegradable
* College has also revitalise the compost pit and organic waste management

**Criterion – VII**

**7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the

 functioning of the institution. Give details.

* Student Support Programme is excellently run where Senior students teach Junior Students and weak students of their class.
* Various enrichment & empowerment programmes run by C.W.D.C. have created positive impact on the functioning of the college.
* KYS (Know Your Students) programme is excellently implemented.
* Personal counselling of students by the teachers.
* Psychological Counselling

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

 beginning of the year

* The Calendar of Events is prepared at the beginning of every semester and is followed strictly as per schedule.

(For ATR, please refer to Annexure No. 3)

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

* Increase log in to N-list
* Offer training on the use of N-list
* For Best Practices, Please refer to Annexure No. – 4

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

7.4 Contribution to environmental awareness / protection

* N.S.S. Students organise environment awareness programmes & cleanliness drive
* Celebration of ‘Environment Day’
* Twice a month ‘No Vehicle Day’ is observed
* N.S.S. Students organised a rally to created awareness about Global Worming

7.5 Whether environmental audit was conducted? Yes 🗹 No

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

**Strength:**

**Achievements Student:**

* Academically inclined committed faculty
* Student’s centric departmental activities and educational methods

**Faculty Strength:**

* Some of the faculties are Paper Setters in University Examinations
* Delivered Lectures in the other Institutions
* Taken Training by K.C.G.
* Attended Faculty Development Programmes
* Published books and articles
* Attended workshops and seminars and presented papers
* Ph.D. Guideship
* Minor research by 80% faculty

**Student Strength:**

**Weakness:**

* Students coming from vernacular background enrol for English medium course which affects their result in longer run.
* Lack of Skill in practical Accounting.
* Due to Strength personal attentions to each and every students is not possible.
* Poor academic back ground at home and early marriages badly affect their overall study.
* Lesser financial status pose problems for their higher education.
* Less proficiency in English is another weakness in our students.

**Opportunities:**

* Ahmedabad being one of the fast developing in to Mega City and Financial hub Compel opportunities for students in professional fields.
* Poor academic back ground at home and early marriages badly affect their overall study.
* Lesser financial status pose problems for their higher education.
* Less proficiency in English is another weakness in our students.

**Opportunities:**

* Ahmedabad being one of the fast developing in to Mega City and Financial hub Compel opportunities for students in professional fields.

**Challenges:**

* Financially and Academically sound students prefer to take admission in reputed self-finance college so it is difficult for gant-in-aid colleges to get bright students.

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

|  |
| --- |
| * Introduction of On-line MCQ test
 |
| * Faculty for on-line submission of feedback
 |
| * Research Funds from Industry & Management
 |
| * Research Funds for Students Research Projects
 |
| * Develop Patents
 |
| * Faculty Development Projects on Networking
 |
| * Internship for the students of final year
 |
| * Invite funding agencies for Research
 |
| * Invite funding agencies for Students driven Research
 |

* To acquire State level prizes in N.S.S.

|  |
| --- |
| * Multi lingual Poetry Recitation Competitions
 |
| * Prepare Directory of Alumni
 |
| * Tie up with INFLIBNET
 |
| * 4G Setup
 |
| * Invite more companies to campus to interact with students and faculties
 |
| * Increase log in to N-List
 |
| * Offer Training on the use of N-List
 |
| * Programme to promote Women Entrepreneurship
 |
| * Strengthen students parliament
 |
| * Emphasis on more student exchange programme
 |

*Name Dr.Rupal S. Patel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_Dr. Sangeeta P. Ghate\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature of the Coordinator, IQAC Signature of the Chairperson, IQAC*

*\_\_\_\_\_\_\_\*\*\*\_\_\_\_\_\_\_*

**Annexure I**

**Abbreviations:**

CAS - Career Advanced Scheme

CAT - Common Admission Test

CBCS - Choice Based Credit System

CE - Centre for Excellence

COP - Career Oriented Programme

CPE - College with Potential for Excellence

DPE - Department with Potential for Excellence

GATE - Graduate Aptitude Test

NET - National Eligibility Test

PEI - Physical Education Institution

SAP - Special Assistance Programme

SF - Self Financing

SLET - State Level Eligibility Test

TEI - Teacher Education Institution

UPE - University with Potential Excellence

UPSC - Union Public Service Commission

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**Annexure No. – 1 (Academic Calendar)**

|  |  |  |
| --- | --- | --- |
| **DATE** | **DAY** | **EVENT** |
| ***June*** |
| 15-06-2015 | Monday | Beginning of New Academic Term |
| 16-06-2015  To 23-06-2015 | Week | Admission for B.A. Sem-1,3,5  |
| 17-06-2015 | Wednesday | Geet Sangeet Nritya Dhara  |
| 18-06-2015 | Thursday | Natya Dhara and Gyan Dhara |
| 19-06-2015 | Friday | Know Your Students Programme for BA Sem – 1, Samudayik Seva Dhara |
| 20-06-2015 | Saturday | Know Your Students Programme for BA Sem – 1, Khel Kud Vyayam Dhara  |
| 22-06-2015 | Monday | Kala Kaushalya Dhara |
| 23-06-2015 | Tuesday | Sarjnatmak Abhivyakti Dhara |
| 24-06-2015 | Wednesday | Geet Sangeet Nritya Dhara  |
| 25-06-2015 | Thursday | Natya Dhara and Gyan Dhara |
| 26-06-2015 | Friday | Samudayik Seva Dhara |
| 27-06-2015 | Saturday | Khel Kud Vyayam Dhara  |
| 29-06-2015 | Monday | Kala Kaushalya Dhara |
| 23-06-2015 To 30-06-2015  | Week | Admission for B.Com Sem-3 & 5 |
| 30-06-2015 | Tuesday | Sarjnatmak Abhivyakti Dhara |
| ***July*** |
| 01-07-2015 | Wednesday  | Orientation of BA Sem – I , Geet Sangeet Nritya Dhara |
| 01-07-2015  To 06-07-2015 | Week | Celebration of Shakespeare Week, Department of English |
| 01-07-2015  To 30-09-2015 | 3 Months  | Career in Teaching in Higher Education, UDISHA  |
| 01-07-2015  To 30-09-2015 | 3 Months  | Munimji Tally , Department of Commerce |
| 02-07-2015 | Thursday | `Power Point Presentation on Syllabus Topics Department of English, NatyaDhara , CR / HR Meeting with principal |
| 03-07-2015 | Friday | Samudayik Seva Dhara |
| 04-07-2015 | Saturday  | Khel Kud Vyayam Dhara  |
| 06-07-2015 | Monday | Orientation Programme for B Com Sem 1 Students Department of Commerce, Kala Kaushalya Dhara |
| 07-07-2015 | Tuesday  | Sarjnatmak Abhivyakti Dhara |
| 08-07-2015  | Wednesday  | Geet Sangeet Nritya Dhara |
| 09-07-2015  | Thursday | Natya Dhara and Gyan Dhara |
| 10-07-2015  | Friday | Samudayik Seva Dhara |
| 11-07-2015  | Saturday  | Parents Meeting, Khel Kud Vyayam Dhara  |
| 13-07-2015  | Monday | Kala Kaushalya Dhara |
| 14-07-2015  | Tuesday | Sarjnatmak Abhivyakti Dhara |
| 15-07-2015  | Wednesday | Newly Acquired Books Exhibition, Geet Sangeet Nritya Dhara |
| 16-07-2015  | Thursday | Natya Dhara and Gyan Dhara |
| 17-07-2016  To19-07-2016 | Friday  To Sunday | Workshop for N S S Volunteers at Adalaj. Gyan Dhara, Khel Kud Vyayam Dhara |
| 20-07-2015 | Monday | Celebrate Shelley Day,Dept of English, Kala Kaushalya Dhara |
| 21-01-2015 To 21-07-2015 | Full Term | Jewellery Designing  |
| 21-07-2015 | Tuesday | BirthDay Celebration of Umashankar Joshi, Sarjnatmak Abhivyakti Dhara |
| 22-07-2015 | Wednesday | CR / HR Meeting with Principal |
| 23-07-2015 | Thursday | Natya Dhara and Gyan Dhara |
| 24-07-2015  | Friday | - An Interaction with the inmates of the Old Age Home by N S S, Samudayik Seva Dhara- Campus Cleaning by N S S |
| 25-07-2015 | Saturday  | Khel Kud Vyayam Dhara  |
| 27-07-2015 | Monday | Celebration Birth Day of G.B. Shaw, Kala Kaushalya Dhara |
| 28-07-2015  | Tuesday | An orientation workshop- N S S , Sarjnatmak Abhivyakti Dhara |
| 29-07-2015 | Wednesday | CR / HR Meeting with Principal |
| 30-07-2015 | Thursday | Natya Dhara and Gyan Dhara |
| 31-07-2015 | Friday | Premchand and Tulsidas Jayanti, Department of Hindi, Gyan Dhara |
| 31-07-2015 | Friday | Antakshri , Story Telling with the inmates of the Old Age Home , activities by N S S  |
| ***August*** |
|  |  | **Educational Tour (Department Hindi/Sociology)** |
| 01-08-2015 | Saturday  | Tree plantation , Khel Kud Vyayam Dhara |
| 01-08-2015  To 30-09-2015 | 1 Month  | Spoken English Programme, Department of English. |
| 03-08-2015 | Monday | Kala Kaushalya Dhara |
| 04-08-2015 | Tuesday | Unveiling College Magazine Sannidhi, Sarjnatmak Abhivyakti Dhara |
| 05-08-2015 | Wednesday | Guidance about NET & SLET, UDISHA, Geet Sangeet Nritya Dhara , CR HR Meeting with Principal |
| 06-08-2015 | Thursday | Thalassaemia Test Sem 1 BA BCom Students, Natya Dhara and Gyan Dhara, |
| 07-08-2015 | Friday | Samudayik Seva Dhara , Guest Lecture Dept. Of Commerce |
| 08-08-2015 | Saturday | Khel Kud Vyayam Dhara  |
| 10-08-2015 | Monday | Guest Lecture Department of English ,Kala Kaushalya Dhara |
| 11-08-2015 | Tuesday | Sarjnatmak Abhivyakti Dhara |
| 12-08-2015 | Wednesday  | * Skill Development & Employment
* Guest Lecture ,UDISHA
* Geet Sangeet Nritya Dhara
 |
| 13-08-2015 | Thursday | Natya Dhara and Gyan Dhara |
| 14-08-2015 | Friday | Samudayik Seva Dhara |
| 15-08-2015 | Saturday  | Flag Hoisting Independence Day Celebration , Khel Kud Vyayam Dhara |
| 19-08-2015  To 16-10- 2015 | 3 Months | Commencement of Spoken English DELL |
| 19-08-2015 | Wednesday | * Leadership Skills –UDISHA
* Geet Sangeet Nritya Dhara
 |
| 20-08-2015 | Thursday  | Natya Dhara and Gyan Dhara |
| 21-08-2015 | Friday  | * Show Movie:Malgudi Days
* A visit to the village, Samudayik Seva Dhara
 |
| 22-08-2015 | Saturday | Inter-College Poetry Recitation, Khel Kud Vyayam Dhara  |
| 24-08-2015 | Monday  | Kala Kaushalya Dhara |
| 25-08-2015 | Tuesday  | * Bhavik consultancy- Campus Interview
* Preparation of Banking Exam, UDISHA, Khel Kud Vyayam Dhara
 |
| 26-08-2015 | Wednesday | Geet Sangeet Nritya Dhara |
| 27-08-2015  To 28-08-2015 | Thursday  To Friday  | Educational visit to Adani Mundra Port 1)Adani Mundra Port2) Adani Power Plant3) Adani Refinery , Department of Sociology |
| 29-08-2015 | Saturday | Celebration of Rakshabandhan Festival at Old Age Home by N S S |
| ***September*** |
| 01-09-2015 | Tuesday  | Lecture on Nutrition & Nutrition Week, Celebration - CWDC |
| 02-09-2015 | Wednesday  | Guest Lecture , Dept. of Commerce |
| 03-09-2015 | Thursday  | Natya Dhara and Gyan Dhara |
| 04-09-2015 | Friday  | Celebration of Janmashtami Festival, Old Age Home ,N S S |
| 07-09-2015 | Monday | Movie: David Copperfield BA Sem – 5,Kala Kaushalya Dhara |
| 08-09-2015 | Tuesday  | Sarjnatmak Abhivyakti Dhara |
| 09-09-2015 | Wednesday  | An Essay Competition on “Women in Present India”, CWDC Street Play by Sauhard, Geet Sangeet Nritya Dhara  |
| 10-09-2015 | Thursday  | Natya Dhara and Gyan Dhara |
| 11-09-2015 | Friday  | Tree Plantation at Old Age Home, Samudayik Seva Dhara |
| 12-09-2015 | Saturday  | Research Methods in Commerce by Dr. Hemal Pandya , Khel Kud Vyayam Dhara  |
| 14-09-2015  To 19-09-2015 | Week  | Hindi Week Celebration |
| 14-09-2015 | Monday | Hindi Day Rally at Rashtrabhasha College, Kala Kaushalya Dhara |
| 15-09-2015 | Tuesday | Sarjnatmak Abhivyakti Dhara , Study Tour, Dept. of English |
| 16-09-2015 | Wednesday  | * Quiz Entrance Round
* Ozone Day Celebration , Geet Sangeet Nritya Dhara
 |
| 18-09-2015 | Friday  | Cleaning the premises as well as their dwelling units Old Age Home,N S S , Samudayik Seva Dhara |
| 19-09-2015 | Saturday  | Quiz G K , Khel Kud Vyayam Dhara |
| 21-09-2015  | Monday | Show Movie: ‘A Passage to India’, Student Support Programme 21st to 7th Nov., Kala Kaushalya Dhara |
| 22-09-2015 | Tuesday | Guest Lecture, Department of Hindi , Sarjnatmak Abhivyakti Dhara |
| 23-09-2015 | Wednesday  | - N.S.S. Day celebration , Geet Sangeet Nritya Dhara  |
| 24-09-2015  | Thursday  | Show Movie:Bishop’s Candlesticks , Gyan Dhara |
| 26-09-2015 | Friday  | Samudayik Seva Dhara |
| 28-09-2015 | Monday | Kala Kaushalya Dhara |
| 29-09-2015 | Tuesday  | Sarjnatmak Abhivyakti Dhara |
| 30-09-2015 | Wednesday  | Geet Sangeet Nritya Dhara  |
| ***October*** |
|  |  | **Revision + Sem End Exam****Campus Interview by Placement Cell - UDISHA** |
| 01-10-2015 | Thursday | * Lecture on Safety and security of Women – CWDC
* Career in Law UDISHA
 |
| 02-10-2015 | Friday | Celebration of Gandhi Jayanti |
| 03-10-2015 | Saturday | * Cleaning of temple premises Khoraj
* Revision of Syllabus
* Khel Kud Vyayam Dhara
 |
| 05-10-2015 | Monday | Kala Kaushalya Dhara |
| 06-10-2015 | Tuesday | Sarjnatmak Abhivyakti Dhara |
| 07-10-2015 | Wednesday | Geet Sangeet Nritya Dhara  |
| 08-10-2015 | Thursday | Internal Sem Exam, Natya Dhara and Gyan Dhara  |
| 09-10-2015 | Friday | Celebration of Navratri Festival , Samudayik Seva Dhara  |
| 10-10-2015 | Saturday | Khel Kud Vyayam Dhara  |
| 12-10-2015 | Monday | Kala Kaushalya Dhara |
| 13-10-2015 | Tuesday | Sarjnatmak Abhivyakti Dhara |
| 14-10-2015 | Wednesday | Geet Sangeet Nritya Dhara  |
| 15-10-2015 | Thursday | Natya Dhara and Gyan Dhara |
| 16-10-2015 | Friday | Playing games with the inmates of Old Age Home , Samudayik Seva Dhara |
| 17-10-2015 | Saturday | Cleaning of the village Khoraj, Khel Kud Vyayam Dhara |
| 19-10-2015 | Monday | Kala Kaushalya Dhara |
| 20-10-2015 | Tuesday | Sarjnatmak Abhivyakti Dhara |
| 26-10-2015 | Monday | Kala Kaushalya Dhara |
| 27-10-2015 | Tuesday | Sarjnatmak Abhivyakti Dhara |
| 28-10-2015 | Wednesday | Geet Sangeet Nritya Dhara  |
| 29-10-2015 | Thursday | Natya Dhara and Gyan Dhara |
| 30-10-2015 | Friday | Samudayik Seva Dhara  |
| ***November*** |
| 02-11-2015 | Monday | Kala Kaushalya Dhara |
| 03-11-2015 | Tuesday | Sarjnatmak Abhivyakti Dhara |
| 04-11-2015 | Wednesday | Geet Sangeet Nritya Dhara  |
| 05-11-2015 | Thursday | Use of ICT in Teaching , Faculty Development Programme ,Natya Dhara and Gyan Dhara  |
| 06-11-2015 | Friday | Samudayik Seva Dhara |
| 07-11-2015 | Saturday  | * Diwali Vacation
* Semester End
* Staff Meeting ,Khel Kud Vyayam Dhara
 |
| 30-11-2015 | Monday |  New Academic Term, Staff Meeting, University Exams. |
| ***December*** |
| 01-12-2015 | Tuesday | World AIDS Day, Sarjnatmak Abhivyakti Dhara |
| 02-12-2015 | Wednesday | Geet Sangeet Nritya Dhara  |
| 03-12-2015 | Thursday | Natya Dhara and Gyan Dhara |
| 04-12-2015 | Friday | BA and Bcom Sem – 6 Classes Begin , Samudayik Seva Dhara |
| 05-12-2015 | Saturday | Khel Kud Vyayam Dhara  |
| 07-12-2015 | Monday | Training on the use of N-List, Kala Kaushalya Dhara |
| 08-12-2015 | Tuesday | Sarjnatmak Abhivyakti Dhara |
| 09-12-2015 | Wednesday | Geet Sangeet Nritya Dhara  |
| 10-12-2015 | Thursday | Natya Dhara and Gyan Dhara |
| 11-12-2015 | Friday | Samudayik Seva Dhara |
| 12-12-2015 | Saturday | * Career in Law UDISHA
* Khel Kud Vyayam Dhara
 |
| 14-12-2015 | Monday | Kala Kaushalya Dhara |
| 15-12-2015 | Tuesday | Sarjnatmak Abhivyakti Dhara |
| 16-12-2016 | Wednesday | Geet Sangeet Nritya Dhara  |
| 17-12-2016 | Thursday | BA and Bcom Sem – 4 Classes Begin , Natya Dhara |
| 18-12-2015 | Friday | Samudayik Seva Dhara |
| 19-12-2015 | Saturday | Khel Kud Vyayam Dhara  |
| 21-12-2015 | Monday | Kala Kaushalya Dhara |
| 22-12-2015 | Tuesday | Sarjnatmak Abhivyakti Dhara |
| 23-12-2015 | Wednesday | Geet Sangeet Nritya Dhara  |
| 26-12-2015 | Saturday | Khel Kud Vyayam Dhara  |
| 28-12-2015 | Monday | BA and Bcom Sem – 2 Classes Begin , Kala Kaushalya Dhara |
| 29-12-2015 | Tuesday | Sarjnatmak Abhivyakti Dhara |
| 30-12-2015 | Wednesday | Geet Sangeet Nritya Dhara  |
| 31-12-2015 | Thursday | Natya Dhara and Gyan Dhara |
| ***January*** |
| 01-01-2016 | Friday  | Celebration of New Year at Old Age Home by N S S ,Samudayik Seva Dhara |
| 02-01-2016 | Saturday  | Khel Kud Vyayam Dhara  |
| 04-01-2016 | Monday | Kala Kaushalya Dhara |
| 05-01-2016 | Tuesday | Sarjnatmak Abhivyakti Dhara |
| 06-01-2016 | Wednesday | Geet Sangeet Nritya Dhara  |
| 07-01-2016 | Thursday | Natya Dhara and Gyan Dhara |
| 08-01-2016 | Friday | * Samudayik Seva Dhara
* Banking Exam Preparation Training, UDISHA
 |
| 09-01-2016 | Saturday  | Khel Kud Vyayam Dhara  |
| 11-01-2016 | Monday | * Guest Lecture , Department of Commerce, English
* Kala Kaushalya Dhara
 |
| 12-01-2016 | Tuesday | * Youth Empowerment Day, Sarjnatmak Abhivyakti Dhara
* Celebration of Markarsankranti/Uttarayan Festival
 |
| 13-01-2016 | Wednesday |  Geet Sangeet Nritya Dhara  |
| 18-01-2016 | Monday |  Ramdada Memorial Lecture, Kala Kaushalya Dhara |
| 19-01-2016 To30-01-2016 | Tuesday  To Saturday  | Gujarat Sahitya Parishad, a workshop on ‘ Proficiency in Languages’(MoU), Sarjnatmak Abhivyakti Dhara  |
| 20-01-2016 | Wednesday |  Guest Lecture- Dept. of Gujarati, Geet Sangeet Nritya Dhara  |
| 21-01-2016  To12-02-2016 | Thursday  To Friday | * Rural Development & Management Institute[RUDMI] organized a workshop on ‘Social Reformers of 20 Century’ (MoU),
* Natya Dhara and Gyan Dhara
* Social Changes & Religion
 |
| 22-01-2016 | Friday | * Samudayik Seva Dhara
* Celebration of Christmas by students.
 |
| 23-01-2016 To 29-01-2016 | Saturday  To Friday  | * Awareness for cleanliness, Annual Camp / Shibhir N S S
* Guest Lecture, Dept. of Gujarati
* Samudayik Seva Dhara
 |
| 25-01-2016 | Monday | Kala Kaushalya Dhara |
| 26-01-2016 | Tuesday | * Republic Day Celebration, Sarjnatmak Abhivyakti Dhara
 |
| 27-01-2016 | Wednesday | Geet Sangeet Nritya Dhara  |
| 28-01-2016 | Thursday | Natya Dhara and Gyan Dhara |
| 29-01-2016 | Friday | Samudayik Seva Dhara |
| 30-01-2016 | Saturday  | Khel Kud Vyayam Dhara |
| ***February*** |
| 01-02-2016 | Monday | G-VAT Classes, Meet The Author Programme, Kala Kaushalya Dhara |
| 02-02-2016 | Tuesday | Ravindranath Tagore, Sarjnatmak Abhivyakti Dhara  |
| 03-02-2016 | Wednesday | Khel – Mahakumbh, Geet Sangeet Nritya Dhara  |
| 04-02-2016 | Thursday | Inter – University Soft Ball Competition at Lovely University, Natya Dhara and Gyan Dhara |
| 05-02-2016 | Friday | Antakshri at Old Age Home by N S S , Samudayik Seva Dhara |
| 06-02-2016 | Saturday | Khel Kud Vyayam Dhara, Movie:Romeo & Juliet |
| 08-02-2016 | Monday | Campus Interview- UDISHA, Kala Kaushalya Dhara |
| 09-02-2016 | Tuesday | Sarjnatmak Abhivyakti Dhara |
| 10-02-2016 | Wednesday | Geet Sangeet Nritya Dhara  |
| 11-02-2016 | Thursday | Natya Dhara and Gyan Dhara |
| 12-02-2016 | Friday | * Cleanliness Drive,Old Age Home, Adopted Village, Khoraj
* Naari Shikshan Avashyak Shikshan (2 books given as gift from CWDC) Exam
* Samudayik Seva Dhara
 |
| 13-02-2016 | Saturday | Video presentation* The Black Cat
* Virginia Woolf
* W.B. Yeats by B A Sem 6 Students Dept. of English
* Khel Kud Vyayam Dhara
 |
| 15-02-2016 | Monday | Campus Bird Counting, Kala Kaushalya Dhara |
| 16-02-2016 | Tuesday | Parent’s Meeting, Sarjnatmak Abhivyakti Dhara |
| 17-02-2016 | Wednesday | Geet Sangeet Nritya Dhara  |
| 18-02-2016 | Thursday | Natya Dhara and Gyan Dhara |
| 19-02-2016 | Friday | * Tree plantation,Old Age Home
* Samudayik Seva Dhara
 |
| 20-02-2016 | Saturday | Alumni Meeting, Khel Kud Vyayam Dhara  |
| 22-02-2016 | Monday | Kala Kaushalya Dhara |
| 23-02-2016 | Tuesday | Visit to NGO Brahma Samaj ,Dept. of Sociology, Sarjnatmak Abhivyakti Dhara |
| 24-02-2016 | Wednesday | Geet Sangeet Nritya Dhara  |
| 25-02-2016 | Thursday | * Natya Dhara and Gyan Dhara
* Industrial Visit Meghmani Finechem, Dahej.
 |
| 26-02-2016 | Friday  | Samudayik Seva Dhara  |
| 27-02-2016 | Saturday | Movie ‘Julius Caesar’, Khel Kud Vyayam Dhara  |
| 29-02-2016 | Monday | Kala Kaushalya Dhara |
| ***March*** |
| 01-03-2016 | Tuesday | Farewell of students VI Dept. of English,Sarjnatamak Abhivyakti Dhara |
| 02-03-2016 | Wednesday | Celebrations of Women’s Week ,Alumni Meeting , Geet Sangeet Nritya Dhara |
| 03-03-2016 | Thursday | Natya Dhara and Gyan Dhara |
| 04-03-2016 | Friday | Samudayik Seva Dhara |
| 05-03-2016 | Saturday | Khel Kud Vyayam Dhara  |
| 08-03-2016 | Tuesday | * Celebration of International ‘ Women’s Day ’
* Visit to Legislative Assembly ,Sarjnatamak Abhivyakti Dhara
* Drawing Competition on ‘Celebrating Women hood’
* Movie:Blue Umbrella
 |
| 09-03-2016 | Wednesday | * Movie:Old Man and the Sea , Geet Sangeet Nritya Dhara
* Group discussion on story writing
 |
| 10-03-2016 | Thursday | Movie:The Help based on Slavery, Gyan Dhara |
| 11-03-2016 | Friday | Samudayik Seva Dhara |
| 12-03-2016 | Saturday | Semester End exams /Re-test Khel Kud Vyayam Dhara  |
| 14-03-2016 | Monday | Kala Kaushalya Dhara |
| 15-03-2016 | Tuesday | Sarjnatmak Abhivyakti Dhara |
| 16-03-2016 | Wednesday | Geet Sangeet Nritya Dhara  |
| 17-03-2016 | Thursday | Natya Dhara and Gyan Dhara |
| 18-03-2016 | Friday | Samudayik Seva Dhara |
| 19-03-2016 | Saturday | Khel Kud Vyayam Dhara  |
| 21-03-2016 | Monday | Kala Kaushalya Dhara |
| 22-03-2016 | Tuesday | Sarjnatmak Abhivyakti Dhara |
| 23-03-2016 | Wednesday | Geet Sangeet Nritya Dhara  |
| 26-03-2016 | Saturday | Khel Kud Vyayam Dhara |
| 28-03-2016 | Monday | Kala Kaushalya Dhara |
| 29-03-2016 | Tuesday | Purchase and collect gifts (lunch box) for the poor and needy children, Sarjnatmak Abhivyakti Dhara |
| 30-03-2016 | Wednesday | Purchase and collect gifts (lunch box) for the poor and needy children, Geet Sangeet Nritya Dhara  |
| 31-03-2016 | Thursday | Annual Day, Natya Dhara and Gyan Dhara |
| ***April*** |
| 01-04-2016 | Friday | Prize Distribution, Farewell , Samudayik Seva Dhara |
| 02-04-2016 | Saturday | Khel Kud Vyayam Dhara  |
| 04-04-2016 | Monday | Kala Kaushalya Dhara |
| 05-04-2016 | Tuesday | Sarjnatmak Abhivyakti Dhara |
| 06-04-2016 | Wednesday | Geet Sangeet Nritya Dhara  |
| 07-04-2016 | Thursday | Natya Dhara and Gyan Dhara |
| 09-04-2016 | Saturday | Khel Kud Vyayam Dhara  |
| 11-04-2016 | Monday | Kala Kaushalya Dhara |
| 12-04-2016 | Tuesday  | Sarjnatmak Abhivyakti Dhara |
| 13-04-2016 To25-04-2016  |  | University Examination BA & Bcom Sem – 2,4,6 , Mcom Sem – 2 & 4  |
| 26-04-2016 | Tuesday  | Last working day of Term – 2  |

**Annexure No. 2 (Feedback Form & Analysis)**

|  |
| --- |
| Shree Meghmani Parivar and Shree Bhailalbhai A. Patel (Detrojwala)Umiya Arts and Commerce College for Girls, Sola, A’bad-60**Year:** 2014-‘15**FEEDBACK FORM** **(T.Y.B.A. / T.Y.B.Com.)****Rules:** (1) Every Parameter has 10 Marks. (2)  (3) No. 1 to 7, write your related Name of Faculty. |
| **No.** | **Operating Parameter** | 1 | 2 | 3 | 4 | **5** | **6** | **7** |
|   |   |   |   |   |   |   |   |   |
| 1 | Dress Code |   |   |   |   |   |   |   |
| 2 | Regularity in class |   |   |   |   |   |   |   |
| 3 | Teaching with Interest |   |   |   |   |   |   |   |
| 4 | Proficiency in Language |   |   |   |   |   |   |   |
| 5 | Usage of different Educational techniques |   |   |   |   |   |   |   |
| 6 | Effective Teaching |   |   |   |   |   |   |   |
| 7 | Knowledge of the subject |   |   |   |   |   |   |   |
| 8 | Inspiration / Motivation to student |   |   |   |   |   |   |   |
| 9 | Preparedness of lecture |   |   |   |   |   |   |   |
| 10 | Classroom management |   |   |   |   |   |   |   |
| 11 | Teaching Evaluation |   |   |   |   |   |   |   |
| 12 | lecture content |   |   |   |   |   |   |   |
| 13 | Accuracy in lecture |   |   |   |   |   |   |   |
| 14 | Behaviour with the students |   |   |   |   |   |   |   |
| 15 | Behaviour with the parents |   |   |   |   |   |   |   |
| 16 | Knowledge of Syllabus |   |   |   |   |   |   |   |
| 17 | Co-curricular activities |   |   |   |   |   |   |   |
| 18 | Encouragement for usage of library |   |   |   |   |   |   |   |
| 19 | Exam Oriented Teaching |   |   |   |   |   |   |   |
| 20 | Discussion without fear in class |   |   |   |   |   |   |   |

**N;:>Y? (1) K;:E PW [Va;t]@N]A: F]DB:K F;:M@M;> *P;:T;N-> N;M, R;:L***

***N>BR K: KL;S(S:M.)* ds;$VV-> N[H.**

**(2) dR:K P#ìNN; 10 G-W c:.**

**P#;:F:SS$N; N;MN-> [LlZ K;:D S;t: N]C: M-JB c:?**

**ARTS DEPARTMENT (Feedback Analysis)**

|  |  |
| --- | --- |
| **ENGLISH** | **HINDI** |
| **Sr.#** | **Name of Prof.** | **CODE** | **Sr.#** | **Name of Prof.** | **CODE** |
| 1 | Dr. Rupal Patel | **RP** | 1 | Dr. Ramesh Kshtriya | **RK** |
| 2 | Prof. Gargi Gohel | **GG** | 2 | Prof. Sumitra Patel | **SP** |
| 3 | Prof. Ajitha Nair | **AN** | **SOCIOLOGY** |
| **GUJARATI** | 1 | Prof. Dinesh Kanzariya | **DK** |
| 1 | Dr. Gayatri Dave | **GD** | 2 | Prof. Hina Patel | **HP** |
| 2 | Dr. Ajay Raval | **AR** | 3 | Prof. Ghansyam Patel | **GP** |
| 3 | Prof. Kaushik Trivedi | **KT** |  |

**COMMERCE DEPARTMENT**

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| --- | --- | --- | --- | --- | --- |
| **Sr. #** | **Name of Prof.** | **CODE** | **Sr. #** | **Name of Prof.** | **CODE** |
| 1 | Dr. Sangeeta Ghate | **SG** | 6 | Prof. Parashar Dave | **PD** |
| 2 | Dr. Shilpa Patel | **SP** |  |
| 3 | Dr. Manish Chudasama | **MC** |
| 4 | Prof. Dinesh Patel | **DK** |
| 5 | Dr. Rupal Patel | **RP** |

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| **Subject: HINDI** |  ***Year : 2013-'14*** |
| ***Professor's Name***  |
| **Total** | **Dr. R.B. Kshtriya (RK)** | **Sumitra Patel (SP)** |
| **Out of 2800** | **2286** | **2724** |
| **PERC. %** | **81.64** | **97.29** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Subject: ENGLISH** |  ***Year : 2013-'14*** |
| ***Professor's Name***  |
| **Total** | **Dr. Rupal Patel (RP)** | **Gargi Gohil (GG)** | **Ajitha Nair (AN)** |
| **Out of 3000** | **2888** | **2991** | **2831** |
| **PERC. %** | **96.27** | **99.70** | **94.37** |
|  |  |  |  |  |  |  |  |  |
| **Subject: SOCIOLOGY** |  ***Year : 2013-'14*** |
| ***Professor's Name***  |
| **Total** | **Dinesh Kanzariya (DK)** | **Hina Patel (HP)** | **Ghansyam Patel (GP)** |
| **Out of 4800** | **4431** | **4148** | **4413** |
| **PERC. %** | **92.31** | **86.42** | **91.94** |
|  |  |  |  |  |  |  |  |  |
| **Subject: GUJARATI** |  ***Year : 2013-'14*** |
| ***Professor's Name***  |
| **Total** | **Dr. Gayatri Dave (GD)** | **Dr. Ajay Raval (AR)** | **Kaushik Trivedi (KT)** |
| **Out of 7600** | **7160** | **7119** | **6145** |
| **PERC. %** | **94.21** | **93.67** | **80.86** |

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| **Subject: COMMERCE** |  ***Year : 2013-'14*** |
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|  | **Total** | **Dr. S P Ghate (SG)** | **Dr. Shilpa Patel (SP)** | **Dr. Manish Chudasama(MC)** | **Dinesh Patel (DP)** | **Dr. Rupal Patel (RP)** | **Parashar Dave (PD)** |  |
|  | **Out of 18000** | **13897** | **15849** | **15505** | **15842** | **14010** | **14779** |  |
|  | **PERC.**  | **77.21** | **88.05** | **86.14** | **88.01** | **77.83** | **82.11** |  |

**Annexure No. 3 (Action Taken Report)**

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| **Cultural Activities (2015-’16)** |
| **No.** | **Activity** | **No. of students/Name of student/s** | **Remarks** |
| 1 | Photography [Inter-Zonal] | Nidhi Gajjar | Second Prize |
| 2 | Extempore [Inter-Zonal] | Pooja Bharwad | Third Prize |
| 3 | Poster-making [Inter-Zonal] | Mitali Patel | Third Prize |
| 4 | Collage [Inter-Zonal] | Simran Kaur | Third Prize |
| 5 | Collage Making[Inter-College] Youth Festival | Simran Kaur | Best of Three |
| 6 | Cartooning [Inter-College] Youth Festival | Kinjal Prarajapti | Best of Three |
| 7 | Poetry Recitation [Inter-College] Youth Festival | Nehal Dadaga | Best of Three |
| 8 | Mimicry [Inter – College] Youth Festival  | Pooja Vacheta | Best of Three |
| 9 | Clay Modelling [Inter – College] Youth Festival | Divya Patel | Best of Three |
| 10 | Mime [Inter – College] Youth Festival  | * Parmar Neha
* Bharwad Kajal
* Purohit Deepika
* Parmar Dharmistha
* Patel Nirali
* Desai Viral
 |  |
| 11 | Extempore[Inter – College] Youth Festival | Bharwad Pooja | Best of Three |
| 12 | Poster-making [Inter - College] Youth Festival | Patel Mitali  | Best of Three |
| 13 | Photography [Inter - College] Youth Festival  | Nidhi Gajjar | Best of Three |
| 14 | Collage [GLS Institute, Ahmedabad] | Simran Kaur | First Prize |
| 15 | On the Spot Painting [GLS Institute, Ahmedabad] | Akansha Luhar | Second Prize |
| 16 | Cartooning [GLS Institute, Ahmedabad] | Kajal Prajapati | Second Prize |
| 17 | Gujarati Filmy Song [Inter-College], [M. P. Arts College] | Deepika Barot | Third Prize |
| 18 | Poetry Recitation [Inter - College] , [Umiya Arts & Commerce College for Girls, Sola, A’bad] | Nehal Dadaga  | Second Prize |

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| **Sports**  |
| **No.** | **Activity** | **Date** | **Class\Students** | **Remarks** |
| 1 | Soft Ball [West Zone] | 08-07-2015 | Shivangi Patel of Bcom Sem-VI | Best Player |
| 2 | Volley Ball Ahmedabad [Rural] | 26-09-2015 | 08 Students  | Champion |
| 3 | Judo Competition held at University [A Zone] | 28-10-2015 | Suhani Prajapati 78 Kg. | Champion |
| 4 | Power Lifting [A Zone]University  | 08-12-2015 | 06 Students  | Runners up |
| 5 | Power Lifting University | 12-12-2015 | Shivangi Patel  Bcom Sem- VI | Champion |
| 6 | All India University Judo | 23-12-2015 | Suhani Prajapati | Selected for playing Inter University Game |
| 7 | All India Inter – Zone Soft Ball Tournament  | 08-01-2016 | 02 Students Shivangi Patel Bindu | Third Prize |
| 8 | Soft Ball held at Anantpur | 08-01-2016 | 03 Students Selected | --- |
| 9 | Khel – Mahakumbh | 03-02-2016 | Discuss Throw – IInd PrizeShot put – II nd PrizeJudo – First Prize  | District levelDistrict levelDistrict level |
| 10 | Inter – University Soft Ball competition held at Lovely University  | 04-02-2016 | 06 Students were selected | --- |
| 11 | Selection for World Championship |  | Bindu | International level |
| 12 | Selection for Asian Tournament |  | Samruta | National level |
| 13 | Inter College Softball Tournment (Boys Team) |  | Ist Semester  | Runners-up |

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| **N.S.S. (Sarvodaya)** |
| **No.** | **Date** | **Place** | **Activity** | **No. of Students** |
| 1 | 24-7-‘15 | Jivan Sandhya Old Age Home | - An Interaction with the  inmates of the old age  home- Campus cleaning | 20 |
| 2 | 28-7-‘15 | Umiya College | - An orientation workshop by  Dr. Natubhai Verma | 100 |
| 3 | 31-7-‘15 | Jivan Sandhya Old Age Home | - Antakshri with the  inmates of the old age  home- Story telling- Song | 20 |
| 4 | 1-8-‘15 | Jivan Sandhya Old Age Home | - Tree plantation | 20 |
| 5 | 15-8-‘15 | Gujarat University | - Flag hoisting programme | 06 |
| 6 | 21-8-‘15 | Adopted Village [Khoraj] | - A visit to the village | 20 |
| 7 | 28-8-‘15 | Jivan Sandhya Old Age Home, Adopted Village | - Celebration of  Rakshabandhan festival | 20 |
| 8 | 4-9-‘15 | Jivan Sandhya Old Age Home | - Celebration of Janmashtami festival | 20 |
| 9 | 11-9-‘15 | Adopted Village | - Tree plantation | 20 |
| 10 | 18-9-‘15 | Jivan Sandhya Old Age Home | - Cleaning the premises as  well as their dwelling  units | 20 |
| 11 | 23-9-‘15 | Umiya College | - N.S.S. Day celebration | 100 |
| 12 | 2-10-‘15 | Umiya College | - Celebration of Gandhi  Jayanti | 20 |
| 13 | 3-10-‘15 | Adopted College [Khoraj] | - Cleaning of temple  Premises | 20 |
| 14 | 9-10-‘15 | Jivan Sandhya Old Age Home | - Celebration of Navratri  Festival | 20 |
| 15 | 16-10-‘15 | Jivan Sandhya Old Age Home | - Playing games with the  Inmates | 20 |
| 16 | 17-10-‘15 | Jivan Sandhya Old Age Home, Adopted Village | - Cleaning of the village | 20 |
| 17 | 23-10-‘15 | Adopted Village [Khoraj] | - Conducted games for the  primary school children | 20 |
| 18 | 24-10-‘15 | Jivan Sandhya Old Age Home | - Playing games with the  inmates | 20 |
| 19 | 1-1-‘16 | Jivan Sandhya Old Age Home | - Celebration of New year | 20 |
| 20 | 12-1-‘16 | Jivan Sandhya Old Age Home | - Celebration of  Markarsankranti/ Uttarayan festival | 20 |
| 21 | 22-1-‘16 | Jivan Sandhya Old Age Home | - Celebration of Christmas | 20 |
| 22 | 5-2-‘16 | Jivan Sandhya Old Age Home | - Antakshri | 20 |
| 23 | 12-2-‘16 | Jivan Sandhya Old Age Home | - Cleanliness Drive | 20 |
| 24 | 19-2-‘16 | Jivan Sandhya Old Age Home | - Tree plantation | 20 |
| 25 | 26-2-‘16 | Jivan Sandhya Old Age Home | - Magician entertained the  inmates by his tricks | 20 |
| 26 | 23-1-’16 to 29-1-‘16 | Titoda [Annual Camp] | - Awareness for cleanliness Camp / Shibhir | 50 |
| 27 | 17-7-’16 to19-7-‘16 | Adalaj | - Workshop | 06 |

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| **N.C.C.** |
| **Sr No.** | **Activity** | **Place** | **Date** | **Class/Students/No. of Students** | **Remarks** |
| 1 | RDC Camp | Delhi | 16/5/15To29/9/15 | Pooja Bharwad of S.Y.B.Com | * Best Company senior
* Cadet Gold Medal
* Inter Group Competition Guard of Honour Gold Medal
 |
| 2 | RDC Parade | Delhi | 7/9/15To16/9/15 | 01 student selected Pooja Bharwad | - |
| 3 | NIC(NCC) | West Bengal | 01/10/15To16/10/15 | 06 studentsSelected | Represented Gujarat and Suhani(SW) Senior bagged the trophy |
| 4 | TSC(NCC) | Delhi | 26th January2016 | 01 studentVaishali | - |
| 5 | NCC Camp | Vallabh Vidhyanagar | 26th January2016 | 03 students selection(Pooja,Suhani,Vaishali) | Pooja Bharwad was the one and only one selected from Ahmedabad to represent the RDC Parade |
| 6 | Parade | College Ground | - | 50 students | Every Thursday |
| 7 | Parade Commander | Ahmedabad | - | ` Pooja Bharwad S.Y.B.Com | - |
| 8 | ICTC Camp |  |  | Bharwad Pooja | Participation in Parade |
| 9 | NIC Camp | Shrinagar | 15th April to 26th April, 2016 | Patel Arti Kanubhai | Selected for Camp |

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| **Workshops & Courses** |
| **No** | **Activity** | **Guest / Judge** | **Date** | **No of Students** |
| 1 | Designed course on Listening , Reading , Speaking and Writing in English  | --- | 3 Months | 56 Students |
| 2 | Munimji | Shri Jigar Shah | 3 Months | 130 Students  |
| 3 | Practical Accounting | --- | 6 Months | 42 Students |
| 4 | Language Lab./SCOPE | --- | 40 hrs. | 298 Students |
| 5 | Jewellery Designing  | Shri Bhanubhai Vala | 21-01-2015To 21-07-2015 | 36 Students  |
| 6 | Gujarat Sahity Parishad organized a workshop on ‘ Proficiency in Languages’(MoU) | Dr. Yogendra Vyas Dr. Nilotpala GandhiDr. Ratilal BorisagarDr. Praful RavalDr. Parul Kandarp DesaiDr. Ramesh R. DaveDr. Pinky Pandya  | 19-01-2016To30-01-2016 | 67 Students  |
| 7 | Rural Development & Management Institute organized a workshop on ‘Social Performers of 20 Century’ (MoU)  | Dr. Manda ParikhProf. Chandrikaben RavalProf. Gaurang JaniSwami Nikhilesharanandji Shri P. J. DivetiaDr. Anandiben PatelDr. Preeti TiwariDr. Vidyut JoshiDr. Kapilbhai Deshwal | 21-01-2016 To12-02-2016 | 90Students  |
| 8 | G-VAT | CA Jigar Shah | 01-02-2016 To 28-02-2016 | 157 Students |
| 9 | Sarjati Gujarati Tunki Varla nu vanchi kam | Dr.Balvant JaniDr.Jitendra MacwanProf.Arvind Vaghela | 11-03-2016 | 50 students |

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| **Career and Placement Development** |
| **Sr. No.** | **Activity** | **Guest** | **No.of Students** | **Date** |
| 1 | Preparation Of Banking Exam | Shri Prashant Sarvaiya | 209 | 8/1/15 |
| 2 | Career in Teaching in Higher Education | Shri Sanjeev Gupta | 230 | 1/7/15 to 30/9/15 |
| 3 | Guidance about NET & SLET | Shri Neeraj patel | 175 | 5/8/15 |
| 4 | Munimji | Jigar Shah | 38 | 6/8/2015 |
| 5 | Skill Development & Employment | Dr.Shailendra Gupta | 300 | 12/8/2015 |
| 6 | Leadership Skills | Shri Sanjeev Sharma | 150 | 19/8/2015 |
| 7 | Bhavik consultancy  | Interview | 175(3 selected) | 25/8/2015 |
| 8 | Vodafone company | Interview | 300(7 selected) | 1/10/2015 |
| 9 | Career in Law | Principal Judge Shri Dheerajkumar T. Soni | 150 | 12/12/15 |
| 10 | TCS | Interview |  | 25/2/2016 |
| 11 | Tally Company at Prahlad Nagar | - | 25 students went to the company out of which 3 students were selected |  |

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| **Invited Guests / Meet the Author**  |
|  |
| **No.** | **Guest / Author** | **Subject** | **Date** |
| 1 | Munimji | Shri Jigar Shah (C.A.) | 01-7-’15 to 30-9-‘15 |
| 2 | Education | Shri Sanjeev Gupta | 06-8-‘15 |
| 3 | Shri Rajubhai Patel | Daughter the pearl of my home | 10-8-‘15 |
| 4 | Guidance about NET & SLET | Shri Niraj Patel | 12-08-‘15 |
| 5 | Leadership Skills | Shri Sanjeev Sharma | 19-8-‘15 |
| 6 | Preparation of Banking Exam. | Shri Prashant Sarvaiya | 25-8-‘15 |
| 7 | Shree Rajshri Kajale | Nutrition | 01-9-‘15 |
| 8 | Dr. Hemal Pandya | Research Methods in Commerce | 12-9-‘15 |
| 9 | Importance of Hindi | Dr. Jaswant Pandya | 22-9-‘15 |
| 10 | Career in Law | Principal Judge Shri Dheerajkumar T. Soni | 01-10-‘15 |
| 11 | Prof. H.I. Sarvaiya | Use of ICT in Teaching | 05-11-‘15 |
| 12 | Shri Kandarp Chavda | Project Guidance | 11-1-‘16 |
| 13 | Dr. Ashok Patel | Daughter | 20-1-‘16 |
| 14 | Dr. Yogendra Vyas | Language Proficiency | 20-1-‘16 |
| 15 | Dr. Manda Parikh | Social Changes & Religion | 21-1-‘16 |
| 16 | Shri Nilotpala Gandhi | Word Building | 21-1-‘16 |
| 17 | Prof. Chandrikaben Raval | The main issues of the 20th Century | 22-1-‘16 |
| 18 | Dr. Ratilal Borisagar | Phonetics | 22-1-‘16 |
| 19 | Dr. Praful Raval | Principles of Spellings | 23-1-‘16 |
| 20 | Shri Nilotpala Gandhi | Verb-Subject Verb concord | 25-1-‘16 |
| 21 | Prof. Gaurang Jani | Dr. Babasaheb Ambedkar  | 27-1-’16 to28-1-‘16 |
| 22 | Dr. Parul Kandarp Desai | Punctuation | 27-1-‘16 |
| 23 | Dr. Ramesh R. Dave | Writing Skill | 28-1-‘16 |
| 24 | Shri P.J. Diwetia | Swami Vivekananda | 29-1-’16 1-2-‘16 |
| 25 | Dr. Pinky Pandya | Syntax | 29-1-‘16 |
| 26 | Prof. Itubhai Kurkutiya | Conducted Examination | 30-1-‘16 |
| 27 | Dr. Manda Parikh | Ravindranath Tagore | 2-2-‘16 to 3-2-‘16 |
| 28 | Dr. Damodar Mauzo Goa-Konkani | Creativity | 4-2-‘16 |
| 29 | Dr. Suresh Ritu parna (Delhi) | Literature | 4-2-‘16 |
| 30 | Dr. Mithilesh Chaturvedi (Delhi) | Sanskrit literature | 4-2-‘16 |
| 31 | Dr. Suresh Bablani (Ajmer) | Literature | 4-2-‘16 |
| 32 | Dr. Pushpalata Rajapara (Mumbai) | Marathi literature | 4-2-‘16 |
| 33 | Dr. Usha kanta (Delhi) | Hindi Kahaniya | 4-2-‘16 |
| 34 | Dr. Anandiben Patel | Ravi Shankar Maharaj | 4-2-‘16 |
| 35 | Dr. Preeti Tiwari | Maharshi Karve | 5-2-‘16 |
| 36 | Dr. Kapilbhai Deshwal | Mahatma Gandhi | 10-2-‘16 to 11-2-‘16 |
| 37 | Dr. Balvant Jani | Gadya: Vachikam | 11-3-‘16 |
| 38 | Dr. Jitendra Makwana | Gadya: Vachikam | 11-3-‘16 |
| 39 | Prof. Arvind Vaghela | Gadya: Vachikam | 11-3-‘16 |

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| **Civil Defence** |
| **Sr No.** | **Activity** | **Place** | **Date** | **Class/Students/No of Students** | **Remarks** |
| 1 | I.D. Parade | Mandal | 15/08/15 | 22 Students |  |
| 2 | R.D.Parade | Mandal | 26/01/16 | 22 Students | The Platoon received the 3rdPrize |

* The College as well as 12 students were awarded trophies.
* The students of Civil Defence were applauded for their remarkable work done by the Department of Civil Defence as well as Ahmedabad Municipal Corporation.
* The Mayor Shrimati Minakshi Patel awarded medals to the Students of Civil Defence for their excellence on 4/7/’15.
* The Civil Defence imparted advance training to the students to cope up with the calamities as well as to face the challenges of terrorist acts to 350 students.
* Organized a Rescue Team Programme Cantonment Hall on 20th December 2015 and 20 Students of our institute received Silver Medal including the Head of the Institute.
* It is note worthy that ours is the first women platoon of Civil Defence in Gujarat.
* **Special Activities:**
* Help the police during Rath-Yatra
* Maintain Security along with Police during Navratri Festival
* Solve the Saviour trafic congestion and Help traffic police
* Trained first aid girls help the victims during road accidents

**Departmental Activities**

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| **Department of Sociology** |
| **Sr No.** | **Activity** | **Date** | **No. of students participated** | **Remarks** |
| 1 | Educational visit to :1)Adani Mundra Port2) Adani Power Plant3) Adani Refinery. | 27/8/2015 to 28/8/2015 | 3 professors and all students of department |  |
| 2 | Quiz | 16/9/2015 | 173 students participated |  |
| 3 | Oral Round | 19/9/2015 | 173 students participated |  |
| 4 | Social Reformers of 20th century workshop | 21/1/2016 to 12/2/2016 | 36 students participated |  |
| 5 | Visit to NGO Brahmo Samaj | 23/2/2016 | 38 students |  |
| 6 | Regular class tests | Every Tuesday on July, August, September-2015 | All students of department |  |

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| **Department of Commerce** |
| **Sr No.** | **Date** | **Activity** | **Subject** | **Speaker** | **No of students** |
| 1 | 6/7/2015 | Orientation Programme | Every activity/exam’s syllabus etc. general information | Dr.Shilpa Patel | Sem-I B.Com.(Eng & Guj.) 250 |
| 2 | 15/7/2015 | Munimji / Practical accounting course (3 months) | Tally  | CA Jigar Shah | Sem-III & Sem-IV B.Com.(Guj. & Eng.) 40 |
| 3 | 6/8/2015 | Guest Lecture | What is Education? | Prof.Sanjiv Gupta | (All students of commerce) 230 |
| 4 | 12/8/2015 | Guest Lecture | NET/SLET/GSET exam’s information | Nirajbhai Patel | Sem-III & M.Com.(Guj. & Eng.) 198 |
| 5 | 19/8/2015 | Guest Lecture | How to get success?(UPSC/GPSC Exam) | Prof.Sanjiv Sharma | (All students of commerce) 230 |
| 6 | 2/9/2015 | Guest Lecture | Guidance regarding Bank recruitment Examinations | Shree Hari academyShri Prashant Sarvaiya | Commerce & Arts students 300 |
| 7 | 2/9/2015 | Participation in Commerce Idol competition at C.U.Shah Commerce College |  |  | Sem-V(Guj.)3 students1)Patel Molika Vanmalibhai2)Patel Nilisha Mahendrabhai3)Patel Gayatri Balavantbhai |
| 8 | 9/9/2015 | Pustakgyan pratibhasodh kasoti & Prin.T.J.Rana Trophy |  |  | Sem-V(Guj.)3 students1)Marwadi Nilam jivaji2)Vaghela Divya Bharatsinh3)Patel Shivangi Gautambhai |
| 9 | 12/9/2015 | Guest Lecture | Research Methodology in commerce | Prof.Dr.Hemal Pandya(S.D. School of commerce) | Sem-III & V & M.Com(Eng. & Guj.) 500 Students |
| 10 | 1/10/2015 | Guest Lecture | Career in Law | Prn. Judge Shri Dheerajkumar Soni | 300 Students-M.com & B.com. |
| 11 | 11/1/2016 | Guest Lecture | Project Guidance | Prof. Kandarp Chavda (J.G.College of Commerce) | 225 Students- M.Com. |
| 12 | Feb-2016 | G-VAT Class | Related to TAX- VAT | CA-Jigar Shah | 157 B.Com & M.Com Students |
| 13 | 25/2/2016 | Industrial visit | Place-Meghamni Ltd.-Dahej | Manish Chudasama&Parasar Dave | M.Com -50 Students |
| 14 | 25/2/2016 | Job Placement | Place-Tally Co. |  | 25-B.Com,M.Com2-selected |

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| **Department of Gujarati** |
| **Sr No.** | **Activity** | **Date** | **No. of students participated** | **Remarks** |
| 1 | Birth Day Celebration of Umashankar Joshi | 21/7/2015 | B.A. students |  |
| 2 | Short term course Bhasha Sajjata with the help of Gujarat Sahitya Parisad | 19/2/2016 | All students of department |  |
| 3 | Short term course Vaachikam-2 with the help of Gujarati Sahitya Academi | 11/3/2016 to 30/3/2016 | All students of department |  |

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| **Department of English** |
| **Sr No.** | **Activity** | **Date** | **No. of students participated** | **Remarks** |
| 1 | Orientation of BA sem-I | 1/7/2015 | FYBA Core |  |
| 2 | `Power Point Presentation on Syllabus Topics | 2/7/2015 | S.Y.B.A. |  |
| 3 | Celebrated Shakespeare week | 1/7/2015 to 6/7/2015 | 85  |  |
| 4 | Day Celebrated on Shelley | 21/7/2015 | TYBA-SYBA Core 29 students participated | Presented Speeches & Poetry Recitation |
| 5 | Celebrated Birth Day of G.B. Shaw | 27/7/2015 | 85 |  |
| 6 | `Power Point Presentation on Syllabus Topics(Project Work) | 6/8/2015 | S.Y.B.A. |  |
| 7 | Arranged a seminar on “Daughter the Pearl of the Home” | 10/8/2015 | 85  | Mr.Rajubhai Patel was invited as a speaker |
| 8 | DELL (Digital English Language Laboratory) | 16/8/2015 to October 2015 | 298 |  |
| 9 | Shown Movie:Malgudi Days | 21/8/2015 | 32  | Subject related |
| 10 | Shown Movie: David Copperfield | 7/9/2015 | T.Y.B.A. | Subject related |
| 11 | Sent students to attend a workshop on “Wedding Alubum” | 15/9/2015 | 25  | Subject related |
| 12 | Shown Movie:A Passage to India | 21/9/2015  | 30 | Subject related |
| 13 | Shown Movie:Bishop’s Candlestick | 24/9/2015  | 30 | Subject related |
| 14 | Spoken English Programme | 1/8/2015 to 30/9/2015 | 56  |  |
| 15 | Shown Movie:Romeo & Juliet | 6/2/2016 | 30 | Subject related |
| 16 | Organized a 21 days workshop on “Social Reformer of 20th century | 21/1/2016 to 12/2/2016 | All students of B.A. Sem-VI & Sem-IV English |  |
| 17 | Shown Movie”Julius Caesar | 27/2/2016 | 32 | Subject related |
| 18 | Farewell of students VI | 1/3/2016 | Students of all the department |  |
| 19 | Alumni | 2/3/2016 | All students of B.A. Sem-VI English | Enrolled |
| 20 | Shown Movie:Blue Umbrella | 8/3/2016 | 17 | Subject related |
| 21 | Visited Vidhansabha under International Women’s Day | 8/3/2016 | Students of sem-VI |  |
| 22 | Shown Movie:Old man & the Sea | 9/3/2016 | 30 | Subject related |
| 23 | Shown Movie:The Help based on Slavery | 10/3/2016 | 32 |  |
| 24 | Group discussion on story writing | 9/3/2016 to 10/3/2016 | 25  |  |
| 25 | Student support programme | Throughout the year | 21 students mentored |  |
| 26 | Video presentation* The Black Cat
* Virginia Woolf
* W.B. Yeats
 | February, 2016 | All students of B.A. sem-VI English |  |
| 27 | 100 % Teaching through ICT  | Throughout the year | All students |  |
| 28 | Birds’ Species Counting | January,2016 | Students of sem-IV and II |  |
| 29 | Purchased collected gifts (lunch box) for the poor and needy children | February,2016 | Students of sem-IV and VI |  |

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| **Department of Hindi** |
| **Sr No.** | **Activity** | **Date** | **No. of students participated** | **Remarks** |
| 1 | Premchand and Tulsidas Jayanti | 31/7/2015 | All students of department |  |
| 2 | Hindi Day Rally organized with the help of Rashtrabhasha college | 14/9/2015 | All students of department |  |
| 3 | Hindi Week Celebration | 4/9/2015 to 10/9/2015 | All students of department |  |
| 4 | Poetry Recitation | 6/9/2015 | All students of department |  |
| 5 | Regional Vocabulary competition | 6/9/2015 | All students of department |  |
| 6 | Dr. Jashwant Pandya of Gujarat Vidhyapith delivered a lecture on Importance on Hindi as a national language | 22/9/2015 | All students of department |  |
| 7 | Social Reformers of 20th century workshop | 21/1/2016 to 2/2/2016  | 19 students participated |  |

**Saptdhara**

* Inter class competition on various themes such as Light Music, Folk Song, Patriotic Songs, Folk Dance, Garba, Antakshri were organized.
* Competitions like poetry recitation, elocution, poetry completion, message writing, essay writing, poster making competition, cartooning, on the spot painting, collage, Rangoli, Mehdi, etc. were conducted in our institute.
* One Act Play, Skit, Mime, Mono acting and Mimicry competitions were held. Intensive training was imparted the selected students.

**Other Activities**

* Newly acquired Books were exhibited.
* A drama was conducted on youth and Politics by Sauhard.
* 378 students were tested for Thalassemia and thereafter health Counseling was provided.
* Our College Magazine - Sannidhi was unveiled.
* Inter-college poetry Recitation was organized in the memory of Late Shri Mansukh dada.
* Ozone day was celebrated with quiz, slogan writing and Poster Making Competition.
* A Mobile Library has been started this year.
* AIDS Day was celebrated.
* In Youth Festival our institute bagged 9 prizes in different categories and stood best among the three colleges.
* In Inter-Zonal Youth Festival, our institute bagged 4 prizes.
* Collected articles for children like compass box, lunch box, slippers, writing pads etc. thereby to create awareness among our students of helping poor and needy in our society.
* Nearly 16 students mentored the ‘Juniors in their Pursuit’ of studies in Student Support Programme.
* Under Campus Bird Counting Project, 16 Species of birds were spotted in and around the campus during the period of 12th Feb 2016 to 15th Feb 2016.
* Movies related to the subjects were shown to the students as a part of their studies. For E.g. Julius Caesar, David Copper Field, The old Man and The Sea, Blue Umbrella, Malgudi Days, Romio & Juliet, A Passage to Indio, Bishop’s Candle stick, The Help.
* Shivangi Patel of B.Com Sem-6 hoisted the flag & became a chief guest on 26th January 2016.
* Know Your Students, (KYS) Orientation and Counselling was given to new students on 19th and 20th June 2015.
* Parents’ Meeting was held on 11/7/2015.Nearly 300 parents attended the meeting.
* On Sad demise of his excellence APJ Abdul Kalam Azad, a memorial meeting and prayers were held on 28/7/2015.
* Saraswati Sahay for financially weaker and Sports persons.
* Planted more trees.
* Offered training on the use of N-list.
* Increased log into N-list.

**Annexure No. 4**

**Two Best Practices:**

**Best Practice I**

1. **Title of the practice:** Student Support Programme

**Goal:**

* To encourage students to participate in co-curricular activities.
* To guide academically weak students by the seniors.
* To establish a good support between seniors and UG students.
* To share their academic knowledge and help each other in academics.
* To build, create and realize their academic potential.
* To emerge collectively to face Modern Challenges of the society.

**Context:**

Students seeking admission to their college mostly belong to the middle class income group. The above mentioned practice aims to provide them best learning experience with the available infrastructure.

The seniors identify with UG students and initiative to help their juniors by providing mental and physical supports in academics as well as co-curricular activities.

This has happened because college has identified raw talent and they could perform outstandingly. The same students initiated the student support programme under the guidance of the faculty members.

**Practice:**

Most of our students study in vernacular language who later on join English Medium UG Courses. With the CBCS and New Medium of learning students face many difficulties in the first two semesters.

The Student Support Programme was earlier initiated by Hostel at small level which has now turned into a part time activity for academically bright students who mentor, guide and teach their juniors and slow learners to cope up with challenges. After the college hours, the campus is open and the infrastructure is available for the Student Support Programme where they use class rooms’ ICT facilities, Reading Room and library extensively. The comparison of Semester – I and Semester – VI results bear the testimony to the Student Support Programme.

Miss Madhuri Pancholi is a well-known stage artist who devoted her all her weekends for the year 2012-13 to teach light vocal music to the interested UG students.

Miss Suthar Pushpa, Miss Vibha Patel, Miss Sonal Patel and Miss Hetal Varmora contributed in their own capacities to the programme by training students in the fine arts activities like collage, mimicry, poster making and clay modeling.

Since our institute does not a permanent faculty for sports it becomes difficult to excel without our Student Support Programme. The result achieved in the last five years in sports activities highlights the success of our students. Mentors who are their coach and physios for all the sports activities be it power lifting, athletics or soft ball.

 **Evidence of Success:**

 Our activities and achievements are to be considered the Mirror of the

 Student Support Programme.

* Mentoring has proved to be the ideal system and tremendous improvements have been seen in the overall performance of the students. There is a significant change and marked improvements in the students’ attendance and attitude and this led to less drop out ratio.
* Due to regularity and alertness of faculty, attendance has improved which has led to significant positive change in the result too.
* Due to constant guidance by the faculty and the students mentor, tremendous boasting level is noticed in confidence. This means the campus is students centric and friendly.
* To grasp certain basic things because of a wide variety of problems such as language and communication barriers as a result of social and economic in equality in the society.
* It also helps to bridge the gap and builds a culture where students as a whole community can express easily without appatent psychological inhibitions. Thus the habits of sharng is cultivated.

**Problems Encountered and Resources Required :**

 Any new beginning always has a struggle but we at Umiya College

 believe in struggling until we achieve desired results. Monetary

 problems are always negligible as the management is very

 supportive.

This strategy has greatly benefited the institution as the students and

 The institution both have gained in different ways. The institute is

 boasting of producing better, meritorious, responsive and cultured

 citizens. A system of students feed back has strengthened this belief.

**Best Practice – 2**

 **1. Title of the practice: Education, Enlightenment, Empowerment**

 **Goal:**

* To achieve excellence in education thus empowers the girl students.
* To make this institution a Temple of light and enlightenment
* To empower the students with new ideas and knowledge to face the real world
* To nurture excellence in academics character and personality development
* To inculcate the right attitude and thus to help them to cultivate human values.

**Context:**

 This vision and the mission of the institute is to enlighten and

 empower rural and economically backward girl students through

 education and make them able citizens of the state.

**Practice:**

1. **Education:**
* We focus at the core level of class room teaching. The issue of class attendance is addressed seriously and with lots of sincerity. The objective behind this core group was to make the students more involved, disciplined, progressive, participative and quality conscious.
* To provide the students with the latest in education facilities and opportunities such as computer education, placement motivation and infrastructure development.
* All the departments have planned and implemented various co-curricular activities which have helped in evolving many successful processes like bridging the gap between education in theory and implementation in practice. This has been carried out in activities like visits, guest lectures and surveys. Thus, it strives to train the students in the use of their theoretical knowledge in the actual practical world.
* The Institute believes in using the conventional and contemporary methods as per the requirements of the topic. LCD Projectors are installed, power point presentations are made. Live lectures are shown through Satellite Channels.
* We believe that teaching is a dual way process because “Telling is not Teaching, Listening is not Learning.”
1. **Empowerment and Enlightenment:**
* For students, performance skill based programmes are organized
* Youth Career guidance programme, Environmental awareness programme has been conducted through extension activities.
* Women empowerment awareness week and Rights was organized in our institute to make the students socially responsible.
* Our placement cell aims to equip the students with communication skills, presentation skills, group skills, group discussion and skills to participate in an interview. Thus, it provides guidance, training and placements for the general graduates of the campus.
* Improved discipline and humanizing environment on campus.
* The activities of NCC and Civil Defense lead to strengthening the programme of women empowerment which ultimately leads to able and disciplined citizens for welfare nation.
* The various activities of N.S.S. lead them to be socially responsible and conscious citizens who believe that equal distribution of wealth to economically empower the society at large.
* 12th January is celebrated as Youth Empowerment Day all over India. Our college believes in the ideals of Swami Vivekananda thereby we are associated with Vivekananda Kendra. Through which various activities of holistic development are planned and organized at our institute.
* To support the Government of India initiated of ‘Clean India, the students of this college initiated the programme of ‘Pasti Prakalp’ which 2 tonne of paper waste was collected and sold to raise Rs. 28,000/- fund to donate and support the Sauchalaya Yojana initiated by Indian Prime Minister Shri Narendra Modi.

**Evidence of Success:**

 Miss Rachna Vihapara, Miss Vibha Patel had no inclination towards

 fine arts activities yet they achieved excellent results in academics as

 well as fine arts activities upto University level with the help of the

 faculty. We have projected these examples because we observed

 behavioural charge, politeness and boasted self confidence in these

 students. Moreover, the decisions for life, beyond education are also

 praise worthy.

 These students also have led others students to follow them.

 Miss Neeta Maurya a very docile personality went to a progress to be

 selected as a cadat to join the RDC Camp at New Delhi.

 **Problems Encountered and Resources Required:**

 It needs a lot of dedication and patience on the part of a teacher to

 train or initiated such students’ skill. We believe that dedication and

 hard work is the best gift any employee can impart to its institute.

 Our work reflects it.

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