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. *2015-2016*

Part – A

AQAR for the year *(for example 2013-14)*   2015-16

1. Details of the Institution

1.1 Name of the Institution   BHIKHABHAI JIVABHAI VANIJYA MAHAVIDYALAYA

1.2 Address Line 1   OPP. SHASTRI MAIDAN

Address Line 2   NANA BAZAR

City/Town   VALLABH VIDYNAGAR, ANAND

State   GUJARAT

Pin Code   388120

Institution e-mail address   bjvm_vvnagar@yahoo.com

Contact Nos.   02692-230145

Name of the Head of the Institution: SHRI R.M. PATEL

Tel. No. with STD Code: 02692-230145

Mobile: 9909929525

Name of the IQAC Co-ordinator: DR. J. P. PARMAR

Mobile: 94271 75911

IQAC e-mail address: bjvm51iqac@gmail.com

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

                OR

1.4 **NAAC Executive Committee No. & Date:**   EC(SC)/06/RAR/059, DATED 01/05/2015
    (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: www.bjvm.ac.in

        Web-link of the AQAR: www.bjvm.ac.in/AOAR2015-16.docx

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

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   27/07/2015

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

    i.   AQAR _____ _____ (DD/MM/YYYY)4
   ii.   AQAR_____ _____ (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 [✓]

<p align="center">(eg. AICTE, BCI, MCI, PCI, NCI)</p>

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)

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

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

SARDAR PATEL UNIVERSITY

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

Autonomy by State/Central Govt. / University | NA

University with Potential for Excellence | NA   UGC-CPE | NA

DST Star Scheme | NA   UGC-CE | NA

UGC-Special Assistance Programme | NA   DST-FIST | NA

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

UGC-COP Programmes | NA

2. IQAC Composition and Activities

2.1 No. of Teachers | 04

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 | 02

2.9 Total No. of members | 14

2.10 No. of IQAC meetings held   03 (THREE)

03   03

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

   Non-Teaching Staff Students | 01 | Alumni | 01 | Others | 01 |

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

   If yes, mention the amount | Rs.3,00,000 |

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 | ---- |

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

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
1. EMPHASES ON TEACHING AND ATTENDANCE	1. OBSERVED THUMP MACHINE REPORT
2. RESEARCH	2. SIX RESERCH PROPOSAL SEND TO UGC
3. INOVATIVE PRACTICES	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 [✓]   Syndicate [ ]   Any other body [ ]

   Provide the details of the action taken

1.	THREE 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 Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NA	NA	NA	NA
PG	01	NA	01	NA
UG	02	NA	NA	NA
PG Diploma	01	NA	01	NA
Advanced Diploma	NA	NA	NA	NA
Diploma	01	NA	01	NA
Certificate	01	NA	01	NA
Others	02	NA	02	NA
Total	08	NA	06	NA

Interdisciplinary	NA	NA	NA	NA
Innovative	NA		NA	NA

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

Pattern	Number of programmes
Semester	08
Trimester	NA
Annual	NA

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 (Annexure-01)

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

NA

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

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
20	12	NO	NO	08 (ADHYAPAK SAHAYAK)

2.2 No. of permanent faculty with Ph.D. | 09 |

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
12	--	--	--	--	--	08	--	20	--

2.4 No. of Guest and Visiting faculty and Temporary faculty | -- | | 01 | | 01 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	07	01
Presented papers	03	04	--
Resource Persons		01	01

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

1. ICT TEACHING
2. ASSIGNMENTS
3. PROJECTS

2.7 Total No. of actual teaching days during this academic year | 198 |

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) | UNIT TEST, QUESTION BANK |

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop | 09 | 09 | NA |

2.10 Average percentage of attendance of students | 80% |

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
FYBBA	39	10.26	23.07	33.33	5.13	71.79
SYBBA	46	26.25	28.44	15.31	------	70.00
TYBBA	38	13.16	44.73	10.53	5.26	73.68
FYBCOM	282	12.42	19.16	12.07	9.58	53.23
SYBCOM	317	15.76	19.23	7.25	5.04	47.28
TYBCOM	308	13.02	27.01	15.95	1.30	57.28

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   YES

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	05
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	02
Others	01

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	03	-	01	-

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	--	--	--	01
Outlay in Rs. Lakhs	--	--	--	Rs.17 Lakhs

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	02	06
Outlay in Rs. Lakhs	--	--	Rs. 3 Lakhs	Rs.12 Lakhs

3.4   Details on research publications

	International	National	Others
Peer Review Journals	02	11	01
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	02	11	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	2015	UGC	Rs. 3 Lakhs	--
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			Rs.3 Lakhs	

3.7 No. of books published i) With ISBN No. | -- | Chapters in Edited Books | 02 |

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 | 03 |

3.13 No. of collaborations   International | -- | National | -- | Any other | 03 |

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   `02`
and students registered under them   `08`

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 `06`   State level `02`

National level `01`   International level `--`

3.22 No. of students participated in NCC events:

University level `40`   State level `11`

National level `07`   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 `02`

National level `02`   International level `--`

3.25 No. of Extension activities organized

University forum [ ]   College forum [02]

NCC [02]   NSS [01]   Any other [ ]

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.	--	05	--	05
Value of the equipment purchased during the year (Rs. in Lakhs)	--	Rs.1.10 Lakhs	--	Rs. 1.10 Lakhs
Others	--	--	--	--

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	10,29,503	308	46408	34623	10,75,911
Reference Books	11699	1,39,762	37	12294	11736	152056
e-Books	--	--	--	--	--	--
Journals	70	46334	02	1700	72	48034
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	139	--	--	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	91	03	90	03	125	06	--	12
Added	52	--	--	--	--	--	--	--
Total	143	03	90	03	125	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   NIL

ii) Campus Infrastructure and facilities   NIL

iii) Equipments   NIL

iv) Others   NIL

Total :   NIL

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. Published College Prospectus and Magazine "Samruddhi"
3. Scholarship Given to needy students
4. Three Technocrats (Permanent Staff) appointed
5. Career Guidance cell take care properly
6. Alumni meeting organized regularly

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1135	137	08	--

(b) No. of students outside the state

37

(c) No. of international students

01

Men

No	%
762	67

Women

No	%
373	33

Last Year 2014-15						This Year 2015-16					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
971	92	91	195	--	1349	732	81	128	194	--	1135

Demand ratio   100%   Dropout 3% to 7%

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

85

5.5 No. of students qualified in these examinations

NET `--`   SET/SLET `--`   GATE `--`   CAT `--`

IAS/IPS etc `--`   State PSC `--`   UPSC `--`   Others `32`

5.6 Details of student counselling and career guidance

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

No. of students benefitted   `169`

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	130	12	67

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 `211`   National level `11`   International level `--`

No. of students participated in cultural events

State/ University level `40`   National level `--`   International level `--`

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

Sports : State/ University level `12`   National level `--`   International level `--`

Cultural: State/ University level `01`   National level `--`   International level `--`

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	04	3,600
Financial support from government	163	10,08,940
Financial support from other sources	24	62,850
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 [01]   National level [--]   International level [--]

5.12   No. of social initiatives undertaken by the students   [09]

5.13 Major grievances of students (if any) redressed: There is no any major grievances among students

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	Staff Quarter Facilities, Free Treatment of Primary Illness
Non teaching	Staff Quarter Facilities, Free Treatment of Primary Illness
Students	Hostel, Insurance, Scholarship Facilities, Free Treatment of Primary Illness

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	No	No	Yes	Management
Administrative	Yes	GOG	Yes	Management

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?

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 Guidnance

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 IQAC committee
> - 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. **Remedial Coaching Classes (Annexure : I)**
> 2. **Student Feedback & Grievance Redressal Cell (Annexure : II)**

*Provide the details in annexure (annexure need to be numbered as i, ii,iii) (Annexure-2-3)

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

Name: Dr. J.P. PARMAR   Name : SHRI R.M. PATEL

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

———— *** ————

Annexure 1 Feedback

Annexure 2 and 3 : Best Practices

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

****

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

Name: Dr. J.P. PARMAR   Name : SHRI R.M. PATEL

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

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Annexure 1 Feedback

Annexure 2 and 3 : Best Practices

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

Annexure 1 Feedback

Annexure –I

Analysis of Feedback

1. Curriculum
   Detail syllabus is satisfactory as it is updated syllabus and the course contents are correlated with the degree.
2. Mode of Teaching
   Modern teaching aids and technology is utilized for effective teaching in the classroom, however this facility should be provided in all the classes.
3. Infrastructure: Library, Reading Room, Labs and overall cleanness.
   86% students are feeling satisfactory with the existing facilities; however 14% students have suggested that little bit improvement should be made in it.
4. Co-Curricular Activities
   All students and parents are highly satisfied with the co-curricular activities organized by the institute.
5. Counselling and Placement
   All students and parents are satisfied with the counselling sessions held frequently by the institution. Students and Parents are also satisfied with the campus placement Programmes by the college. However very few students take the benefit of the placement activities, because they want to persue the higher level degrees in India and Abroad.

Annexure : 2

Title of the Practice: I. Remedial Coaching Classes

- Goal:

The aim is to provide help to the students in their academic progress. This practice is offered free to the students specially for SC/ST/OBC & Minority students. We also facilitate the students of open (general) category.

- The Context:

Our institute is a grant-in-aid institution and students come from rural background so there is great need to support the students financially as well as in education.

- The Practice:

Students are divided into subject-wise batches

- ➢ The classes are conducted before college time.
- ➢ Students are free to select the subjects of their choice.
- ➢ Students are guided by the expert faculty of the institute.
- ➢ Students are benefitted in terms of improvement in the results.
- ➢ Evidences of Success:

Improvement is observed in the results of the students.

- Problem encountered and Resources required:

We have not yet encountered any major problem. But Shortage of faculty members sometimes become hurdle, but any how we overcome it with the services of ad-hoc faculties. Most of students are commuting so they fail to take best possible advantage of the scheme.

Annexure: 3

Student Feedback & Grievance Redressal Cell

The context

It was felt that a cell to address the grievances of the students was a must to initiate programmes to sustain and to better the quality of services offered to the student community. Students would often come out with complaints regarding the infrastructure or the learning process during interactive sessions in the tutorial classes. The visit of the NAAC peer team also made the college realize the need of a regular interactive mechanism to facilitate the airing and the redressal of grievances. So there was a consensus among the teachers to establish a Grievance Redressal Cell to become aware of the problems faced by students within the college.

Objectives of the practice

Create a platform where students feel free to point out their problems, general drawbacks and limitations

- Get suggestions from students for improvement
- Give students the sense of participation in problem solving
- Clear misunderstandings or false notions
- Restructure policies in the light of grievances

The practice

The Cell meets on the first Thursday of every month in the room no 01 during the noon recess. Each class is represented by two students who have already collected inputs from their classmates. The Principal and two teachers participate in the meetings. The problems put forward by the students are discussed and possible solutions are considered.

 A feedback is taken regarding earlier problems and the effectiveness of the solutions. The face-to-face interactions and the immediate answers offered by the faculty have paved the way to a better rapport between students and faculty.

Obstacles faced if any and strategies adopted to overcome them

- Reluctance of the students to disclose all grievances
- Lack of funds to implement some solutions
- Breakdown of some facilities in spite of repair

- Resentment when problems are not immediately solved
- Lack of representation from all classes in spite of repeated reminders

Strategies

A friendly atmosphere is created to put the students at ease. One complaint boxes is installed, for those who are reluctant to speak out in the meetings. The students are made to understand the financial constraints of the college due to which large scale infrastructure improvements cannot be taken up. Maintenance workers are engaged to check the working of the various appliances in the college. Reminders are sent to all classes one hour prior to the meeting to ensure maximum participation.

Impact of the practice

The cell has had a positive impact on both the students and the faculty. The Principal gets an opportunity to learn at first hand the views of the students. The faculty is also able to prioritize the needs of the students. On the request of students, phone coin booths, a photostat machine and a cafeteria have been installed in the library. The demand that the library function even after class hours was also accepted. There is greater student satisfaction when their needs are addressed in a sympathetic way. The fact that they have been able to get their grievances heard is enough to reduce friction.

Resources required

The resources required are sufficient funds and the co-operation of all the stakeholders.

Annexure: 04
Academic Calander : 2015-16

OBJECTIVES :

1) To ensure fullest utilization of working hours during both the academic terms/semesters consisting of 25/27 weeks each in 2015-16.
2) To complete, the syllabi to the utmost satisfaction of the students.
3) To emphasize total development of the students by conducting co-curricular activities.
4) To make sure that the college achieves 100 % attendance and 100 % results.
5) To increase students' participation and thereby, their motivation so as to develop leadership quality in them.
6) To make optimum utilization of both material and human resources.

(A) ACADEMIC CALANDER :

    1. WEEKS AVAILABLE :

                                                                     Weeks

First Semester	15/6/2015	To	10/10/2015	17
Diwali Vacation	9/11//2015	To	28/11/2015	03
Second Semester	*7/12/2015*	*To*	*26/03/2015*	*16*
Summer Vacation	25/04/2016	To	11/06/2016	07

    2. ORIENTATION PROGRAMME :

F.Y.BBA	*24/7/2015*	*FRIDAY*
F.Y.B.Com.- (Eng.Med.)	*24/7/2015*	*FRIDAY*
F.Y.B.Com.- (Guj. Med.)	*24/7/2015*	*FRIDAY*

INTERNAL TEST SCHEDULE (B.Com. & BBA) :

BBA : UNIT TEST : 04/08/2015 TO 07/08/2015

B.Com. : I/III/V Semesters   Internal Examination 10/09/2015 to 19/09/2015

                                     University Examination 12/10/2015 to 07/11/2015

                                                    30/11/2015 to 05/12/2015

    II/IV/VI Semesters   Internal Examination   18/02/2016 to 26/02/2016

                          University Examination   28/03/2016 to 23/04/2016

GUEST TALK : Committee will conduct in consultation with Subject Teachers

S.P.UNI. YOUTH FESTIVAL CELEBRATION : 25/09/2015 to 27/09/2015