

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

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

Tel. No. with STD Code

(02692) 250260

Mobile

9925019160

Name of the IQAC Co-ordinator:

Dr. Suresh Gadhavi

Mobile:

9033418890

IQAC e-mail address:

surgadhvi@yahoo.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

GJCOGN 13730

1.4 NAAC Executive Committee No. & Date:

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

EC(SC)/11/A&A/59.2 dated 19/01/2016

1.5 Website address:

www.aac.ac.in

Web-link of the AQAR:

<http://www.aac.ac.in/AQAR2016-17.doc>

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

30/06/2009

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

2016-2017

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 (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and

Community Representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
In the beginning of the year a meeting was held in which the dates of the internal examinations were fixed. It was decided to cover the syllabuses keeping in mind the dates of examinations.	The syllabuses were covered satisfactorily in time and we could arrange the examinations as planned. We could conduct two internal and two university examinations fairly.
In the beginning of the year we decided to organise a student-oriented seminar.	We organised student-oriented seminars in all the eight subjects offered in the college during the year.

It was decided to organise a national level seminar for teachers and researchers.	In the month of March, we organised a uGC sponsored National Seminar on “Human Rights: Different Perspectives” in which about 125 teachers/researchers participated.
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(Annexure I attached)

2.15 Whether the AQAR was placed in statutory body

Yes No

Management Syndicate Any other body

Provide the details of the action taken

The 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.
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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/Core/Elective option / Open options

(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)

(Annexure II attached)

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
19	03	12	00	04

2.2 No. of permanent faculty with Ph.D.

12

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	01	0	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

6	0	6
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	06	08
Presented papers	01	06	01
Resource Persons	00	00	05

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

264

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

18

-

-

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	382					-
-	-	-	--	--	-	-
-	-	-	-	-	-	-

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	00
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	01

Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
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	08	12	00	03
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. 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. We have formed a College Research Committee which monitors the research work done by the faculty members.

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
Outlay in Rs. Lakhs	-	-	-	0.77500

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	2012-14	UGC	85000	77500
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	-	-	2	-	-
	Sponsoring agencies	-	-	Gujarat Sahitya Akademi	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : NIL

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

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

3.22 No. of students participated in NCC events:

University level	<input type="text" value="00"/>	State level	<input type="text" value="16"/>
National level	<input type="text" value="09"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

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"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text" value="03"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

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

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

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- 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, Cancer awareness rally etc), Yoga and Youth Awareness Programmes were organized.

- For environmental awareness programmes like tree plantation and cleanliness drive are arranged.
- The students and teachers actively participated in fund raising programme for the visually challenged.
- Prohibition Week was celebrated to make people aware of the dangers of alcohol, smoking, chewing tobacco etc.
- Our students participated in “Run for Unity’ Marathon.
- Our students participated in the rally arranged on the Republic Day.
- A lecture was delivered by Brahmakumari Gitaben on the occasion of Rakshabandhan on ‘Women and Self-respect’.
- Our students participated in a rally ‘Run Charotar, Green Charotar’ arranged for environmental awareness.

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	0.37049697(acres)	-	-	
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.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

The entire administration is partially computerized with the following facilities and 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	111	Rs. 35382	47574	Rs. 2408532
Reference Books	-	-	-	-	-	-
e-Books						
Journals	75	Rs. 31510	-	-	75	Rs. 31510
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+24	20	00	00	07	00	00
Added	00	0	00	00	00	00	00	00
Total	56	49	20	00	00	07	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	0.13150
ii) Campus Infrastructure and facilities	0.12657
iii) Equipments	00
iv) Others	00
Total :	0.25807

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 presentation, Study Projects and assignments using Internet, OHP, peer teaching with models etc.

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. 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

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, peer teaching, 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.

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1401	-	-	1401

(b) No. of students outside the state

00

(c) No. of international students

00

Men	No	%	Women	No	%
	715	51		686	49

No	%
686	49

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
457	220	146	701	03	1524	395	207	160	639	04	1401

Demand ratio 1:1

Dropout % 5.71

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.

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 don't have any formal cell for student counselling and and career guidance. But whenever students approach any faculty for conselling or guidance, they are helped thoroughly. Students have an easy access to all teachers for such matters.

No. of students benefited

5.7 Details of campus placement

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

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 gender Problems. Apart from other programmes, a rally was arranged to protest against the increasing number of rape cases in the country.

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	379	Rs. 956,990(SC &ST), OBC details not available
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 National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: There were no major grievances of students to be redressed.

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. guideline itself. 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 peer 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 lecturers to teach all the courses.
4. We have in our university the Choice Based Credit System.
5. We have developed students' feedback mechanism to evaluate teachers' Performance.
6. The teachers and students are encouraged to attend refresher courses, seminars, workshops, conferences, Orientation courses etc.

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 make available a good number of journals and related materials in the college library. The college 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 project.

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.

We intend to submit proposal to UGC for grants for the renovation of Girls' hostel.

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 organises seminars quality improvement of the faculty and the staff.
4. The college authority convenes Staff council meeting as and when require to discuss and address various problems of the staffs.

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 to 1st 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	No	-	No	-

Administrative	No	-	No	-
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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 2013-14 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 of July, 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. At the end of the year- in the month of April one more meeting was held 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. However, no such training programme was organised during the year 2013-14.

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.

(Annexure III attached)

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

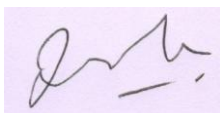
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- ❖ 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 Women's Hostel
6. Renovation of the college website
7. To apply for the NAAC reaccreditation.

Name : Suresh Gadhavi



Signature of the Coordinator, IQAC

Name : Neena Sharma



Signature of the Chairperson, IQAC

**Enclosures:
Annexure I, II, III**