

(Shri Ramkrishna Seva Mandal's)
ANAND ARTS COLLEGE, ANAND
The Annual Quality Assurance Report (AQAR) of the IQAC(2016-17)

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

Part – A

1. Details of the Institution

1.1 Name of the Institution	:	Anand Arts College, Anand
1.2 Address Line 1	:	Nr. Electric Grid, Anand
Address Line 2	:	
City/Town	:	Anand
State	:	Gujarat
Pin Code	:	388001
Institution e-mail address	:	aac.anand@yahoo.co.in
Contact Nos.	:	(02692) 250260, (02692)269999
Name of the Head of the Institution	:	Dr.Neena Sharma(In Charge Principal)
Tel. No. with STD Code	:	(02692) 250260
Mobile	:	9925019160

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

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

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

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.81	2009	2009-2014
2	2 nd Cycle	B	2.91	2016	2016-2021
3	3 rd Cycle				
4	4 th Cycle				

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

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

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

In the Academic Year 2015-2016 we went for the second cycle of the NAAC Accreditation. This is our first AQAR after the accreditation.

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution : Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme :

Arts Science Commerce Law (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Sardar Patel University, Vallabh Vidyanagar

1.13 Special status conferred by Central/State Government--

UGC/CSIR/DST/DBT/ICMR etc	NO		
Autonomy by State/Central Govt. / University	-		
University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (<i>Specify</i>)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	07
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	00
2.6 No. of any other stakeholder and Community Representatives	02
2.7 No. of Employers/ Industrialists	00
2.8 No. of other External Experts	00
2.9 Total No. of members	10
2.10 No. of IQAC meetings held	04

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 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

The College IQAC acts as a local peer. It helps the Principal and other college committees by providing suggestions for various activities and for maintaining the quality of education. It also looks after academic activities including teaching-learning and evaluation.

2.15 Plan of Action by IQAC/Outcome

(Annexure attached)

2.16 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body

Provide the details of the action taken

The college management approved the AQAR 2016-17 and recommended the same for sending to the NAAC office. The management also directed the Principal to execute all the plan of action proposed by the IQAC.

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	-	-	-	-
PG	-	-	-	-
UG	01	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	--
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	01	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS. The university follows the CBCS.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

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

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

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
23	04	14	00	05

2.2 No. of permanent faculty with Ph.D.

13

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
0	0	0	0	0	0	0	00	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

01	00	01
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	10	04
Presented papers	02	09	04
Resource Persons	00	00	04

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

Use of O.H.P., L.C.D. and Audio-visual aids, subject wise assignments and subject wise activities, interactive sessions of students, guest lectures are some of the innovations introduced by the institution which make the teaching-learning process more effective and interesting.

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

204

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

Bar coding system has been implemented by the University.

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

23	-	-
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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 %
BA	375	16	89	140	61	81.6
-	-	-	--	--	-	-
-	-	-	-	-	-	-

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

It monitors and supervises the Teaching & Learning processes by conducting periodical meetings. The IQAC helps the administration for smooth and effective implementation of teaching-learning process.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	03
UGC – Faculty Improvement Programme	00
HRD programmes	01
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	24(Programs organised by our Management SRKSM)
Summer / Winter schools, Workshops, etc.	00
Others	00

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	12	00	00
Technical Staff	00	00	00	00

Criterion – II

3. Research, Consultancy and Extension

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

The IQAC meets regularly to discuss various plans to promote research climate in the institute. We have formed a College Research Committee which monitors the research work done by the faculty members. The faculties are encouraged to participate and present papers in seminars/conferences/workshops organized in other institutes. We also organize such seminars in our college. They are also motivate for research publications, M.Phil., Ph.D., Refresher Courses, etc. the IQAC also encourages and helps the teaching staff to apply for Minor/Major Research Projects.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	01	00
Outlay in Rs. Lakhs	-	1,50000	90000	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	02	
Non-Peer Review Journals	-	-	10
e-Journals	-	-	-
Conference proceedings	-	-	-

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	2016-18	UGC	240000	200000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy:

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	1	-	-	-
Sponsoring agencies	-	UGC	-	-	-

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

3.13 No. of collaborations International National Abroad per

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : NILFrom Funding agency From Management of University/College Total **3.16 No. of patents received this year**

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

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

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

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them**3.19 No. of Ph.D. awarded by faculty from the Institution****3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)**JRF SRF Project Fellows Any other **3.21 No. of students Participated in NSS events:**University level State level National level International level **3.22 No. of students participated in NCC events:**University level State level National level International level **3.23 No. of Awards won in NSS:**University level State level National level International level

3.24 No. of Awards won in NCC:

University level	<input type="text" value="00"/>	State level	<input type="text" value="00"/>
National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="√"/>
NCC	<input type="text" value="12"/>	NSS	<input type="text" value="40"/>
		Any other	<input type="text"/>

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

- The college encourages the staff and students to take up various activities in the sphere of extension activities and Institutional Social Responsibility.
- Apart from the regular work, a number of faculty and students actively take part in various social activities through NSS, NCC, CWDC etc.
- Outreach programmes like Blood Donation Camps, HIV-AIDS Awareness, Health Awareness(thalassemia check up, etc), Yoga and Youth Awareness Programmes were organized.
- For environmental awareness programmes like tree plantation and cleanliness drive were arranged.
- The students and teachers actively participated in fund raising programme for the visually challenged.
- Awareness programmes were arranged to make people aware of the dangers of alcohol, smoking, chewing tobacco etc.
- Independence Day and Republic Day were celebrated.
- A lecture was delivered by Brahmakumari Gitaben on the occasion of Rakshabandhan on 'Women and Self-respect'.
- The students and teacher visit the slum areas and distribute among the children clothes, notebooks, breakfast etc.

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	4046.86 sq.mts	-	-	
Class rooms	23	00	-	
Laboratories	03	00	-	03
Seminar Halls	02	00		02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	01(Mixture machine for mixing cement , mattle and sand)	-	-	01
Value of the equipment purchased during the year (Rs. in Lakhs)	0.12650	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

The entire administration is partially computerized with the following facilities made available to the staff and students:

ICT has been integrated in the college activities.

Students and teachers have easy access to computers and internet in the computer lab.

Admission process, Fee collection, and examination sections are computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	47463	Rs. 2373150	578	Rs. 167762	48041	Rs. 2540912
Reference Books	-	-	-	-	-	-
e-Books						
Journals	72	Rs. 60594	-	-	72	Rs. 60594
e-Journals	-	-	-	-	-	-
Digital Database	-	-	--	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	56	25+22	20	00	00	09	00	00
Added	00	0	00	00	00	00	00	00
Total	56	49	20	00	00	09	00	00

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

The well-equipped college computer lab provides computer training to our students. The students and teachers have free internet access in the computer lab.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.23972
ii) Campus Infrastructure and facilities	0.52655
iii) Equipments	00
iv) Others	00
Total :	0.76627

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC organizes Orientation programme for the students at the beginning of the academic year to provide information regarding the vision and mission of the college and the facilities available in the campus.

The IQAC motivates the students to use Technology like PPT, Study Projects and assignments using Internet, OHP, etc. A Smart Board has been installed in one of the classrooms.

Every year feedback in questionnaire form is taken from students to assess the quality and standard of the institution and measures are taken for further improvement

The IQAC meets the students and encourages them to give their views and suggestions for the enhancement of quality of the institution.

The students are motivated to participate in various curricular, co-curricular and extra-curricular activities. They are also encouraged to attend and present papers in students-oriented seminars organised by other institutions.

5.2 Efforts made by the institution for tracking the progression

The following efforts were made by the college for the progress of the institution:

1. The institution monitors and ensures the achievements of the learning outcome through analysis of the tests, examination results and the pass percentage.
2. The management encourages the faculty to adopt innovative teaching techniques such as computer assisted learning, project method, group discussion, pair work, presentations through PPT, referring e-Journals, watching BISAG Programmes etc.
3. The teachers and students are motivated to participate and present papers in seminars/workshops organised by various colleges
4. Research climate and aptitude is inculcated in the staff and students.
5. The faculties are motivated to undertake research projects and publish research papers.
6. The students are made aware of ecological and environmental issues.
7. The institution encourages the students to engage in community services.
8. The institution creates awareness about Yoga by organizing Yoga Training Programme..
9. NCC, NSS, CWDC create social awareness among the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
755	-	-	755

(b) No. of students outside the state

00

(c) No. of international students

00

Men	No	%
	369	49

Women

No	%
386	51

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
250	160	103	407	03	923	200	127	84	341	03	755

Demand ratio: 1:1 Dropout: 12 %

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

We could not conduct coaching for competitive examinations but in the first and second semesters, we have a paper on General Knowledge which definitely helps students to prepare for competitive examinations. We arrange expert lectures through which the students are given guidance regarding various competitive examinations and preparations for them.

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

We have formed the Student Counselling and Career Guidance cell for our students. This committee arranges various programmes for students counselling and career guidance. Apart from this whenever any students approach any faculty for counselling or guidance, they are helped thoroughly. Students have an easy access to all teachers for such matters.

No. of students benefited

85

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

We have an active CWDC in our college. The Women Cell conducts a number of programmes on various issues related to women. The following programmes were arranged for female students: Orientation programme, Mehndi competition and Hair Style Competition, a lecture on “Laws for Women’ by Rekha Singh, International women’s Day celebration, sanitary napkin distribution, Women’s Week Celebration, Women Teacher’s Day, and Female Helpline guidance.

5.9 Students Activities

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

State/ University level National level International level
 No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	00	00
Financial support from government	254	Rs. 847250(SC &ST, OBC)
Financial support from other sources	00	00
Number of students who received International/ National recognitions	00	00

5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="00"/>	National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>
Exhibition:	State/ University level	<input type="text" value="00"/>	National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: There were no major grievances of students to be redressed. In case of any small grievances, we see to it that they are redressed soon. For example, the students complained about problem of the power supply in their classroom. The problem was immediately solved.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision of our institution is:

“Dissemination of knowledge and formal university education for the people who could not afford to go to metropolises due to paucity of income. It is a vision to educate the have-nots with minimum expenses and education at doorstep.”

The Mission of the institution is:

“As the needs and aspirations of citizens of Anand and Charotar area go on expanding, the mission of the college expands. The ultimate aim is to educate and transform the minds of people to live in tune with the times. Hence all efforts of the college are in the direction of enlightenment and enrichment of the minds of students and this way to bring about a socio-economic change.”

6.2 Does the Institution has a management Information System

Yes. From admission to final result all details of the students are computerized. Cash, Accounts, and fee receipts are computerized. Students Transfer Certificates, Students Transcripts, Recommendation Letters, all are computerized. Students Presence Sheet, Records of Marks for Internal Examination as well as University Examination are computerized. Employees’ details of services, development, salary, etc. are computerized.

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

6.3.1 Curriculum Development

The college is affiliated to Sardar Patel University, so it follows the rules and regulations of it. The institution takes the following steps for curriculum development:

The content of the syllabus and the ideas of course content are conceived from the U.G.C. guidelines. The faculty members of the concerned department frame the course curriculum and put-up before the Board of Studies for approval. The syllabus which is approved by the Board of Studies is put up before academic council for approval. Finally the syndicate and the senate of S. P. University approve the syllabus. Feedback from students and faculty is generally obtained before restructuring the syllabus.

6.3.2 Teaching and Learning

1. Teachers are encouraged to use ICT as their teaching aids to make their classes more interesting and effective. For this, the college provides necessary infrastructure to the teachers.
2. The teachers prepare the study materials and distribute the same to the students.
3. The college has well experienced and qualified teachers.
4. We have in our university the Choice Based Credit System.
5. We have developed students' feedback mechanism to evaluate teachers' performance and syllabus.
6. The teachers are encouraged to attend refresher courses, seminars, workshops, conferences, Orientation courses etc. the students are encouraged to attend various competitions and seminars organised by our college and other institutions.

6.3.3 Examination and Evaluation

Our college is affiliated to the Sardar Patel University Vallabh Vidyanagar. The examination reforms are initiated by the university. It has formed "University Examination Reform Committee" for the purpose. The institution implements the reforms suggested by the committee. At the college level, we have formed the Examination Committee, the chief concern of which is to see that the examinations are conducted properly and no malpractices are done.

6.3.4 Research and Development

The college makes available a good number of journals and related materials in the college library. It also encourages the faculties to participate in various seminars/conferences/workshops etc where they can exchange their views with the peers on the frontier knowledge.

The Research Committee of the college helps the teachers who want to apply for project to UGC and other funding . The committee provides the necessary information and guidelines for the same.

The college provides all necessary infrastructures (including laboratory, internet, Xerox machine, etc) to the teachers who undertake research projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The library service is to be improved by initiating computerised process for book lending. To improve the Teaching-learning process the college plans to introduce smart boards in the class rooms.

In the college computer we have ample numbers of computers with internet facility for students and teachers.

6.3.6 Human Resource Management

1. The college authority encourages the faculties to pursue research work that would help them to update the frontiers of knowledge.
2. Along with a good number of research journals, various daily news papers, magazines and news bulletins are subscribed to help the staffs.
3. The college organises seminars for quality improvement of the faculty and the staff.
4. The college authority convenes staff meeting as and when require to discuss and address various problems of the staff.

6.3.7 Faculty and Staff Recruitment

So far as the recruitment of teachers or administrative staff is concerned, we have to follow the rules and regulations of the State Government. The Government of Gujarat has implemented centralised recruitment system. The information regarding workload and vacant positions are to be sent to the office of the Higher Education Commissioner and the Govt. gives advertisements for the posts. Candidates have to send online applications. Interviews are held and recruitment is held purely on merit basis. Colleges have a very little role to play in the whole process.

6.3.8 Industry Interaction / Collaboration

NA

6.3.9 Admission of Students

The admission of the students in the First Semester are taken strictly on merit basis. The date of admission and other related news are announced in college notice board and through local media (both print and electronic). Moreover, the same has been uploaded in the college website for wide circulation.

6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	KCG	Yes	Management (SRKSM)
Administrative	Yes	KCG	Yes	Management (SRKSM)

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

For UG Programmes Yes No

For PG Programmes Yes No

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

The University has formed the Examination Reform Committee. The college has also formed College Examination Committee. These committees constantly monitor the matters related with examinations. Transparency is maintained in the examinations. Every effort is made to see that the examinations are conducted properly and no malpractices are done.

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

NA

6.11 Activities and support from the Alumni Association

During the year 2016-17 two meetings- first in the first term and second in the second term- with the members of the Alumni Association were held. Various issues regarding teaching-learning were discussed. The members actively participated in the discussions and gave some very valuable suggestion. We didn't get any financial support from them but they provided us with much needed moral support all the time.

6.12 Activities and support from the Parent – Teacher Association

At beginning of the year, in the month, a formal meeting is held so, that the previous year's results of the students are deliberated and a plan for the upcoming year is prepared. One more meeting was held in the second term in which the curricular, co-curricular and extra-curricular activities that took place during the year were discussed.

6.13 Development programmes for support staff

Our Management Shri Ramkrishna Seva Mandal organises in-service training programmes for the administrative staff every year.

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

The college has a lush green campus. Tree are planted every year in the campus and taken proper care of. The college garden is also well maintained.

1. Initiatives have been taken not to use the plastic materials in and around the college premise.
2. Plantation programme has been done to make the college campus green.
3. The NSS unit of the college often undertake 'Clean the college campus' programme, under which the cleaning of the college premises is carried out.

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.

- ❖ The teachers in the beginning of the academic year prepare planner to cover the syllabi within the time frame.
- ❖ The teachers write lesson diary to keep the record of the covered course.
- ❖ We encourage students to attend students- oriented seminars organised by other institutes.
- ❖ Regularity of the students in the class room is monitored by taking daily attendance.

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

NSS unit of the college and CWDC are strengthened through different activities inside and outside the college campus.

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

1. We organize seminars for teachers and students. The institution encourages its faculty and students to attend seminars organized by other institutes and universities.
2. The institute encourages its faculty for research work. The teachers who complete any research work are honoured by the management publicly.

7.4 Contribution to environmental awareness / protection

We have a paper on Environmental Studies at the FYBA level. Apart from this, we undertake various activities to contribute environmental awareness/protection such as Tree Plantation and cleanliness drive in the college campus and in the village where the annual camp of NSS is held.

7.5 Whether environmental audit was conducted?

Yes

No

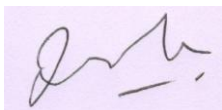
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- ❖ The students are given assignments which are assessed and common mistakes of the students are discussed and rectified in the class room.
- ❖ Monthly tests are arranged for the enhancement of students' knowledge.
- ❖ In Functional English the students write Book review on well known literary works other than prescribed in the course.
- ❖ The students of functional English practically perform the situations in the class to get conversational practice.
- ❖ Study tours are arranged by the departments like Psychology, Sociology, Economics and History.
- ❖ The Department of Gujarati invites well known literary figures for guest lectures under the auspices of "Babu Davalpura lecture series".
- ❖ The Department of Hindi, every year, celebrates "Hindi Week" and arranges different literary competitions along with the celebration of "Hindi Din" (Hindi Day).
- ❖ The Department of Sanskrit celebrates Bhagvad Git Jayanti every year and arranges various programmes on that day.
- ❖ The Department of English shows English Movies, based on famous literary works for students of English literature.
- ❖ In addition to conventional methods of teaching, some faculty members use L.C.D. and audio – visual aids for teaching – learning process.
- ❖ We organize seminars for teachers. The institution encourages its faculty to attend seminars organized by other institutes and universities.
- ❖ The institute encourages its faculty for research work. The teachers who complete any research work are honoured by the management publicly.
- ❖ Our Students are sent to participate in student orientated seminars organized by other colleges.

8. Plans of institution for next year

1. To organize national level seminars.
2. To encourage faculty for research.
3. To organize students oriented seminars.
4. Computerization of library
5. Renovation of the college website

Name : Suresh Gadhavi



Signature of the Coordinator, IQAC

Name : Neena Sharma



Signature of the Chairperson, IQAC

**Enclosures:
Annexure I**