

Annual Quality Assurance Report (AQAR) of the IQAC (2013-14)

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, 2013 to June 30, 2014)

Part – A

1. Details of the Institution

1.1 Name of the Institution **BHIKHABHAI JIVABHAI VANIJYA MAHAVIDYALAYA**

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Smt. P. U. Vyas

Mobile:

9824799038

IQAC e-mail address:

bjvm_vvnagar@yahoo.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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)

EC (SC)/06/RAR/059 May,1 2015

1.5 Website address:

www.bjvm.ac.in

Web-link of the AQAR:

http://www.bjvm.ac.in/aqar.html

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	2.79	2008	2013
2	2 nd Cycle	B	2.62	2015	2020
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

15/07/2008

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

2013-14

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

i. AQAR (2012-13) 15.12.2013

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1. VOCATIONAL COURSES: A. ADVERTISING SALES PROMOTION AND SELLING MANAGEMENT B. TAX PROCEDURE AND PRACTICE 2. ADD ON COURSES: A. DIPLOMA IN E-COMMERCE B. DIPLOMA IN COMMUNICATIVE ENGLISH

1.12 Name of the Affiliating University (for the Colleges)

SARDAR PATEL UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc –Not Applicable

Autonomy by State/Central Govt. / University	NA		
University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE UGC	-
Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (<i>Specify</i>)	-
UGC-COP Programmes	-		

2.IQACCompositionand Activities

2.1 No. of Teachers	07		
2.2 No. of Administrative/Technical staff	01		
2.3 No. of students	02		
2.4 No. of Management representatives	02		
2.5 No. of Alumni	01		
2. 6 No. of any other stakeholder and Community representatives	01		
2.7 No. of Employers/ Industrialists	01		
2.8 No. of other External Experts	01		
2.9 Total No. of members	16		
2.10 No. of IQAC meetings held - 02			
2.11 No. of meetings with various stakeholders:	No.	2	Faculty
			2
Non-Teaching Staff	1	Alumni	01
Students		Others	01

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

st January 2014."/>

2.14 Significant Activities and contributions made by IQAC

1. REMEDIAL COACHING CLASSES
2. WOMEN EMPOWERMENT PROGRAMME
3. YOGA TRAINING PROGRAMME AND YOGA DAY CELEBRATION
4. PERSONALITY DEVELOPMENT PROGRAMMER
5. Promoting faculties towards research.

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
<ol style="list-style-type: none"> 1. EMPHASES ON TEACHING AND ATTENDANCE 2. RESEARCH 3. INOVATIVE PRACTICES 	<ol style="list-style-type: none"> 1. OBSERVED THUMP MACHINE REPORT\ 2. SIX RESERCH PROPOSAL SEND TO UGC 3. STUDENT SENATE AND STUDENTS FEEDBACK AND GREVANCES REDRESSEL CELL

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No
 Management

1. Two IQAC MEETING HELD DURING THE YEAR
2. FOLLOWUP MADE REGULARLY
3. PROGRESS OBSERVED WITH AIMING AT NEW HEIGHTS

Part -B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programme	Number of programmes added during the	Number of self-financing	Number of value added / Career
PhD		-	-	
PG	1	-	√	Career Oriented
UG	02	-	-	Career Oriented
PG Diploma	02	-	√	value
Advanced Diploma		-	-	
Diploma	03	-	√	value
Certificate	01	-	√	value
Others Vocational	02	-	√	value
Total	11	-		
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Elective options are provided to students in different programmes.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Bcom, BBA, MCom
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.

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

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	15	04	11	-	-

*Principal and Physical Education Director: 01

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	
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-

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	02	19	12
Presented papers	00	20	05
Resource Persons	00	00	04

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

1. ICT TEACHING
2. ASSIGNMENTS
3. PROJECTS
4. MCQ & QUIZ
5. PRESANTATION

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

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	D i				
		Distinction %	I %	II %	III %	
FY BBA	48	3	8	5	0	
SY BBA	51	9	17	5	0	
TY BBA	50	10	26	2	0	
FY BCOM	445	29	61	56	0	
SY BCOM	377	52	86	42	0	
TY BCOM	455	29	130	39	0	

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

EVALUTION OF RESULTS, EVALUTION OF REGULARITY, ORIENTATION OF NEW TEACHING TECHNIQUES, GUIDING AND PROMOTING CO-CURRICULAR ACTIVITES, ACTIVE PARTICIPATION OF FACULTIES IN SEMINAR, CONFERENCES, WORKSHOP, FDP.

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	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

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	03	03	-	03
Technical Staff	02	02	-	02

Criterion – III

3. Research, Consultancy and Extension

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

1. Formation of Research Committee
2. Preparation of Subjectwise Conference/workshop/seminar Proposals
3. Preparation of Minor and Major Research Proposals

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	-	14	-
Non-Peer Review Journals	-	06	-
e-Journals	-	05	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications: NIL

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
07	-	-	05	02	-	-

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

01

01

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

01

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 State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

* The financial literacy cell organized extension activities for different target groups such as school students, college students, young investors, middle income group, executives, home makers etc.

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

- BLOOD DONATION CAMP
- SWACHHATA ABHIYAN UNDER SWACHH BHARAT MISSION
- SANITATION FACILITY SURVEY
- SURVEY OF PRADHAN MANTRI JAN DHAN YOJANA
- YOGA TRAINING
- TREE PLANTATION

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	2.224 acre	-	-	2.224 acre
Class rooms	19	-	-	19
Laboratories	02	-	-	02
Seminar Halls	01	-	-	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1,82,887	Grant	1,82,887
Others (Repairing)	-	22,867	-	22,867

4.2 Computerization of administration and library

Partly Computerization of Administration and Library
--

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	34315	1029503	62	23951	34377	1053455
Reference Books	11736	152056	-	-	11736	152056
e-Books	-	-	-	-	-	-
Journals	72	48034	-	-	72	48034
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	91	03	90	03	73	06	-	12
Added	-	-	-	-	-	-	-	-
Total	91	03	90	03	73	06	-	12

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

Internet Connectivity Computer Training to Office Staff, CCC, MS Office Etc.

4.6 Amount spent on maintenance in lakhs :

i) ICT	18000
ii) Campus Infrastructure and facilities	22867
iii) Equipments	167887
iv) Others	123896
Total :	3,32,650

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Academic support/tutoring.: Remedial Coaching Classes
- Academic advisement and counseling.: College Prospectus and Magazine, College Website
- Financial resources advisement: Alumni Association Fund
- Technology support: wi-fi facilities, well equipped computer labs, Computerized Library
- Career and graduate school planning: Career Council Cell, Placement Cell
- Alumni network.: Alumni Meet

5.2 Efforts made by the institution for tracking the progression

1. Conducted Remedial Coaching Classes for B.Com. Course
2. 2. Published College Prospectus and Magazine “Samruddhi”
3. 3. Scholarship Given to needy students
4. 4. Three Technocrats (Permanent Staff) appointed
5. 5. Career Guidance cell take care properly
6. 6. Alumni meeting organized regularly

5.3 (a) Total Number of students

UG	PG	Ph. D.	Total
1536	56	1	1593

(b) No. of students outside the state

06

(c) No. of international students

-

Men

No.	%
1150	72

Women

No.	%
443	28

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1282	106	88	225	07	1708	826	103	110	227	6	1593

*Including Ph.D. 1 Students

Demand ratio 100 Percent

Dropout 3 to 7 percent

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

- Organised Coaching Classes for Competitive exams: UPSC, GPSC, IBPS, CMAT, etc.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State - UPSC Others-

5.6 Details of student counseling and career guidance

- Committee is framed to motivate students and their parents to inform about vocational education, Add-on Courses
- Counseling of last year students is made about availability various option of higher education
- Discussing schemes of government for scholarships for higher studies in India and abroad
- Motivating students by informing various schemes of government for self employment

No. of students benefited

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
04	40	10	-

5.8 Details of gender sensitization programmes

- | |
|---|
| 1. Volunteers Meet
2. A Street Play
3. Orientation Programme
4. Women's Day Celebration 5. Women's Empowerment Awareness Programme |
|---|

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	Amount
Financial support from institution	19	20650
Financial support from government	208	980053
Financial support from other sources	19	20650
Number of students who received International/ National recognitions	-	-

* GOI, Eklavya Scholarship etc.

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To add significantly to our enduring civilization tradition of pioneering excellence in learning, knowledge, enlightenment and self - realization, in a universally relevant context
Mission: To dedicate ourselves to the perpetuation of our Founders' Vision of providing the infrastructure, facilities, operating conditions and overall environment conducive to the Education of young scholars, along with the desired physical, mental and character building inputs; to firmly renew our commitment of providing value added, globally relevant Education with an emphasis on the Techno - Management domain, to ensure that our scholars fruitfully exercise their knowledge, skills and values in the global perspective.

6.2 Does the Institution has a management Information System

Yes, Institution has adopted input and output relevant information as well as to manage an institutional decision making effectively

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

6.3.1 Curriculum Development

On the Evaluation and Feedback from the student and teacher members of our college in board of studies have made changes in curriculum whenever required.

6.3.2 Teaching and Learning

Teaching – Learning process is supported by projects, Educational tours, wi-fi facilities and CDs

6.3.3 Examination and Evaluation

Transparent Examination process as answer books are shown to the students

6.3.4 Research and Development

Facilities of laboratory, Library, free internet, INFLIBNET and journals are available for research activities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Automated Computerised Library with Bar Code System.
- Computer centre with free internet facilities and wi-fi campus

- HRD Lab, Language Lab, Gym Centre, Hostels for Boys and Girls, Playgrounds

6.3.6 Human Resource Management

Different kinds of work/duties assigned to students and staff as per his/her interest or skill

6.3.7 Faculty and Staff recruitment

Six new faculty members are appointed as per UGC norms and State Govt. Rules.

6.3.8 Industry Interaction / Collaboration

Regular visit are arranged in various industries for management students during the year

6.3.9 Admission of Students

- Visits of various Higher Secondary Schools for Informing attracting features of the college.
- Transparent admission process as per reservation policy of the Government and guidelines of Sardar Patel University

6.4 Welfare schemes for

Teaching	3
Non teaching	3
Students	2

6.5 Total corpus fund generated

Management provides as per Requirement

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	-	-
Administrative	y	CA	Y	CVM

6.8 Does the University/ Autonomous College declare 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?

Suggestions are invited by the university to improve the examination system

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

University has conducted workshop to promote autonomy in the affiliated colleges

6.11 Activities and support from the Alumni Association

1. Organised Alumni Meet
2. Provide financial support (Scholarship) to the students
3. Arranged Guest lecture for the students

6.12 Activities and support from the Parent – Teacher Association

1. Organised Parent Meet
2. Career Guidance

6.13 Development programmes for support staff

Conducted ICT Training for support staff.

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

1. Tree Plantation
2. Land Scape with lawn
3. Flowering Plants
4. Herbal Plants

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.

- Formation of new Time table committee
- Changed examination pattern of internal evaluation system

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

- Formation of sub committees for each criteria of NAAC – RAR
- Full-fledged time table was implemented from the beginning of the academic year
- Internal evaluation examination was conducted as per University examination pattern

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

1. Vibrant NSS
2. Vibrant NCC Units

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

7.4 Contribution to environmental awareness / protection

1. We Plant trees in and around the college campus with the help of staff and Students
2. CVM supervisory staff and college staff look after and maintain the greenery of the campus
3. Keeping the campus clean dustbins are placed at various places of the campus
4. Organised Environment Awareness Rally in the town.
5. Conducted Environment Awareness Programme

7.5 Whether environmental audit was conducted? Yes No

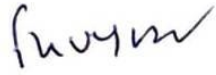
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

NIL

8. Plans of institution for next year

1. Improvement and Up-gradation in ICT Facilities
2. Expansion of class room facilities
3. Improvement in Teaching and Learning Methods
4. To organize National Level Conference/seminar sponsored by UGC/ICAR/NAAC/other academic bodies
5. To Establish Student's Senate.
6. To Conduct academic Fairs/Exhibitions by Students

Smt P.U. Vyas



Signature of the Coordinator, IQAC

Shri R.M. Patel



Signature of the Chairperson, IQAC

Annexure 1: Academic Term
Annexure 2: Academic Calendar
Annexure 3: Best Practices