

Shree B.P.Brahmbhatt Arts & M.H.G. Commerce
College, Unjha- 384170
The Unjha Education Board, Unjha
K.I.Patel Educational Campus
Station Road
Unjha-384170

The Annual Quality Assurance Report (AQAR) of the IQAC

Academic Year- 2016-17



Chair-Person of IQAC
Prin.Dr. Rakesh Rao

Co-ordinator of IQAC
Prof.Dr. Manisha Shah

Submitted to:

National Assessment and Accreditation Council
Bangalore-560072

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year (for example 2013-14)

2016-17

1. Details of the Institution

1.1 Name of the Institution

Shree B.P.B.Arts and M.H.G.Commerce College

1.2 Address Line 1

Station Road

Address Line 2

Unjha

City/Town

D-Mehsana, North Gujarat

State

Gujarat

Pin Code

384170

Institution e-mail address

bpbunjha@yahoo.com

Contact Nos.

02767-254070

Name of the Head of the Institution:

Prin. Dr. Rakesh G.Rao

Tel. No. with STD Code:

02767-254070

Mobile:

09426427893

Name of the IQAC Co-ordinator:

Prof. Dr. Manisha Shah

Mobile:

IQAC e-mail address:

1.3 **NAAC Track ID** (For ex. MHC0GN 18879)

OR

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	780/1000	2006-07	5 Years
2	2 nd Cycle	B	2.75	2013-14	5 Years
3	3 rd Cycle				
4	4 th Cycle				

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

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

- i. AQAR 2014-15 14/07/2015 (DD/MM/YYYY)
- ii. AQAR 2015-16 18/08/2016 (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

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

Others (Specify)

.There is a centre of BAOU in the college,where 37 courses are offered in distant mode.

1.11 Name of the Affiliating University (for the Colleges)

Hemchandracharya North Gujarat University, Patan (North Gujarat)

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

2.1	No. of Teachers	<input type="text" value="06"/>	
2.2	No. of Administrative/Technical staff	<input type="text" value="01"/>	
2.3	No. of students	<input type="text" value="04"/>	
2.4	No. of Management representatives	<input type="text" value="02"/>	
2.5	No. of Alumni	<input type="text" value="02"/>	
2.6	No. of any other stakeholder and community representatives	<input type="text" value="02"/>	
2.7	No. of Employers/ Industrialists	<input type="text" value="-"/>	
2.8	No. of other External Experts	<input type="text" value="-"/>	
2.9	Total No. of members	<input type="text" value="16"/>	
2.10	No. of IQAC meetings held	<input type="text" value="05"/>	<input type="text" value="02"/>
2.11	No. of meetings with various stakeholders:	No.	Faculty
	Non-Teaching Staff	<input type="text" value="01"/>	Students
	Students	<input type="text" value="02"/>	Alumni
	Alumni	<input type="text" value="01"/>	Others
2.12	Has IQAC received any funding from UGC during the year? Yes	<input type="checkbox"/>	No <input type="checkbox"/>
	If yes, mention the amount	<input type="text"/>	
2.13	Seminars and Conferences (only quality related)		
	(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC		
	Total Nos.	<input type="text"/>	International <input type="text"/>
		National <input type="text"/>	State <input type="text"/>
		Institution Level	<input type="text"/>
	(ii) Themes	<input type="text"/>	

2.14 Significant Activities and contributions made by IQAC

IQAC focused on enhancing quality in all spheres during the year 2015-16.

- Orientation was held for all the newly admitted students and staff members.
- As the institute has completed 50 years of its inception, the IQAC along with the members of management decided to celebrate Golden Jubilee on 24-25 December 2016.
- Departments were encouraged to organise seminars, workshops, guest lectures and competitions.
- All the committees and departments were asked to arrange programmes at town and district level.
- Participation of the students in all these activities should be encouraged.
- Research and Publication by faculty members should be encouraged
- Programmes for motivating students should be organized.
- College alumni were invited to motivate the students.

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
Department Programmes	All the departments were asked to conduct minimum 2 programmes during the academic year
To make the process of more participatory by allowing students to install and handle ICT devices and gadgets.	The students became active and such ICT based teaching increased.
Extension activities in the campus town to bring necessary awareness on relevant issues.	Such programmes were conducted.

Annual Report & SWOC analysis	Report and SWOC analysis were made
Sending the filled up AQAR in time	The co-ordinator was given the responsibility of filling up the AQAR
IQAC decided to meet in the beginning and end of each term	Four meetings were conducted this year.
Motivational programmes for students should be organized	Programmes for social and health awareness campaigns were organized.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR was filled up at the end of the term

- A printed copy of it was circulated in the staff common room
- A copy of the filled up AQAR was also sent to the management.
- Members were given a week to suggest changes.
- Necessary changes were made as per their suggestions

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	05		05	
UG	05		01	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	10		06	
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	10
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*

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

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

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

No new department or centre was introduced during the year.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors/Principal	Others(Adhyapak Sahayak) + Part-time
	22	04	09	01	05+03

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	05	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	08	15	
Presented papers	11	32	
Resource Persons	-	-	

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

- Screening of some lectures, episodes and films for teaching.
- Assignments and presentation by students in all subjects
- Use of ICT in classroom teaching
- Guest lectures
- Seminars for students.
- Literary quiz
- Class-competitions
- Paper presentation by students in the classroom.

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)

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Fail
B.A. English	82	00	18	05	35	24
B.A. Gujarati	101	01	19	02	52	27
B.A. Economics	62	02	11	06	15	28
B.Com.(Guj)	94	07	13	05	31	38
B.Com.(Eng)	60	24	20	06	09	01
M.A.English	74	00	28	23	06	17
M.A.Gujarati	41	17	21	00	03	00
M.A.Economics	39	02	26	05	06	00
M.Com.(Guj)	68	13	42	03	06	04
M.Com (Eng)	62	20	24	03	03	12

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

College IQAC insists on maintaining and enhancing the quality of education in the institute.

- IQAC conducts meetings with the faculty and motivate them to provide quality based knowledge to the students.
- It also encourages the faculty to motivate students for their active participation.
- IQAC often collect suggestions from student representatives, faculty and management and formulate the policy to overcome the grievances.
- IQAC presents the report of the year in the Prize Distribution Function at the end of the year. This report highlights the results, achievements by students and institute's performance at university, state and national level events and the research and publication by the faculty.
- On the basis of this report a SWOC analysis of the institute is made in the meeting of IQAC. The members give their opinion and suggestions on the analysis.

Thus, IQAC involves all the stakeholders in the process. The evaluation and monitoring of the progress of the institute is transparent.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	03
Staff training conducted by the university	02
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	11
Others Ph.D. Course work	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	07	11	-	07
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

IQAC suggested the UEB to provide financial aid to the researcher.

The research committee encourages faculty members to undertake U.G.C. Research projects. It also motivated students to participate in seminars.

IQAC also suggested to undertake research of social concern in nearby educational and social institutes.

It also suggested Commerce department to interact with industries and involve students in industrial research.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books
 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="04"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="30"/>	State level	<input type="text" value="28"/>
National level	<input type="text" value="06"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text" value="06"/>
National level	<input type="text" value="05"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="02"/>	
NCC	<input type="text" value="02"/>	NSS	<input type="text" value="02"/>	Any other <input type="text"/>

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

- The institute organizes programmes of social awareness in college as well as in nearby areas.
- College also organised a blood donation camp in the campus.
- The college arranged an exhibition of AIDS awareness for the people of the town.
- The institute organised a grand rally and cultural programmes to celebrate the golden jubilee, in which people of the town also participated.

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	2.5 acres			2.5 acres
Class rooms	15			15
Laboratories	01			01
Seminar Halls	03			03
No. of important equipments purchased (1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

- All the work in the office related to university and government is computerised.
- Some student related work is done manually also.
- All the books in the library are entered in computer through SOUL software.
- Issuing the books is done manually.
- Purchasing the new books is often from online sources.
- The accounts and student data are done in both the manners-manual as well as computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	44,625	4,93,220	496	99,377	45,121	5,92,597
Reference Books	2508	3,04,752	40	51,384	2548	3,56,136
e-Books						
Journals	04	4000	-	-	4	4000
e-Journals						
Digital Database						
CD & Video	66	8200	04	2000	66	10200
Others (magazines)	28	2,655	-	-	28	2655

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	40	23	18	03	-	06	05	03
Added	-	-	-	-	-	-	-	-
Total	40	23	18	03	-	06	05	03

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

- Most of the members of teaching and non-teaching staff are well versed in the use of computer applications for administration and research
- Students have been oriented in the use of library resources and internet.
- Projectors and speakers have been installed in seven rooms/halls
- Students often view and interact in relevant live lectures telecast by the Government of Gujarat through its BISAG channel.
- Students are also taught by the projection of some episodes or films on the relevant topic.

4.6 Amount spent on maintenance in lakhs :

i) ICT	37,590
ii) Campus Infrastructure and facilities	2,20,000
iii) Equipments	1400
iv) Others	
Total :	2,58,990

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

There are four student representatives in college IQAC. Their demands and suggestions in IQAC are considered.

The IQAC suggested to make some changes regarding the rules of discipline in the campus.

At the suggestion of IQAC the institute made some changes in the admission policy and library also.

IQAC also suggested to increase extension and cultural activities as part of Golden Jubilee Celebration.

5.2 Efforts made by the institution for tracking the progression

The scarcity of administrative and teaching staff is a major issue for the institute. Hence any new effort to track the progression is not possible. The earlier method of keeping the entire record in a register is in practice.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1254	588	-	-

(b) No. of students outside the state

nil

(c) No. of international students

nil

Men -Women

Men	
No	%
993	53.9

Women	
No	%
849	46.09

Last Year(2015-2016)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1759	29	08	579	06	2223	955	305	06	549	03	1842

Demand ratio

Dropout % 20.9 %

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

The placement cell also prepares students for interview and send them for interviews of some banks, offices in Unjha and surrounding areas.

Students also participated in the Mega Job Fair organised by the Government of Gujarat.

They are also given the guidance for competitive exams as and when there.

No. of students beneficiaries

180

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

There is a career counselling cell in the institute. Any relevant information about either appearing in the exam or facing the open interview is displayed on the board. Interested students are asked to concern the convenor of the cell for more information. The cell also makes a list of students interested in securing jobs and relevant programmes such as how to face an interview or what to read for competitive exams are arranged.

No. of students benefitted

160

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	

5.8 Details of gender sensitization programmes

The women cell of the college often organises rallies, lectures and programmes for women empowerment. Important days like women day are celebrated. The cell also organises lectures related to women's safety, women health, women's awareness regarding the laws, women empowerment etc. The cell organized one week workshop on Beauty Care in collaboration of Mumbai based NGO Shaktimanch during march to march where 83 students were given training of beauty care

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	670	25,93,410 Rs.
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Some strict actions were also taken for maintaining discipline in the campus and student's complaints regarding the issues of disciplines were also solved.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

To create a healthy, secular and democratic environment and community, which can nourish basic human values that mould an ideal citizen endowed with liberal and global thinking.

Mission

- To enhance and to improve the quality and the standard of education.
- To impart humanistic as well as practical day to day technical knowledge.
- To be in tune and harmony with the rapid changes in the field of education.
- To be the high standard institute of learning in North Gujarat region.
- To set up innovative and need based programmes of learning.

6.2 Does the Institution has a management Information System

The institute, though located in a rural area, tries to implement the use of modern technology in almost all spheres.

The administrative work in the office is computerised. The library is partially computerized.

Four classes, one room and one hall have facility of e-teaching.

Students are also encouraged to use college website and other resources.

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

6.3.1 Curriculum Development

The institute is affiliated to H.N.G.University and it follows the curriculum design of the university.

Three members of the staff are members of Board of Studies in their respective subjects. They suggest changes and modification in the design.

6.3.2 Teaching and Learning

The institute increased the use of recorded and online lectures from Gujarat Governments website-BISAG. The time table of online lectures is given to the faculty members and they take the students for online lecture in BISAG Room.

Screening of some relevant episodes/films is also in practice. The CDs of recorded lectures are also used to serve the purpose.

Students are also asked to display charts and graphs relevant to their subject in the classroom.

Classroom presentation by students is also in practice.

6.3.3 Examination and Evaluation

The previous method of internal examination and evaluation on the basis of assignment, presentation and written test is continued.

Their participation in other co-curricular activities is also taken in consideration.

6.3.4 Research and Development

Four faculty of the institute are engaged in their doctoral research work.

Faculty participation in national and international seminars and conferences has also increased.

Research programmes for students are also conducted, where students are made to present the topics of their syllabi.

Students of Post graduation have to write a book review and their internal assessment is based on it.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The absence of the permanent librarian is a major hindrance in carrying out any reform in the functioning.

There is enough infrastructural facility in the campus. There are all the necessary equipments and instruments for carrying out any university, state or national level event in the campus.

The institute takes care of the suggestions of all its stake holder

6.3.6 Human Resource Management

The institute utilize its resources in spite of the scarcity of staff. The faculty members are given the responsibility of handling two or more committee of their choice. They are given the liberty of arranging programme of their choice. The faculty members select two or more students to carry out the programme. Thus, human resources of the institute are utilized at its best possible manner.

6.3.7 Faculty and Staff recruitment

There is a post vacant in the department of Commerce. Unjha Education Board has appointed a qualified faculty for the duty.

For administrative section, the institute has applied for the N.O.C. for vacant post. The previously appointed temporary staff is working. Unjha Education Board bears the expense of salary to this temporary appointed staff.

6.3.8 Industry Interaction / Collaboration

The institute does not have any collaboration with any industry in particular. But the renowned industries of APMC often allow the visit of the students to their industry as and when the need arises. The institute also manages for its students the visit of important product units like Dudhsagar Dairy.

6.3.9 Admission of Students

Admission for the courses were given on the basis of merit at both U.G. and P.G. level.

The reservation policy of as per the norms of Government is also considered.

6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Government of Gujarat	Yes	Unjha Education Board
Administrative	Yes	Government of Gujarat	Yes	Unjha Education Board

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

For UG Programmes Yes No

For PG Programmes Yes No

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

The institute is affiliated to H.N.G. University. There isn't any reform in the examination system of the University. The institute has to follow the examination pattern of the university

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

There isn't any provision for providing autonomy to the affiliated colleges in H.N.G. University. The faculty members of the institute are in various bodies of the University, hence the institute has its indirect role in framing the syllabi and examination patterns.

6.11 Activities and support from the Alumni Association

As the institute decided to celebrate the year 2016 as the Golden Jubilee year of the institute, the Alumni Association also extended its support in all the events.

6.12 Activities and support from the Parent – Teacher Association

No activity of Parent-Teacher Association was done during the year.

6.13 Development programmes for support staff

The institute allows all its staff members for attending training programmes, and workshops organised by the University, Government or by any other institute. They are given all the expense for such training by the institute. University often arrange such training programmes and the staff members participate.

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

N.S.S and N.C.C. Units of the college arrange Tree-plantation programmes and cleanliness drive in the campus.

Moreover, Mr. Balchandbhai Patel, the secretary of college management body is very active in the matter related to environment. Under his leadership the campaign "Green Campus, Clean Campus" is going on the campus.

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.

- Increase in the use of ICT in classroom.
- Focus on quality education
- Educational programme and competitions
- Invited guest lectures
- Increase in Departmental activities

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

- Academic Calendar for college activities was prepared on the basis of the action decided by various committee and departments.
- Class seminars, presentations and other educational activities and co-curricular activities were implemented
- Two Faculty members applied for research project.
- Faculty members attended national and international seminars and presented research papers
- Books and Research Papers by faculty got published.
- Motivational programme for students to overcome the exam phobia was also organised.
- Educational competitions were also organised as the part of Golden Jubilee Celebration.

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

Following are two the best practices of the institute.

- 1) Professional Training for Beauty Care (Training programmes for the students)
 - 2) Spoken English Classes
- The details of these two is given in the annexure.

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

7.4 Contribution to environmental awareness / protection

As the institute has completed 50 years of its inception, the institute planted 50 plants in the campus to inaugurate the Golden Jubilee Year Celebration

Two lectures to encourage conservation and protection of environment were also arranged.

The secretary of Unjha Education Board takes care of the greenery of the campus with the help of college volunteers

The volunteers of the college often take part in the Clean India (Swachchha Bharat) Campaign and organise relevant programme.

7.5 Whether environmental audit was conducted? Yes No

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

The SWOC analysis of the institute was presented in the meeting of IQAC.

Strengths

- The institute offers 10 courses at U.G. and P.G. level.
- Out of twenty two permanent faculty members, thirteen are Ph.D. and five are pursuing Ph.D. and remaining four are also applying for Ph.D.
- Faculty members participate in national and international seminars and conferences and present papers.
- University examination results of the institute are either higher or equal to the results of the University. Two students of the institute are among the Top Ten of the University.
- Publication by faculty members has increased considerably.
- One faculty member is a Senate member and three faculty are members of Board of Studies in their respective subjects.
- Unjha Education Board has appointed one temporary faculty and eight members for carrying out the administrative work. The management bears the expense of salary of all these members.
- Four classrooms, one hall and one room for SANDHAN lectures are installed with projectors, screens and sound system to assist teaching learning process.
- Timely internal exams and student evaluations.
- Interactive learning through assignments, seminars, projects etc.
- A well functioning IQAC.
- A well equipped library with a good collection of standard books and journals with a space for reading, where 40 students can be accommodated at a time.
- Active involvement of the Alumni Association in the progress of the institute.
- One more room for providing reading facility to the students. Activities for creating sense of social responsibility among students.
- Cultural activities, sports activities and celebrations for holistic development of the students.
- The institute provides ample opportunities for the development of students by involving them in all such activities.
- Assist students in availing financial scholarships from Government.

Weaknesses

- The drop out ratio of the students has increased.
- The enrolment of students at both U.G. and P.G. level has decreased.
- All students' participation in college activities is not seen as many students commute from nearby villages.
- The weak communicative and linguistic competence of students is a major hindrance in their development.
- The power cut of UGVCL sometimes makes the ICT teaching suffer.
- Only four classes are equipped with ICT, so often students have to shift the class.
- Weak English language proficiency of the administrative and temporary staff .

Opportunities

- Passionate teachers with research aptitude can further promote research culture and a research based learning approach among students.
- Promoting the sense of social responsibility and instilling the national spirit among the students of the area can bring about an improvement in the social and community set up of the area.
- Scope for starting research degree programmes as a good number of teachers possess research degrees

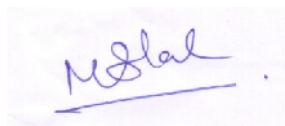
Threats

- The students with good academic record prefer other job orientated courses to B.A. and B.Com. Degree course.
- The drop out ratio of the students has increased because of unavailability of larger job opportunities.
- There is a discrepancy in some policies of U.G.C/ Government of Gujarat and University.
- Some girl students with talent do not participate in events at distant places as their parents do not allow them.
- Government policy of not sanctioning new posts has increased the financial burden of the management.

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

- To build a Golden Jubilee multipurpose hall
- Library upgradation with reading room
- To promote the activity of research among the faculty and students
- To start some vocational courses

Name _Prof.Dr. Manisha Shah



Signature of the Coordinator, IQAC

Name Prin. Dr. Rakesh Rao



Signature of the Chairperson, IQAC

Annexure

Best Practice-I

Title:

Professional training for beauty care

Goal

- To enable students to understand the basic concept of beauty treatment and its benefits
- To develop professional skills among the students.
- To enhance their professional and career oriented ability.
- To equip female students with professional skill.

Describe the aim of the practice followed by the institution. Mention the underlying principles or concepts in about 100 words.

The Aim

- To encourage students to learn skills to be economically self-dependent.
- To provide them opportunities to identify their hidden talent.
- To facilitate their process of learning by providing them a chance to learn some innovative concepts.

The context

The institute is located in a town. Around 45% of the students are female. Shakti Manch, an N.G.O. Bombay provides a weekly training in "Beauty care and treatment" to all the female students in colleges. The institute grabbed the opportunity. In collaboration with this NGO the institute offered this weekly training to all its female students. However, 83 girls participated in the workshop.

The Practice

- The practice is unique as it provides the students a new way of learning.
- The participation of female students in learning the traditional and innovative concepts of beauty care.
- The workshop helped the students in developing a skill among girls which can help them to start their own practice.
- Such learning made students realise their hidden skills.
- Realising the possibilities of their skills to be utilized for earning increase their confidence
- Such practice helps them to initiate the process of self learning.

Evidence of Success:

- 83 participated actively in such lectures and ready to attend such more lectures.
- The trained girls displayed their skill and art at the end of the training.
- The institute also signed an MoU with the NGO for conducting further trainings in the institute for students.

Problems Encountered and Resources Required:

In the initial stage it was difficult to allot a separate spacious room for these training. The college authority allotted the seminar hall for this.

The principal nominate the Women Cell to be in charge of this training and its convenor was assigned the responsibility of registering the students for the training.

The students from the nearby villages had the problem as their parents were reluctant to give consent for such training because they were supposed to stay in the college after college hours. The members of the Women Cell took the responsibility and convinced their parents for allowing them to join it.

Resources required:

Resources required are a separate hall with water and electricity facility

Two or more trainers.

Faculty members to arrange and supervise the training and some students to act as model for the training.

Problems Encountered and Resources Required:

- In the initial stage it was difficult to convince the girl students to spare time for such activities.
- Students found this training programmes very useful and informative for their career. More than 80 students participated in it.

- They participated actively in this programmes and ready to attend such more programmes.

Best Practice-II

Title:

Spoken English Course by the institute

Goal :

- To enable the people of the town to speak and listen English language
- To guide them to learn the language.
- To enable them to carry out such activities in future.
- To instil in them the seeds for development.

Describe the aim of the practice followed by the institution. Mention the underlying principles or concepts in about 100 words.

The institute is run by a local management body, The Unjha Education Board which was established in 1935 with a view of promoting education and awareness in Unjha and surrounding villages. The institute has a department of English, which offers graduation and post graduation degree programme in English. The department consists of five full time faculty and the Principal. Considering the demand of the people of the town for acquiring fluency in spoken English, the institute assigned the responsibility to the department of English to run this course. The management also agreed to bear the financial burden of the course. The institute always try to cater to the need of the society and the chief aim of this course was to satisfy the demand of those people who are not able to get themselves registered as students.

The Context

The current social scenario of the town presents the lack of proficiency of communicative skill among the people. Good communicative skill is essential in today's highly competitive market for career in any field. They often join so called English courses available in the market. But there also they fail to acquire the basic skills of English. So, the institute tries to cater to the needs of the people of the town. The course registration was kept open for all the boys and girls, whose educational qualification was above 12 th. The course was of one week duration i.e from 20 to 27 May 2017 during the summer vacation.

The Practice

- The practice is unique as the communicative proficiency is the need of the hour.
- It makes them familiar with all the four basic skills of English – Listening, Speaking, Reading and Writing.
- It also focuses on the communicative aspect of English .
- It helped them to feel more confident and competent.

Evidence of Success:

- People of the town and surrounding areas have found this course very useful for their career and personality development.
- The required strength for the course was that of 25. However, 27 students were registered for the course.
- It proved very important for the students of the lower classes as they do not get the chance to study English language skills for free.
- The students participated actively in the programme and are eager to attend such more programmes.

Resources required:

- A group of enthusiastic learners
- A class room
- Competent teachers

Problems Encountered and Resources Required:

- In the initial stage it was difficult to convince the students to spare time for such activities.
- People of the town and surrounding areas have found the course of Spoken English very useful for their personality development.
- It is more important for the rural people as the lack of communicative skill often cause a major hindrance or obstacle in their social and professional lives.
- They participate actively in such programmes and ready to attend such more programmes.

Annexure-II

Academic Calendar Year- 2016-2017

June :16

- The beginning of the term : 15-06-2016
- Meeting of the management with the Staff.
- The beginning of the teaching work. UG. 22-06-2016
- Yoga Day Celebration.

July :16

- Welcome function (For the First year student)
- The beginning of the teaching work P.G. 1-7-2016
- The Gurupurnima day.
- The Recruitment of the N.S.S. volunteers.
- The Recruitment of the N.C.C. Cadets.
- Team selection for sports.
- Tree Plantation Programme by NCC / NSS.
- Uamashankar Joshi Birthday Celebration.
- Thalessamia test.
- Career Guidance Lecture
- Orientation Programme by Women cell.
- A demonstration and lecture on 'Invention and defence'
- Munshi Premchand Birthday celebration.

August:16

- Counseling for health and hygiene
- Student Council Meeting
- An Expert's lecture on Mental Health.
- 15th August Celebration.
- Youth co-operative training camp.
- Meeting of parents Association.
- I.Q.A.C. Meeting.

Sept.16

- Table Tennis Inter College Tournament.
- The Teacher's Day celebration.
- Song Competition.
- Activities under Saptadhara
- I.Q. Test
- The Hindi day celebration.
- The fund-collection for the blind on the Blind day.
- Mono acting Competition
- Elocution Competition

- Lecture by Mr. Dipak Soliya, a journalist
- Essay Competition
- Internal test.

Oct.16

- Celebration of Gandhi Week.
- University Examination Session – 1 (Sem- III & V)
- The End of the First Term :26-10-2016
- The Divali Vacation : 27-10-2016 to 16-11-2016

Nov.16

- The beginning of the second term : 17-11-2016
- Meeting of the management with the Staff.
- University Examination Session – 2 (Sem- I & PG – I, II)

Dec.16

- Blood Donation Camp.
- Drawing Competition
- Sports Day Celebration
- Golden Jubilee Celebration 25-26 December

Jan.17

- New Year Celebration.
- A rally and lecture on Voter's Day
- Vivekanand Birthday celebration.
- Beauty Care Classes
- Education Tour
- Independence Day celebration.
- Lecture by an eminent scholar.
- Poetry Recitation competition.
- The Traditional day celebration.

Feb.17

- Lecture series in Commerce Department
- Talent hunt Programme.
- Exam Preparation workshop.

March.17

- Internal test.
- The Prize Distribution (Valedictory Function)

April.17

- University Examination.
- The End of the Second Term 26-04-2017
- The Summer Vacation 27-4-2017 to 14-6-2017

Feedback analysis :

The institute has started a system of collecting feedback from the students from this year only. A feedback form is available on the college website. Students are informed about it from the very beginning. They give their feedback and all the received forms are analyzed by the members of the committee.

The analysis given below is on the basis of the received feedback from the students:

- In the matter of Infrastructural facilities 70% students are satisfied with the facility available in the college.
- With regards to Curricular aspects, about 85% students find the content of the syllabi and library holdings satisfactory.
- Faculty's performance and completion of the syllabi, 95% students find it well.
- Evaluation system and the administrative work is noted satisfactory by 95% of the students.

Annexure III

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
