



Yearly Status Report - 2019-2020

Part A

Data of the Institution

| | |
|---|--|
| 1. Name of the Institution | A CHARUTAR VIDYA MANDAL'S INSTITUTION BHIKHABHAI JIVABHAI VANIJYA MAHAVIDYALAYA |
| Name of the head of the Institution | Dr. Ketaki Sheth |
| Designation | Principal |
| Does the Institution function from own campus | Yes |
| Phone no/Alternate Phone no. | 02692230145 |
| Mobile no. | 9824534277 |
| Registered Email | bjvm_vvnagar@yahoo.com |
| Alternate Email | drketakisheth@yahoo.co.in |
| Address | Opp. Shastri Ground, Nana Bazar, VallabhVidyanagar -388120, Dist: Anand, State: Gujarat, India |
| City/Town | VallabhVidyanagar |
| State/UT | Gujarat |

| Pincode | 388120 | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|------|-----------------------|-------------|-------------|-------|-------|------|-----------------------|----------|--|-------------|-----------|---|---|------|------|-------------|-------------|---|---|------|------|-------------|-------------|
| 2. Institutional Status | | | | | | | | | | | | | | | | | | | | | | | | | |
| Affiliated / Constituent | Affiliated | | | | | | | | | | | | | | | | | | | | | | | | |
| Type of Institution | Co-education | | | | | | | | | | | | | | | | | | | | | | | | |
| Location | Semi-urban | | | | | | | | | | | | | | | | | | | | | | | | |
| Financial Status | state | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of the IQAC co-ordinator/Director | Dr. J. P Parmar | | | | | | | | | | | | | | | | | | | | | | | | |
| Phone no/Alternate Phone no. | 02692230145 | | | | | | | | | | | | | | | | | | | | | | | | |
| Mobile no. | 9427175911 | | | | | | | | | | | | | | | | | | | | | | | | |
| Registered Email | bjvm51iqac@gmail.com | | | | | | | | | | | | | | | | | | | | | | | | |
| Alternate Email | johnbjvm94@gmail.com | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Website Address | | | | | | | | | | | | | | | | | | | | | | | | | |
| Web-link of the AQAR: (Previous Academic Year) | http://www.bjvm.ac.in/naac/AQAR_report%202018-19.pdf | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. Whether Academic Calendar prepared during the year | Yes | | | | | | | | | | | | | | | | | | | | | | | | |
| if yes,whether it is uploaded in the institutional website: Weblink : | http://www.bjvm.ac.in/aqar.html | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. Accreditation Details | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.79</td> <td>2008</td> <td>28-Mar-2008</td> <td>27-Mar-2013</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.62</td> <td>2015</td> <td>01-May-2015</td> <td>30-Apr-2020</td> </tr> </tbody> </table> | | | | | | Cycle | Grade | CGPA | Year of Accreditation | Validity | | Period From | Period To | 1 | B | 2.79 | 2008 | 28-Mar-2008 | 27-Mar-2013 | 2 | B | 2.62 | 2015 | 01-May-2015 | 30-Apr-2020 |
| Cycle | Grade | CGPA | Year of Accreditation | Validity | | | | | | | | | | | | | | | | | | | | | |
| | | | | Period From | Period To | | | | | | | | | | | | | | | | | | | | |
| 1 | B | 2.79 | 2008 | 28-Mar-2008 | 27-Mar-2013 | | | | | | | | | | | | | | | | | | | | |
| 2 | B | 2.62 | 2015 | 01-May-2015 | 30-Apr-2020 | | | | | | | | | | | | | | | | | | | | |
| 6. Date of Establishment of IQAC | 27-Jul-2015 | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. Internal Quality Assurance System | | | | | | | | | | | | | | | | | | | | | | | | | |
| Quality initiatives by IQAC during the year for promoting quality culture | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | |

| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |
|---|------------------|---------------------------------------|
| Meetings with Teaching and Non- Teaching Staff | 30-Sep-2019 1 | 18 |
| Meetings with Teaching and Non- Teaching Staff | 11-Sep-2019 1 | 18 |
| Meetings with Teaching and Non- Teaching Staff | 13-Jun-2019 1 | 18 |
| Formation of Student Council & Appointment of Student | 14-Jun-2019 1 | 22 |
| Student Induction Programme : M. Com. Students. | 25-Jun-2019 1 | 77 |
| Student Induction Programme : FY B. Com. English Medium Students | 24-Jun-2019 1 | 330 |
| Student Induction Programme : FY B. Com. Gujarati Medium Students | 22-Jun-2019 1 | 240 |
| Student Induction Programme : FY BBA Students | 22-Jun-2019 1 | 65 |
| IQAC Meeting | 05-Mar-2020 1 | 23 |
| IQAC Meeting | 18-Apr-2019 1 | 23 |
| View File | | |

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

| Institution/Department/ Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---------------------------------|------------------|----------------|-----------------------------|--------|
| B. J. Vanijya Mahavidyalaya | Finishing School | KCG, Ahmedabad | 2019 10 | 425000 |
| View File | | | | |

| | |
|--|---------------------------|
| 9. Whether composition of IQAC as per latest NAAC guidelines: | Yes |
| Upload latest notification of formation of IQAC | View File |
| 10. Number of IQAC meetings held during the year : | 2 |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | Yes |

| | |
|---|--|
| Upload the minutes of meeting and action taken report | View File |
| 11. Whether IQAC received funding from any of the funding agency to support its activities during the year? | No |
| 12. Significant contributions made by IQAC during the current year(maximum five bullets) | |
| Organised Workshop on "Intellectual Property Right" held on 30th August, 2019 Finishing School Training Programme of 100 Hours Training Programme - Sponsored by KCG, Ahmedabad. From 09/10/2019 to 18/10/2019 | |
| View File | |
| 13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year | |
| Plan of Action | Achivements/Outcomes |
| plan of action | outcomes |
| View File | |
| 14. Whether AQAR was placed before statutory body ? | Yes |
| Name of Statutory Body | Meeting Date |
| Charutar Vidya Mandal, VallabhVidyanagar | 16-Feb-2021 |
| 15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ? | No |
| 16. Whether institutional data submitted to AISHE: | Yes |
| Year of Submission | 2019 |
| Date of Submission | 16-Jan-2019 |
| 17. Does the Institution have Management Information System ? | Yes |
| If yes, give a brief descripton and a list of modules currently operational (maximum 500 words) | Students' Database Management System: Student Management Software is installed to get detailed information about the entire student fraternity. Students' Admission Management System: |

The College is nominated as help desk center for online central admission process of UG students of the Sardar Patel University, Vallabh Vidyanagar. Students' Attendance Management System: Students Attendance records are maintained and sent through SMS gateway. Library Information and Management System: SOUL Software is installed and book/s are searched, issued and received. Accounting Management System, Salary and Payroll Management System through MIS. Two way communication between College, Management, University, Commissioner of Higher Education, KCG and UGC. Student Satisfaction Survey is made online. Aacharaya Student Management Software is used to maintain student records.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curriculum and its term schedule are prepared and provided by the Sardar Patel University, Vallabh Vidyanagar. Assiduous planning by the College precedes punctilious delivery by faculty members. The College meticulously develops action plans taking into consideration the objectives of the Curriculum, the number of teachers, students and infrastructure available. The College has created and maintained an inspiring atmosphere in the campus to support the effective delivery of all components of the curriculum, viz., teaching, learning, assessment and resource in its core function of teaching at the class room level. •At the beginning of each academic session, college prepares its academic calendar, which is uploaded on the college website. The academic calendar is prepared in accordance with the Sardar Patel University's term schedule. Students are informed about the academic calendar of the college notifying the probable teaching days, dates of internal examinations, curricular, co-curricular and extension activities. •Student Induction Programme (SIP) is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation. •Time table committee of the college prepares the time table. Time table is prepared in accordance to the number of credit points mentioned in the prescribed syllabus of each course offered to the students. •Principal conducts meetings for allotment of subjects and syllabus distribution among the teachers. Students are given details of teaching assignment of each course teacher at the beginning of a session by the concerned faculties. •Based on the teaching assignments allotted in the syllabus distribution, teachers prepare their "teaching plans" according to the number of lectures allotted in the course. During the academic term course completion report is being collected for each and every course from the faculties. •We have highly qualified and experienced faculties with specialization and accordingly work distribution is done •Programme wise coordinator is appointed on yearly base. •Along with the traditional chalk and talk method, teachers often use power-point presentations during the lectures. •Class tests/surprise test and student seminars are

organised after completion of a section of the syllabus and periodic review of performance of students is undertaken through internal exam. •Industrial visits are arranged for BBA students to ensure effective implementation of the prescribed curriculum. •Student satisfaction survey is conducted by IQAC to improve the teaching learning process. •The perspicacious implementation of the curriculum engages beyond the classroom to innovative teaching practices employing a wide range of instructive methods and edification to endear to a culturally diverse and intellectually heterogeneous student base. Lectures, Guest speaker sessions and workshops by eminent personalities from academics, corporate sector, policy making bodies and media are held regularly to enhance the curriculum to a more application-oriented.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|---|--|-----------------------|----------|--|-------------------|
| | Nil | 18/02/2020 | 30 | Yes | Yes |
| Certificate Course in Accounting (Tally ERP with GST) | | | | | |
| | Nil | 06/07/2020 | 45 | Yes | Yes |
| Certificate in Computer Application | | | | | |
| Nil | Diploma in Computer Application | 06/07/2020 | 45 | Yes | Yes |
| Nil | Advanced Diploma in Computer Application | 06/07/2020 | 45 | Yes | Yes |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---|--------------------------|-----------------------|
| No Data Entered/Not Applicable !!! | | |
| No file uploaded. | | |

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|---|--------------------------|---|
| No Data Entered/Not Applicable !!! | | |

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

| | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 40 | 65 |

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|--|----------------------|-----------------------------|
| Environmental Studies | 10/06/2019 | 613 |
| Climate Change Sustainable Development | 10/06/2019 | 548 |
| Time Management | 10/06/2019 | 519 |
| Disaster Management | 10/06/2019 | 510 |
| Business Ethics | 10/06/2019 | 359 |
| Social Entrepreneurship | 10/06/2019 | 359 |
| No file uploaded. | | |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|---------------------------|---------------------------|---|
| BBA | Industry Exposer- SY | 56 |
| BBA | Comprehensive project- TY | 48 |
| View File | | |

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| | |
|-----------|-----|
| Students | Yes |
| Teachers | Yes |
| Employers | No |
| Alumni | Yes |
| Parents | Yes |

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

| Feedback Obtained |
|---|
| <p>The College encourages feedback from the students, teachers, alumni and parents. The College employs a systematic feedback mechanism to harness its effectiveness. The mode of feedback is both manual (offline) and online. • This criterion focuses on the aspects of curricular aspects of planning and implementation, its enrichment and the feedback system in the College. While the academic curriculum and its calendar are governed by the University, the curriculum delivery involves introspection and sustained implementation of the academic planning and delivery over a period of time. • The curriculum is suitably enriched to be representative of stakeholders expectations in catering to needs of the student, the society and the nation at large. • A feedback from students, alumni, and parents is collected and analyzed. The feedback is analysed to develop the roadmap for the academic year ahead and align the interests of various stakeholders with the institutional interests. The conclusions are drawn thereof and changes in curriculum are incorporated. • Adoption of Certificate courses from 2019. • Most of the courses are revised in the last 5 years and some new courses are also introduced. • Courses for B.Com. BBA and M.Com are revised. • Most of the courses are employability oriented. • The college offers subject specialization of Advanced Accounting and Auditing, Advanced Banking, Business Management in B.Com programme, in B.B.A programme specialization in the subjects of Advanced Human Resource Management, Advanced Financial Management, Export Management and Advanced Marketing Management. • In</p> |

M.Com Programme specialization is offered in Human Resource Management, Accounting and Taxation.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|-----------------------|--------------------------|---------------------------|--------------------------------|-------------------|
| BCom | commerce (GIA)) | 660 | 1110 | 560 |
| BBA | management (GIA) | 66 | 200 | 60 |
| MCom | commerce (SF) | 80 | 175 | 77 |

[View File](#)

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|---|---|---|---|--|
| 2019 | 1490 | 147 | 24 | 2 | 11 |

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Number of smart classrooms | E-resources and techniques used |
|----------------------------|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 26 | 22 | 104 | 9 | 3 | 8 |

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has well-defined students mentoring system at all levels i.e. undergraduate and Postgraduate level wherein individual attention is being provided to each and every student. • The college has system of mentoring students by forming a counselling cell to look after academic and psychological well being. College also monitors class attendance and performance of students. • Class wise class counselor is appointed. In the beginning of the academic year the class-wise names of class counselors are displayed on the college notice board and students are also informed in their classrooms. Class counselors are taking care for academic progress and psychological well being of their students. They are also monitoring the attendance and academic progress reports. They also provide primary psychological counselling to the needy students. • Class counselor maintains the records of their students' attendance, class performance and academic progress. Class counselor uses both formal and informal means of counselling. The class counselor interacts with their parents, during parents meeting and discuss about students attendance, performance and other matters like behavior, potentials, etc.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|--|-----------------------------|-----------------------|
| 1637 | 26 | 1 : 63 |

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 21 | 26 | 23 | 3 | 10 |

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|---------------|---|---------------------|---|
| 2019 | Dr. Ketaki Sheth | Principal | - Peer Team Member NAAC, Bangalore - President, Women Development Cell (WDC), Charutar Vidya Mandal - Member, Academic Council, Commerce, Parul University, Vadodara - PhD. Guide in Commerce, Business Studies, Sardar Patel University - Member Board o |
| 2019 | Shri I. N. Tandel | Associate Professor | - Major 13 Gujarat Battalion, Vallabh Vidyanagar - Member Board of Studies in Commerce |
| 2019 | Dr. S.R. Ajmeri | Associate Professor | - Co-ordinator, M.Com. Programme - PhD. Guide in Commerce, Business Studies, Sardar Patel University - Member Board of Studies in Management |
| 2019 | Dr. J.P. Parmar | Associate Professor | - Managing Editor, SPET, Research Journal of Social Science - Resource Person, CVSRTA Registered Valuers Association, Mumbai - Executive Member, Gujarat Economics Association - Executive Member of Indian Economics |

| | | | |
|---------------------------|-----------------|---------------------|--|
| | | | and allied Sciences Association (IEA |
| 2019 | Dr. R. N. Patel | Associate Professor | - Resource Person, CVSRTA Registered Valuers Association, Mumbai - Reviewer of papers of National Conference for Interdisciplinary National Conference - 2020 organized by Parul University on 1st February, 2020 which was published in "Manthan : Journal |
| View File | | | |

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|---------------------------|----------------|----------------|--|---|
| MCom | NA | II/IV | 26/08/2020 | 15/09/2020 |
| MCom | NA | I/III | 24/08/2020 | 31/10/2020 |
| BBA | NA | VI | 24/08/2020 | 23/09/2020 |
| BBA | NA | I/III/V | 11/11/2020 | 24/01/2020 |
| BCom | NA | VI | 24/08/2020 | 16/09/2020 |
| BCom | NA | I/III/V | 11/11/2019 | 17/01/2020 |
| View File | | | | |

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• The College follows a systematic approach on Continuous Internal Evaluation with students being evaluated at two levels: • Sardar Patel University Internal Evaluation System includes written test, assignments, attendance, presentation, quiz etc. • In all subject's unit-wise assignments are given by the subject teacher decided by exam coordinator of the B.Com, B.B.A and M.Com respectively. Accordingly, teacher concerns assess the assignment/s of the students and give marks of it. • All the records are submitted to the examination committee. • Results are discussed in the meeting and if needed gracing policy is framed and implemented accordingly. • We arrange Arrear Tests for those who had not given internal exam. • Most of the faculties are giving their manuscript/s of question paper/s in soft copy and submit answer key and scheme of marking in all subjects along with questions. • CCTV Cameras are installed in all classes for smooth monitoring of examination.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

• The committee consisting of Principal and Academic Calendar Committee prepares the academic calendar well in advance before the commencement of the

semester. The calendar outlines the semester class work schedule, internal examination schedule and tentative external examination schedule and other extra-curricular schedules. This academic calendar is distributed to each student and faculty members before the commencement of the semester. By and large, we do follow the calendar and minor changes may occur due to changes in the examination schedule by the university. • Time table committee prepares the curriculum time table by keeping calendar in mind. Faculty members prepare and plan their lecture schedule according to the academic calendar. Academic timetable also contains schedule of internal examination. So the students can plan their studies as per the schedule.(2019-20) • The College follows the term schedule as prepared by the Sardar Patel University. The academic calendar schedules the commencement and the closure of the semesters as well the conduct of examination, internal test evaluation are done on Centralized Pattern. • The college follows a well planned academic calendar. The academic calendar provides adequate balance between academic and non-academic activities, teaching and examination schedule. • The teaching plan is prepared by every faculty at beginning of the semester and course completion report is prepared at the end of the semester. Effective monitoring of plan schedule is taken care by the head of the institute. • The college calendar committee is headed by principal and co-ordinated by IQAC Co-ordinator, Joint Co-ordinator of NAAC, Examination Co-ordinator, Vice-President of the college. The process of Academic calendar making for the academic year begins well in advance. • The Academic calendar contains necessary information such as dates of internal Examination, cultural events, academic events, NSS, NCC and sports events. It also includes tentative schedule to organise seminars, lecture series, fields trips and other activities. Academic calendar is also made available on the college website. • The college follows a structured teaching plan. All the faculty members in the beginning of the semester prepare subject wise teaching plan and at the end of the semester they are preparing course completion report and submitting it to IQAC of the college. All the teaching staff of the institute are maintaining work diary every year and every week it is signed by the principal. • As per the Academic calendar, we are conducting our examination and all other activities are conducted as per the planning.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.bjvm.ac.in/agar.html>

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|-------------------|----------------|--------------------------|---|---|-----------------|
| PB04XCOM | BCom | Commerce | 256 | 174 | 67.56 |
| UM06XBBA | BBA | Management | 42 | 38 | 90.47 |
| UB06XCOM | MCom | Commerce | 66 | 63 | 95.45 |
| No file uploaded. | | | | | |

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.bjvm.ac.in/agar.html>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|---------------------------|----------|----------------------------|------------------------|---------------------------------|
| Nil | 0 | NA | 0 | 0 |
| View File | | | | |

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

| Title of workshop/seminar | Name of the Dept. | Date |
|---------------------------|---------------------|------------|
| Workshop on IPR | Commerce Management | 30/08/2019 |

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

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|---------------------------|-----------------|-----------------|---------------|----------|
| NA | NA | NA | Nil | NA |
| View File | | | | |

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

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|---------------------------|------|--------------|----------------------|--------------------|----------------------|
| NA | NA | NA | NA | NA | Nil |
| View File | | | | | |

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
| 0 | 0 | 0 |

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

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| Commerce Management | 5 |

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

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|---|------------|-----------------------|--------------------------------|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

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

| Department | Number of Publication |
|---------------------------|-----------------------|
| Commerce Management | 8 |
| View File | |

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

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---------------------------|----------------|------------------|---------------------|----------------|---|---|
| NA | NA | NA | Nil | 0 | 0 | Nil |
| View File | | | | | | |

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

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---------------------------|----------------|------------------|---------------------|---------|---|---|
| NA | NA | NA | Nil | Nil | Nil | 0 |
| View File | | | | | | |

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

| Number of Faculty | International | National | State | Local |
|-----------------------------|---------------|----------|-------|-------|
| Attended/Seminars/Workshops | 1 | 14 | 1 | 5 |
| View File | | | | |

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|---|--|--|--|
| Say no to Plastic Rally- At. Fangani Village, Tal. Petlad, Dist. Anand. | Roots Foundation, Anand, | 2 | 200 |
| Say no to Plastic Programme - plastics bags were replaced by clothes bags at vegetables fruits market by volunteers | Lions Club, Vitthal Udyognagar | 2 | 20 |
| Clothes Kit Making and Distributed -at Shahpur and Fangani Villages of Petlad taluka. | NSS Unit, B. J. Vanijya Mahavidyalaya , Vallabh Vidyanagar, Gujarat in collaboration with Indian Post Dept. Anand Branch for needy people. | 2 | 100 |
| Celebration of World Tourism Day organized by C Z Patel College of | In order to make people aware of Eco- Friendly Paper bags and to spread | 2 | 60 |

| | | | |
|---|--|---|-----|
| Business Management -New Vallabh Vidyanagar in association with Tourism Corporation of Gujarat Limited. (NSS Volunteers opened a stall in the fair) | awareness about it in society so that people can replace poly bags with paper bags, our college NSS Volunteers opened a stall in the fair. Students expressed the need for replaci | | |
| Blood Donation Camp | Indian Red Cross Society - Anand District Branch- Anand and Lions Club- Anand. | 2 | 160 |
| Jal Shakti Abhiyan (Water Conservation Plants are Prepared at College Campus) | JCI, Vallabh Vidyanagar | 2 | 25 |
| Paper Bag Making Programme | Madhuvan Foundation, Vallabh Vidyanagar | 2 | 60 |
| Tree Plantation | JCI, Vallabh Vidyanagar | 2 | 50 |
| Tree Plantation Water Conservation Programme | Lions Club, Vitthal Udyognagar VNC, Vallabh Vidyanagar | 2 | 5 |
| Thalassemia Awareness and Screening Programme (384 Blood Sample) | Indian Red Cross Society, Gujarat State Branch Ahmedabad. | 2 | 384 |
| View File | | | |

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|---------------------------|--|--|------------------------------|
| NSS | 3rd Prize in Event - My Unit and Adopted Village | NSS Cell, S. P. University State NSS Cell, Department of Higher Education, Govt. of Gujarat | 200 |
| View File | | | |

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activities | Number of students participated in such activities |
|--------------------|---|----------------------|--|--|
| | | | | |

| | | | | |
|-----|--|--|---|-----|
| NSS | Shankra Eye Hospital | Free Eye Check-Up Camp At. Fangani Village, Tal. Petlad, Dist. Anand. | 2 | 150 |
| NSS | NSS Unit, B.J. Vanijya Mahavidyalaya with fangani village | Voter Awareness Rally At. Fangani Village, Tal. Petlad, Dist. Anand. | 2 | 100 |
| NSS | NSS Unit, B.J. Vanijya Mahavidyalaya with fangani village | Beti Bachao, Beti Padhao Rally At. Fangani Village, Tal. Petlad, Dist. Anand. | 2 | 100 |
| NSS | NSS Unit, B.J. Vanijya Mahavidyalaya with fangani village | Voter Awareness Programme At. Fangani Village, Tal. Petlad, Dist. Anand. | 2 | 100 |
| NSS | NSS Unit, B.J. Vanijya Mahavidyalaya with fangani village | Farmer Guidance Programme At. Fangani Village, Tal. Petlad, Dist. Anand. | 2 | 100 |
| NSS | NSS Unit, B.J. Vanijya Mahavidyalaya with fangani village | Free Dental Check-up Oral Health Awareness Camp At. Fangani Village, Tal. Petlad, Dist. Anand. | 2 | 160 |
| NSS | NSS Unit, B.J. Vanijya Mahavidyalaya with fangani village | General Health Check Up Camp At. Fangani Village, Tal. Petlad, Dist. Anand. | 2 | 300 |
| NSS | NSS Unit, B.J. Vanijya Mahavidyalaya with fangani village with fangani village | Health Food Nutrition Programme for Students and Rural People At. Fangani Village, Tal. | 2 | 100 |

| | | | | |
|---------------------------|--|--|---|-----|
| | | Petlad, Dist. Anand. | | |
| NSS | NSS Unit, B.J. Vanijya Mahavidyalaya with fangani village | Voter Awareness Programme At. Fangani Village, Tal. Petlad, Dist. Anand. | 2 | 100 |
| NSS | NSS Unit, B. J. Vanijya Mahavidyalaya and CVM, V. V. Nagar | International Yoga Day Celebration | 2 | 200 |
| View File | | | | |

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of activity | Participant | Source of financial support | Duration |
|---|---|-----------------------------|----------|
| Study Tour at Faculty of Commerce, GLS University , Ahmedabad | Final Year Students of B.Com. , B.B.A. & M.Com. | Self Finance | 01 |
| Study Tour at ICECD, Bopal , Ahmedabad | Final Year Students of B.Com. , B.B.A. & M.Com. | Self Finance | 01 |
| Study Tour at GIFT City, Gandhinagar | Final Year Students of B.Com. , B.B.A. & M.Com. | Self Finance | 01 |
| View File | | | |

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|---------------------------|----------------------|---|---------------|-------------|-----------------|
| Academic | Project Work | industries | 16/01/2020 | 15/02/2020 | TY BBA Students |
| View File | | | | | |

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|-------------------------------|--------------------|--|---|
| Madhuvan Foundation, Anand | 12/12/2020 | Purpose : Organize programme and collection of | 102 |

waste papers for joint projects
 Pasti Ki Pathsala with Raddi ka Ruaab and Gyandhara-A way of promoting Education
 Activities :
 Training for Eco-friendly old news paper bag making , organizing joint

| | | | |
|---|-------------------|--|------------|
| <p>Kaysons Techno Equipments Pvt. Ltd., Vitthal Udyog Nagar</p> | <p>16/06/2019</p> | <p>Purpose: To enhance skills and knowledge of the students and develop suitable teaching/ training systems of the organization keeping in view the needs of the industries. Activities: To organize industrial visits, internship and guest lectures.</p> | <p>60</p> |
| <p>Parivaratan Trust, Vallabh Vidyanagar</p> | <p>25/06/2019</p> | <p>Purpose: To create awareness of road safety and traffic rules among the youth and to make Anand and Kheda districts accident free zone. Activities: To organize awareness programme, seminars and workshops of road safety and traffic rules for students,</p> | <p>102</p> |
| <p>Electroware Infotech Pvt. Ltd. (TALLY EDUCATION PVT. LTD.) Gandhinagar</p> | <p>24/01/2020</p> | <p>Purpose : Empowering the students by imparting industry relevant skill sets and increasing their employability Activities : Organizing Accounting course - Tall ERP- 9 with GST training to B.Com, B.B.A and M.Com Students</p> | <p>44</p> |

| | | | |
|--------------------------------------|------------|---|----|
| H. A. College of Commerce, Ahmedabad | 12/03/2020 | Purpose: To plan and implement a staff and student exchange programme between the two organizations. Activities: Inter College visits, joint research programmes like conferences, seminars, workshops and short term education programmes | 53 |
| View File | | | |

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|--|--|
| 0 | 0 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---------------------------|-------------------------|
| Nil | Existing |
| View File | |

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or partially) | Version | Year of automation |
|---------------------------|---|---------|--------------------|
| SOUL | Partially | 2.0 | 2014 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---------------------------|----------|---------|-------------|-------|-------|---------|
| | | | | | | |
| Text Books | 38280 | 1146445 | 59 | 14844 | 38339 | 1161289 |
| Journals | 38 | 36650 | 12 | 24889 | 50 | 61539 |
| View File | | | | | | |

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---------------------------|--------------------|---------------------------------------|-----------------------------|
| NIL | NIL | NIL | Nil |
| View File | | | |

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/GBPS) | Others |
|----------|-----------------|--------------|----------|------------------|------------------|--------|-------------|---------------------------------|--------|
| Existing | 105 | 2 | 5 | 2 | 1 | 1 | 0 | 100 | 12 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 105 | 2 | 5 | 2 | 1 | 1 | 0 | 100 | 12 |

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

| |
|----------------|
| 100 MBPS/ GBPS |
|----------------|

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|--|--|
| NA | NA |

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|--|--|--|--|
| 1527434 | 1527434 | 507277 | 507277 |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

| |
|---|
| <p>• The policy of the College is to fulfil and upgrade the infrastructural requirements as and when such need arises. Infrastructure Committee of the College is constituted to plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized. • The College ensures regular maintenance and upkeep of all infrastructural facilities. The management has centralized operating system for the maintenance work and it is carried out by trained in-house experts as well as outsourced to appropriate outside agencies. • The College has appointed a Technical Assistant and a Computer Network Assistant to provide regular support services relating to computer hardware and software. They also ensure the allotment of Wi-Fi passwords to individual students and faculty members. • A full time caretaker is appointed by the College to ensure the cleanliness, hygiene, sanitation, water supply, electricity, and security and stationery condition and to update the Principal of the institution about the current/ daily state of affairs. • The Charutar Vidya Mandal looks after the maintenance of the college by appointing agencies and sign Annual Maintenance contracts to maintain the infrastructure including computers, LAN, servers, printers, projectors, scanners, laptops and biometric attendance system.</p> <p style="text-align: center;">http://www.bjvm.ac.in/aqar.html</p> |
|---|

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

| | Name/Title of the scheme | Number of students | Amount in Rupees |
|--------------------------------------|--------------------------------|--------------------|------------------|
| Financial Support from institution | Sardar Patel University Alumni | 21 | 83130 |
| Financial Support from Other Sources | | | |
| a) National | Food Bill Assistance (ST) | 71 | Nil |
| b) International | NIL | Nil | 0 |
| View File | | | |

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved |
|---|------------------------|-----------------------------|-------------------|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|---------------------------|--------------------|--|--|--|---------------------------|
| 2019 | Finishing School | 78 | 78 | 61 | 61 |
| View File | | | | | |

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---------------------------|--------------------------------|---|
| Nil | Nil | Nil |

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|-------------------------------|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of organizations visited | Number of students participated | Number of students placed | Name of organizations visited | Number of students participated | Number of students placed |
| 10 | 78 | 61 | Nil | Nil | Nil |
| View File | | | | | |

5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined | Name of programme admitted to |
|------|--|--------------------------|---------------------------|----------------------------|-------------------------------|
| 2019 | 156 | BCOM AND | Commerce | HIGHER | P.G |

BBA

and
Management
Department

EDUCATION

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items

Number of students selected/ qualifying

No Data Entered/Not Applicable !!![View File](#)

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

| Activity | Level | Number of Participants |
|--------------------|--|------------------------|
| Annual Sports Day | Institution Level | 180 |
| Musical Morning | Institution Level | 35 |
| Cultural Programme | Institution Level - Cultural Activities | 40 |
| Cultural Programme | University Level - Youth Festival | 15 |
| Cultural Programme | AMUL 25th Volcano - Rotary Club Anand | 20 |
| Cultural Programme | Taluka Level - Kala Kumbh | 5 |
| Cultural Programme | Institution Level - Patriotic Song Competition | 30 |
| Cultural Programme | Ganesh Utsav | 189 |
| Cultural Programme | Navratri | 438 |

[View File](#)

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

| Year | Name of the award/medal | National/ International | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|------|-------------------------|----------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| 2019 | Nil | Nil | Nil | Nil | Nil | Nil |

[View File](#)

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The purpose of the Student Council is to provide opportunities to students to build leadership by planning and carrying out events and programs. The student council is the representative of the student body. They support students to share their thoughts, desires and issues with the whole college group. Student Council is formed on the basis of merit. • College creates a platform for the active participation of the students in the various academic administrative bodies including other activities. It empowers the students in gaining leadership qualities, rules, regulations and execution skills. Activities of Student Council: • BJVM's Student Council representatives actively participate

in various activities. They help in coordinating all the events related to academics and other co-curricular Extra-curricular activities. They perform lot of academic and administrative work by taking the help of other students. They also motivate other students to take part in the activities conducted by the college. They work as a medium between faculty and students. • The student council plays a dominant role in many activities related to fine arts, sports and other co-curricular activities of the college. • Various co-curricular activities organized by the student council include Special Lectures by experts, Seminars, Workshops, Symposium. Eminent speakers and industrialist deliver speeches on topics relevant to current educational scenario. Student members of the councils also celebrate important days like National Festivals, Birth/Death Anniversaries of important leaders, International Women's Day, International Yoga Day, Sports Day, Non-violence Day, Teachers Day, Freshers Day, Farewell Party, World Literacy Day, World AIDS Day, etc. • The Student Council helps students share ideas, interests, and concerns with faculties and principal. They often also help raise funds for social events, community projects, helping people in need. • College regularly publish the magazine "Samruddhi". The constitution of the student council comprises President, Vice President, Secretary, Joint Secretary, and student council members. The composition of student members, one topper from each class is nominated as class representatives, for all classes. Following are the bodies which have student representatives on them: 1. The Library Committee 2. The Anti-Ragging Cell 3. The Discipline Committee 4. The Sports Games Committee 5. Debate Secretary 6. Fine Arts Secretary

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

600

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

325000

5.4.4 – Meetings/activities organized by Alumni Association :

01

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Decentralized Administrative System • At beginning of the academic term, principal in consultation with office superintendent and IQAC Coordinator distributes the office and administrative work to the office staff. This work distribution mainly focuses on preparation of budget, admission process, internal and external examinations, routine office work, etc. • College Budget is prepared at the end of the previous academic year by accountant in consultation with principal and IQAC coordinator. This budget is submitted to the management for the approval. After getting approval expenses and expenditure are made. Being a Grant in Aid College, timely tuition fees collected is transferred to the state government. In addition to this other important functions of administrative staff are being executed throughout the year timely and effectively like Finalisation of Accounts Income-Tax Collection

is done correspondence is made Government, KCG, UGC, University, Management and other bodies e.g. NSS, Udisha (RUSA) etc. • Student Council Budget is prepared in consultation with Principal, IQAC Coordinator and Vice President and General Secretary of the respective year. 2. Participative Management in Academics • The management encourages and sanctions funds to utilize for different developmental activities of the college. They also contribute generously in terms of awards and recognition to deserving candidates in the field of academics, extracurricular and co - curricular activities. • The Principal coordinates with the teaching, non- teaching staff and students body members for the effective functioning of the college. A decentralized administrative system with the intention of providing the best to the student body is in practise in this institution. Regular meeting are being conducted by principal with Teaching staff to discuss the implementation of Academic plans, maintains the presence of students, discipline to be maintains and student development programme to be conducted during the year. • The Principal assigns specific duties to various academic and administrative bodies of the college on the basis of the suggestions made by the management. Senior faculty members are given responsibilities to act as programme coordinator for smooth functioning of teaching, learning and evaluation.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type | Details |
|--|--|
| Admission of Students | <ul style="list-style-type: none"> • Online admission procedure. • Proper Counselling is made by the admission committee for right choice of programme subjects. • University norms are followed strictly. |
| Industry Interaction / Collaboration | <ul style="list-style-type: none"> • College invited industrialist and executives to deliver the guest talk on the different areas of the Business. • College has signed MOUs with NGOs are made to motivate our Students to improve their skills. |
| Human Resource Management | <ul style="list-style-type: none"> • Our college organized workshops and seminars for developing life skills for teaching and non- teaching staff. • Meetings of various committees for academic and administrative staff are scheduled regularly. |
| Library, ICT and Physical Infrastructure / Instrumentation | <ul style="list-style-type: none"> • College is having a rich collection of Books, Magazines, and journals. • College has audio-video cassettes of old collection. • Language Lab, LCD projector in the classroom, conference hall. • NSS Room, NCC/Sport room IQAC room, CCTV Camera, Separate Parking zone for boys and girls separate ladies room, reading room, open garden. |
| Research and Development | <ul style="list-style-type: none"> • College invited resource person in the area of research methodology to motivate our staff for research |

| | |
|----------------------------|--|
| | activities and project work. |
| Examination and Evaluation | <ul style="list-style-type: none"> • Our Faculty members are involved in paper setting, supervision and paper checking, duty in External Examination. • Our faculty members inform paper style, internal evaluation, Marks pattern and old question papers regarding S. P. University in classroom. |
| Teaching and Learning | <ul style="list-style-type: none"> • At the beginning of the academic year the workload distribution in each subject is made in advance by the senior faculty of the subject/s in consultation with programme coordinator and other subject teacher/s. • In each semester all the faculty members submit subject wise course completion report. • College provides a portable mike to make teachers voice audible during the lectures. • College also provides Laptop for making classroom teaching more effective and interesting. • Most of the faculties used ICT in their teaching learning process |
| Curriculum Development | <ul style="list-style-type: none"> • Our faculty members contribute in development of curriculum in the different subjects. |

6.2.2 – Implementation of e-governance in areas of operations:

| E-governance area | Details |
|--------------------------|--|
| Examination | <ul style="list-style-type: none"> • The result of Final Exam is displayed online by the university. • College submitted internal marks online to university before each semester. • College Displayed internal and external exam time table on college notice board and on website for the students. |
| Planning and Development | <ul style="list-style-type: none"> • Each and every faculty member prepares teaching plan for their respective subject. • Planning for each academic year begins with preparation of academic calendar. • Planning and preparation for extracurricular activities, co-curricular and extension activities are done to cover all activities on time. |
| Administration | <p>To better streamline the administrative work, database and records are maintained in electronic form.</p> <ul style="list-style-type: none"> • The Administration of the College functions with E-governance system at Government, Management and University level. • Biometric has been installed for teaching and non-teaching attendance. • Scholarships to the SC, |

| | |
|-------------------------------|---|
| | <p>ST, OBC, Minority and EWS students. • The college tries their best to keep in touch with latest tools of administration with available tools in hand. • Statutory information, student related information and other important forms are uploaded on the institutional website. • To ensure convenience of students, the administration promptly responds to email communication sent by students, parents and other stakeholders.</p> |
| Finance and Accounts | <p>• College maintained all accounts through tally software • Payments are made through cheque, RTGS and NEFT. • Online scholarship</p> |
| Student Admission and Support | <p>• College syllabus and past papers are uploaded for students reference. • College gives important information through various social media like whatsapp, FB, Instagram, Telegram etc.</p> |

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---------------------------|-----------------|--|--|-------------------|
| 2019 | NIL | NIL | NIL | Nil |
| View File | | | | |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|---------------------------|--|---|------------|------------|---|---|
| 2019 | NIL | Etiquettes and Manners at Workplace | 01/02/2019 | 01/02/2019 | Nil | 19 |
| View File | | | | | | |

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---------------------------------|-----------|---------|----------|
| | | | | |

No Data Entered/Not Applicable !!!

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| Nil | 3 | Nil | Nil |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|--|---|--|
| <ul style="list-style-type: none">• CVM's Health Center• University Health Center• Group Insurance Schemes,• EPF• Maternity leave.Teaching• Staff Quarters | <ul style="list-style-type: none">• CVMs Health Center• University Health Center• Group Insurance Schemes• EPF• Maternity leave.• Staff Quarters• Uniforms to Peons | <ul style="list-style-type: none">• In campus hostel facility with quality housing for boys and Girls, Girls hostel provides food. Regular interaction with parents is done to ensure coordinated effort for the welfare of the students.• Scholarships and Free ships from Govt., CVM and Alumni.• Book Bank facility is provided to economically backward class.• Fee Payment for Students• Payments of fees on installments |

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Yes, Institution has an established mechanism for conducting Internal and External Financial audit every year to ensure Financial Compliance. Internal Financial audit was conducted by Charutar Vidya Mandal during the year. Financial compliance report of internal audit, submitted to Charutar Vidya Mandal was conducted after the end of the financial year. Finalization of account was completed and statement were prepared and submitted to the auditor for further verification.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|--|-------------------------------|----------|
| Shri A. K. Bhatt and Mr. Kantilal Sharma | 325000 | Academic |
| No file uploaded. | | |

6.4.3 – Total corpus fund generated

4698285

6.5 – Internal Quality Assurance System

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

| Audit Type | External | Internal |
|------------|----------|----------|
|------------|----------|----------|

| | | | | |
|----------------|--------|--------|--------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | Nil | No | Nil |
| Administrative | No | Nil | No | Nil |

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

• The College does not have a Parent-Teacher Association. However, the IQAC actively seeks feedback from the parents of the students studying in the College. The feedback is then analysed to improve the functioning of the College. Further, there is active interaction with parents during the admission in the form of counselling, orientation and parent teacher meetings. • College regularly conducts Parent Teacher Meeting every year and Parents are cordially invited to attend Orientation Programme of their wards. • College also conducts regular meetings and telephonic contact with the parents after analysing attendance and results of their wards. • Feedback from parents is given due consideration. • Parents are always invited for Appreciation Ceremony of Meritorious Students on Annual day

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

• Soft Skills Training Programme • Work Motivation and Appreciation • Financial Assistance as and when required

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

1. University approved certificate courses 2. Seminar Hall 3. Smart Classes 4. MOU with NGOs and Academic Institutions

6.5.5 – Internal Quality Assurance System Details

| | |
|--|-----|
| a) Submission of Data for AISHE portal | Yes |
| b) Participation in NIRF | Yes |
| c) ISO certification | No |
| d) NBA or any other quality audit | No |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|------|---|-------------------------|---------------|-------------|------------------------|
| 2019 | Etiquettes and Manners at workplace | 01/02/2019 | 01/02/2019 | 01/02/2019 | 19 |
| 2020 | Workshop on Research Methodology and Plagiarism | 07/02/2020 | 07/02/2020 | 07/02/2020 | 24 |

[View File](#)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period from | Period To | Number of Participants | |
|------------------------|-------------|-----------|------------------------|------|
| | | | Female | Male |
| | | | | |

| | | | | |
|--|------------|------------|----|----|
| Social Media and Youth Programme | 24/12/2019 | 24/12/2019 | 26 | 74 |
| Personality Development Programme and Role of Youth in Nation Building | 25/12/2019 | 25/12/2019 | 26 | 74 |
| Fit India Movement Programme | 25/12/2019 | 25/12/2019 | 26 | 74 |
| Beti Bachao, Beti Padhao Rally | 25/12/2019 | 25/12/2019 | 26 | 74 |
| Women Empowerment Programme (Motivating rural women to start their own business) | 27/12/2019 | 27/12/2019 | 26 | 74 |
| Health and Food Nutrition Programme | 23/12/2019 | 23/12/2019 | 26 | 74 |

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

| Percentage of power requirement of the University met by the renewable energy sources |
|---|
| <ul style="list-style-type: none"> • Tree Plantation as a part of Celebration of world environment day in the BJVM campus and outside the campus at various places Participants - 120 Date: 4/6/2019 • Tree plantation at adopted village fangani during one day camp Participants - 200 Date: 23/07/2019 • Tree plantation at adopted village fangani during NSS Annual Camp Participants - 200 Date: 23/07/2019 • Water Conservation Programme in collaboration with Voluntary Nature Conservancy - VNC. Vallabh Vidyanagar Participants - 100 Date: 9/9/2019 • Paper bag making and distribution programme in collaboration with Madhuvan Foundation Vallabh Vidyanagar Participants - 60 Date: 13/09/2019 • Jal Shakti Abhiyan-Water Conservation Plant is prepared at college campus in collaboration with JCI, Vallabh Vidyanagar Participants - 25 Date: 14/09/2019 • Say no to Plastic Programme in association with Lions Club of Vithal Uhyognagar. Plastic bags were replaced by cloth bags Participants - 20 Date: 12/12/2019 • Say no to plastic programme and rally at adopted village fangani in collaboration with Root Foundation Anand during NSS Annual Camp Participants - 200 Date: 23/12/2019 • Save Environment Rally at adopted Fangani village during NSS Annual Cam Participants - 100 Date: 23/12/2019 • Water and Forest Conservation Programme in collaboration with Voluntary Nature Conservancy - VNC. Participants - 120 Date: 24/01/2020 |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|---------------------|--------|-------------------------|
| Physical facilities | No | Nil |
| Provision for lift | No | Nil |
| Ramp/Rails | Yes | 1 |

| | | |
|--|----|-----|
| Braille Software/facilities | No | Nil |
| Rest Rooms | No | Nil |
| Scribes for examination | No | Nil |
| Special skill development for differently abled students | No | Nil |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|---------------------------|--|--|------|----------|--------------------|------------------|--|
| 2019 | Nil | Nil | Nil | 00 | NIL | NIL | Nil |
| View File | | | | | | | |

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

| Title | Date of publication | Follow up(max 100 words) |
|--|---------------------|--|
| Prospectus for Students (CVM and BJVM) | 01/05/2019 | For getting admission in BBA clear guideline BCOM, BBA and MCOM - Payment of fees and submission of documents and relaxation in fees and scholarship - For outsider getting provisional eligibility certificate - Rules and regulation laid down by the college and university relating to class work, attendance, assignments, test performance, discipline, internal and university exam. - Rules regarding stay in the hostel, anti ragging and use of mobile and vehicles - Participation in industrial/ educational tours, exposure programmes, regularity and punctuality. |
| Code of Conduct issued by CVM (for Teaching, Non Teaching and Head of the Institution) | 01/05/2019 | Playing secular prayers regularly before the college starts - Regularity and punctuality of time and attendance - Active |

involment in activities and programmes of CVM and college - Active participation in teaching, learning research and expansion programmes - Informing about achievements, awards and recognition - Developing values of cooperation and unity - Following rules regulation and maintaining organisational discipline. - Grievances redressal for all employees - Rules for leave and leaving the campus during college hours (Maintaining Movement Register) - Maintaining work dairy - Taking action against absentism of the students in the class rooms - Preparing and submitting

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|--|---------------|-------------|------------------------|
| International Yoga Day | 21/06/2019 | 21/06/2019 | 200 |
| World Population Day Celebration | 11/07/2019 | 11/07/2019 | 200 |
| Thalassemia awareness and screening programme in collaboration with Indian Red Cross Society, Gujarat State Branch | 07/08/2019 | 07/08/2020 | 384 |
| Blood Donation Camp in collaboration with Indian Red Cross Society, Anand District Branch and Lions Club Anand | 16/09/2019 | 16/09/2019 | 86 |
| Rashtriya Poshan Maah - Door to door campaign about nutrition awareness in Hariom Nagar Bakrol | 26/09/2019 | 26/09/2019 | 50 |
| Cloths kit making | 18/10/2019 | 18/10/2019 | 100 |

| | | | |
|--|------------|------------|-----|
| and distribution programme in collaboration with Indian Post Department, Anand Branch for needy people at Shahpur and Fangani village. | | | |
| Lecture on KRAMA at Fangani village during NSS Annual Camp | 26/12/2019 | 26/12/2019 | 100 |
| Winter clothes distribution programme to needy people of Fangani village during NSS Annual Camp | 27/12/2019 | 27/12/2019 | 120 |
| Blood Donation Camp in collaboration with Indian Red Cross Society, Anand | 07/04/2020 | 07/04/2020 | 86 |
| Workshop on Intellectual Property Rights | 30/08/2019 | 30/08/2019 | 25 |
| View File | | | |

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

• To maintain greenery of the campus, regular tree plantation programmes are organized and special attention and care is given to the green area. • Use of Plastics bags is strictly prohibited in the campus and notice was circulated regarding it. • As a part of maintenance, old bulbs and tubes were replaced with LED. • In all the class rooms and at various places in the campus cardboard dustbins are placed and dustbins are made out of waste hard paper material. • To make the students and staff aware about economic use of water and electricity, posters are placed near switch boards, water taps and urinals. • Whatever green waste we gather from the green (garden) area of the campus, is converted in organic fertilizer and used. Apart from this whatever waste is generated in any form is properly disposed by following the guidelines of Charutar Vidya Mandal. • In order to prevent wastage of water, all the leak taps are replaced and broken water pipelines are repaired. • One side used waste papers are reused for rough work printing. • To minimize the noise pollution and air pollution, vehicles are not allowed in the campus premises and separate parking area is allotted for both girls and boys and visitors as well. • Green Audit is Charutar VidyaMandal's initiative and our college has appeared twice for its examination and assessment and grade is noticeably improved.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Best Speaker of BJVM 2. Student's Council

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

institution website, provide the link

<http://www.bjvm.ac.in/agar.html>

7.3 – Institutional Distinctiveness

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

• By following the tradition of previous years this year also BJVM NSS unit in collaboration with India Post Department Anand Division has practiced one unique programme on 18/10/2019 'Joy of Giving'. Under this programme collection of clothes, kit making distribution of it was implemented. More than 125 kits were prepared and with the help of NSS volunteers they were distributed in the area of Shahpur Fangni village, Ta. Petlad to the most needy people. Though the clothes were used one but the people who received them are so much in need of it that they very happily accepted them and unique feeling of 'Joy of Giving' was experienced by the volunteers. • In the field of sports also our students are very active and very enthusiastically more than 110 students took part in Charutar Vidya Mandal's Inter Collegiate Tournament. During this tournament various games like kabbadi for men women, Badminton for men women, Volleyball (men), Cricket (men), Table tennis (men), Athletic (men) were organized. In Kabbadi (women) Athletic (men) BJVM college became champion also and brought a big credit to the college. • This Inter Collegiate Tournament has provided the solid background to the participants and prepared them for the bigger sports field. • Throughout the year Sardar Patel University Sports Division keep organizing various events and more than 200 girls boys took part brought credit to the institution by becoming runner up, champion, quarter final, achieving 3rd,4th, 5th position. • BJVM NCC is very strong pillar of the college. In senior Division (Boys) senior wings (Girls) register (105) themselves for the year 2019-20. • Throughout the year NCC cadets took part in various activities at University District, State and National level and contributed in Nation building. The achievements of the cadets are really worth appreciating. Among them are:- (1) Cdt. Bharvad Gopal J (Sy.Bcom) Represented NCC Directorate Gujarat in all India Thal Sainik Camp-2019 at New Delhi. (2) Cdt. Patel Tejashkumar P (Sy.Bcom) Represented NCC Directorate Gujarat in All India Thal Sainik Camp-2019 at New Delhi. (3) Cdt. Machhi Mihirkumar (Ty.Bcom) selected in Malvanker Shooting Team of NCC, V.V.Nagar. (4) SGT Savitri Vasava (Ty.Bcom) Represented NCC Directorate Gujarat in All India Thal Sainik Camp-2019 at New Delhi and secured 3rd position in Tent Pitching Competition at New Delhi. • So in this way the three pillars NSS, Sports NCC directly or indirectly serves the society Nation at large and become true, faithful citizens of the country. Not only for three years of their college life but the lessons they have learnt will remain with them throughout. Their invaluable contribution to the college will be remembered will pave path to the upcoming batches of the college. The new generation will inherit their rich legacy will add something to it pass it to the next batch. That's how the college will continue to earn name and fame in various fields

Provide the weblink of the institution

<http://bjvm.ac.in/agar.html>

8.Future Plans of Actions for Next Academic Year

• Organization of seminar and workshop by the IQAC to promote the quality improvement strategies in teaching-learning, research, extension related and extracurricular activities. • Organization of workshop for E-content development at a larger scale and duration to promote the use of E-resources among all faculty members. The use of Learning Management System (LMS) for regular teaching, learning and evaluation related activities by maximum number of teachers will be encouraged. • Encouraging faculty members to complete their

doctoral degrees and to continue research activities through quality publications and research projects. • Construction of rain water harvesting system in the college campus. • Increasing the number of environment friendly initiatives by NSS and ensuring participation of maximum students in such initiatives. • Promoting activities such as Yoga, physical exercise, meditation etc related to development of mental and physical fitness of students, faculty and staff. • Placement Activities: College plans to conduct a large number of pre-placement Activities like Finishing school Programme for the final year students of B.com., B.B.A. and M.Com. Courses, so as to help them optimally utilize the benefits of placement opportunities. This is being initiated by the Government of Gujarat. Organization of workshop, seminar and job oriented services by the Career Counselling and Placement Unit. AISHE, NIRF, GSIRF applications. To form knowledge repository to sign MoUs with Industries. Motivate faculty members to present papers in Seminar /Conferences. To publish more Research Papers. To motivate faculty members to apply for minor and major research projects. • Up-gradation and addition in the area of infrastructure facilities • Modernization and redesigning of the sitting arrangement of staff room. • Construction of additional store rooms • As a part of maintenance the whole electric wiring of the building will be done • Organization of seminars/ webinars/ workshops • Organization of Mega Events as a part of students' supports and progression