

Part – A

I. Details of the Institution

1.1 Name of the Institution

SMT.N.C. & B.V.GANDHI MAHILA
ARTS & COMMERCE COLLEGE

1.2 Address Line 1

883, DIMOND CHOWK

Address Line 2

BHAVNGAR

City/Town

BHAVNAGAR

State

GUJARAT

Pin Code

364001

Institution e-mail address

gandhimahilacollege@gmail.com

Contact Nos.

0278-2203180

Name of the Head of the Institution:

Dr.SHREDEVI D DAVE

Tel. No. with STD Code:

0278-2203180

Mobile:

919427323056

Name of the IQAC Co-ordinator:

SHREE H.N.DEVLUK

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 ⁺⁺ | 81.55 | 2004 | 2009 |
| 2 | 2 nd Cycle | B | 2.72 | 2009 | 2014 |
| 3 | 3 rd Cycle | - | - | 2015 | - |
| 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)

- i. AQAR 2009-10 submitted to NAAC on (09/01/2015)
- ii. AQAR 2010-11 submitted to NAAC on (09/01/2015)
- iii. AQAR 2011-12 submitted to NAAC on (09/01/2015)
- iv. AQAR 2012-13 submitted to NAAC on (09/01/2015)
- v. AQAR 2013-14 submitted to NAAC on (09/01/2015)

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 PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

S.N.D.T WOMEN'S UNIVERSITY, MUMBAI

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

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

2. IQAC Composition and Activities

| | |
|---|------------------------------------|
| 2.1 No. of Teachers | <input type="text" value="13"/> |
| 2.2 No. of Administrative/Technical staff | <input type="text" value="02+02"/> |
| 2.3 No. of students | <input type="text" value="02"/> |
| 2.4 No. of Management representatives | <input type="text" value="02"/> |
| 2.5 No. of Alumni | <input type="text" value="01"/> |
| 2.6 No. of any other stakeholder and Community representatives | <input type="text" value="-"/> |
| 2.7 No. of Employers/ Industrialists | <input type="text" value="09"/> |
| 2.8 No. of other External Experts | <input type="text" value="-"/> |
| 2.9 Total No. of members | <input type="text" value="31"/> |

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

- Preparing the annual report for NAAC.
- To sustain quality education at UG and PG level.

2.15 Plan of Action by IQAC/Outcome

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

| Plan of Action | Achievements |
|---|--|
| 1).Committees of Seven Streams Sapta Dhara will be revised and students will be involved in the same for their all round development. 2).Re-accreditation Report of NAAC will be submitted by the end of june-2009 and two weekly meetings will be convened for this | 1).Committees of Seven Streams of Swarnim Gujarat contributed remarkably at state level. 2).Re-accreditation Report of NAAC was submitted in june-2009 and the NAAC peer team visited the college in December - 2009.The college got 2.72 with B grade. The college became the first mahila college in Gujarat getting Re-accreditation Certificate of NAAC |

| | |
|---|---|
| <p>purpose</p> <p>3).Report for ISO certificate will be prepared till the end of 2009.</p> <p>4).In reference to the use of ICT in education, expansion of computer lab will be done.</p> <p>5).In order to bring transparency in administration of the college and to do decentralization of authority, Vice-principals will be appointed for administration , exam and academic matters.</p> <p>6).A seminar will be organized for Exam Reform on CBSC.</p> <p>7).Keeping in mind ISO system, MIS (Management Information System) formats will be prepared.</p> | <p>3).Report for ISO certificate was submitted and the ISO team did academic audit for the college in October, 2009.The college got the such ISO certificate in November,2009.</p> <p>4).The college purchased other 25 computers for the expansion of computer lab.</p> <p>5).The college appointed three Vice-Principals for three different sections as follows:</p> <p>1. Dr.S.D.Dave Academic Section</p> <p>2.Dr.S.P.Parmar Administration Section</p> <p>3. Kum.D.S.Bhatt Exam Section</p> <p>6). To revise semester pattern, a seminar was organized by Exam Department of the college on CBSC.Both the semester pattern and credit based system were introduced at UG & PG level.</p> <p>7) MIS formats were prepared to make transmission of information effective. This would help to take quick decisions on the part of the management.</p> |
|---|---|

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- | |
|--|
| <ul style="list-style-type: none"> • Suggestions given to the teachers to improve class-room teaching. • Data collected from every criterion in-charge to prepare the annual report. |
|--|

Part – B

Criterion – I

I. 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 | - | - | 02 | - |
| UG | 02 | - | 01 | - |
| PG Diploma | - | - | - | - |
| Advanced Diploma | - | - | - | - |
| Diploma | - | - | - | - |
| Certificate | - | - | - | 05 |
| Others | - | - | - | - |
| Total | 02 | - | 03 | 05 |

| | | | | |
|-------------------|---|---|---|---|
| Interdisciplinary | - | - | - | - |
| Innovative | - | - | - | - |

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

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | √ |
| Trimester | |
| Annual | |

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

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

**Please provide an analysis of the feedback in the Annexure*

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

-

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

-

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| - | - | 21 | - | - |

2.2 No. of permanent faculty with Ph.D.

04

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 |
| 01 | 12 | 01 | - | - | - | - | - | 02 | 12 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

10 BMS

34 UG+PG

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | - | - | - |
| Presented papers | - | 03 | - |
| Resource Persons | - | - | - |

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

The Institution has encouraged its teachers to use ICT in class room teaching optimally.

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

180

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, Valuation

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

07 -BOS

2.10 Average percentage of attendance of students

82%

2.11 Course/Programme wise
distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|---------------|-------|-------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| B.A III | 204 | 2.04 | 25.49 | 41.25 | - | 7.35 |
| B.COM.III | 146 | 5.47 | 14.38 | 56.60 | - | 11.64 |
| BMS III SEM VI | 17 | 35.29 | 52.94 | - | - | - |
| M.COM II SEM IV | 24 | 4.17 | 50.00 | 37.5 | - | - |
| M.A II SEM IV | 122 | 0.82 | 30.33 | 51.64 | - | 2.45 |

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

- The IQAC of the college not only sees whether the classes are conducted regularly or not but also gives suggestions to the teachers regarding their teaching. The IQAC tries to sustain quality education both at UG and PG level. Every year, teachers' appraisal forms are filled up.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 11 | 09 | - | 11 |
| Technical Staff | 23 | 12 | 02 | 10 + 34 |

Criterion – III

3. Research, Consultancy and Extension

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

Teachers are encouraged to present research proposal and write research articles in seminars /workshops, so ,on duty leave is given and travelling allowance is provided .Teachers are encouraged to conduct departmental research work on current issues .Students are also given guidance for research work.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--|
| Peer Review Journals | | | 03-Research Papers Presented by 04 Teachers. |
| Non-Peer Review Journals | - | - | - |
| 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 | - | - | - | - |
| 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 | - | - | - | - | 01 |
| Sponsoring agencies | - | - | - | - | |

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| 01 | - | - | 01 | - | - | - |

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 200 State level 200
National level 02 International level 02

3.22 No. of students participated in NCC events:

University level 150 State level 75
National level 05 International level -

3.23 No. of Awards won in NSS:

University level - State level 05
National level 02 International level -

3.24 No. of Awards won in NCC:

University level - State level 08
National level 03 International level -

3.25 No. of Extension activities organized

| | | | | | |
|------------------|----|---------------|-----|-----------|---|
| University forum | 15 | College forum | 228 | | |
| NCC | 75 | NSS | 45 | Any other | - |

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

- The College conducted the certificate course of English language initiated by the Government of Gujarat in coloration with Cambridge University as assessment parterres that is Scope-Cambridge ESOL-English Language Centre.
- The Seven streams of Swarnim Gujarat scheme initiated by Government of Gujarat started.
- Interdisciplinary Programmes introduced.
- Departmental research work done
- Placement services provided to students

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 | 5993.01 Sqmt. (1.4809 Acres) | - | - | 5993.01 Sqmt. (1.4809 Acres) |
| Class rooms | 19 | - | - | 19 |
| Laboratories | 02 | - | - | 02 |
| Seminar Halls | 02 | - | - | 02 |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | - | 02 | UNION | 02 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | - | 4,40,000 + 1,21,872 | UNION | 5,61,872 |
| Others | - | - | | - |

4.2 Computerization of administration and library

- At the initial stage, admission procedure is done manually but then the entire process of admission is completed through computer. All the details of the students are entered database into the computer. Software of fees has been prepared. Fees are taken from the students through computer. Various certificates are prepared through computer. Moreover, reports to be sent to the Management, University, and the State Government have been computerized.
- We are living in age of computer and the exam section of our college does optimal use of computer. Beginning from the admission of the students up to the completion of the course, the college prepares the database of the students. Moreover, all the activities of Examination Committee like filing up exam forms, issuing admit cards, exam papers, results, and mark sheets, all these are done through computer.
- The Process of computerization of the college library is ongoing and likely to be completed in near future. The library has used SOUL Software for the Data Entry of the titles of the books.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|---------------|-----------|-------------|----------|-------|---------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 72677 | 38,98,375 | 1738 | 4,51,226 | 74415 | 4349601 |
| Reference Books | | | | | | |
| e-Books | | | | | | |
| Journals | 67 | 11600 | 02 | 370 | 69 | 11970 |
| e-Journals | | | | | | |
| Digital Database | Soul Software | | | | | |
| CD & Video | 456 | 41646 | 96 | 3407 | 552 | 45053 |
| Others (specify) | | | | | | |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 22 | 01 | 11 | - | - | - | - | - |
| Added | 25 | - | - | - | - | - | - | - |
| Total | 47 | 01 | 11 | - | - | - | - | - |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

Upgradation (Networking, e-Governance etc.)

- The college definitely wants to keep pace with the changing world especially with technological innovations and their use in education. The college stresses use of ICT in classroom teaching. Majority of our administrative work has been done through computer. The account work has been computerized. All the members of our office staff have email id. The office has already started conveying messages to other institute through emails and way to SMS. Similarly, we receive emails from other institutes. Both the teaching and the office staff have started referring important websites on internet to get the required material. When we need to convey message to the students urgently, we use way to SMS device. The office staff uses fax machine optimally to quicken the process of communication. Our teachers have started giving Power Point Presentation during the classroom teaching.

- Vocational student's training was given to 37 BMS students, 100 B.com students and one Hardware Workshop was organized in which 150 students were present. Two seminars on Multimedia and Networking were organized by the computer department and 150 and 65 students participated respectively.
- Similarly, 94 B.Com students and 37 BMS students were trained in Basics of Internet.
- One Computer Awareness training was organized for 20 teachers.

4.6 Amount spent on maintenance in lakhs:

| | |
|--|---|
| i) ICT | - |
| ii) Campus Infrastructure and facilities | - |
| iii) Equipments | - |
| iv) Others | - |
| Total: | - |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Notice is circulated in all class-rooms informing about all types of services available to students including scholarships, physical facilities, rights of the students, access to learning material from library, opportunities to participate in co-curricular activities, awards and prizes for rank holders etc.
- Besides, during the meetings with the students, they are informed about the facilities the college provides.

5.2 Efforts made by the institution for tracking the progression

For the smooth administration of the college, three vice principals were appointed.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|-----|--------|--------|
| 1432 | 246 | | |

(b) No. of students outside the state

-

(c) No. of international students

-

Men

| No | % |
|----|---|
| - | |

Women

| No | % |
|------|-----|
| 1678 | 100 |

| Last Year | | | | | | This Year | | | | | |
|-----------|----|-----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 1123 | 69 | 116 | 397 | 05 | 1708 | 1088 | 82 | 64 | 440 | 04 | 1678 |

Demand ratio

Dropout %: 24.76

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

- Short term computer course during vacation period .
- The library puts orders for new books for competitive exams and provides them to students.
- For the development of the various skills of the students, programs are organized under seven stems of Swarnim Gujarat Scheme.
- Classes of SCOPE are conducted.

No. of students beneficiaries

90

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

- Teachers of each department give guidance and information regarding problems connected to Syllabi.
- Information about internet websites and reference books is provided to students.
- The guidance is given for competitive exams to get employment.

No. of students benefitted

100

5.7 Details of campus placement : The College runs udisha placement cell for this purpose.

| <i>On campus</i> | | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 07 | 471 | - | - |

5.8 Details of gender sensitization programmes

- In political science subject, in paper APC-III and IV ,information regarding gender sensitization is given.
- In Foundation Course paper-II , efforts are made to create gender sensitization awareness among students .

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 - Seva Samiti | 28 | 24,685 |
| Financial support from government- SC,ST,OBC | 489 | 15,96,443 |
| Financial support from other sources- Donor | 42 | 63000 |
| Number of students who received International/ National recognitions | - | - |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:-

We are committed to provide world-class education to women for their economic, social, cultural and personal upliftment with an ultimate objective of improving their quality of life in totality.

Mission:-

We are striving to develop a model institute of higher studies for women in various fields. For this, we have

- To employ and retain dedicated and learned teachers of high morale.
- To establish transparent administration.
- To add continually new branches/subjects, vocational courses and promote various co-curricular activities.
- To build adequate infrastructural facilities.
- To establish world-class management system.
- To comply related requirements in spirit.
- To improve continually in all aspects.

6.2 Does the Institution has a management Information System

From time to time, the principal of the college meets the management and during the meetings, information about the progression of the college is given to the trustees and the members of the management. The Principal also informs the management the problems of the teachers as well as the students.

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

6.3.1 Curriculum Development

To give confidence to the students, university has introduced Personality Development subject in the academic year 2009-10 as a foundation course at B.A. Part-I Sem.-II Level. The university has also introduced Environmental Studies as a foundation course at B.Com. Part-I and B.A. Part-I Sem.-II Level.

6.3.2 Teaching and Learning

In Arts & Commerce stream, classroom teaching is done by lecture method. However, to create self study habit among students, efforts are made in Management faculty. Our B.M.S. students use LCD projector and give power point presentation for each and every topic of the syllabus. Presentation, Classroom participation and assignments are also parts of evaluation. BMS students are given projects in each semester in their specialization subject so that they get experience of practical aspect of their subject. At PG level, M.Com. Students also prepared projects in accountancy subject. B.M.S. students have prepared projects dealing with Management, Finance, HRM, Marketing etc. They have submitted round about 34 projects.

Research is the basic need of the education. Research Methodology and statistical tools are introduced at UG as well as PG level. In B.A. Part-III, Quantitative Technique is used in the paper of economics specialization. In this paper, Mathematics and Statistics are taught and application of Mathematics and Statistics is done. In B.A. Part-III Sociology, basic concept of Statistics is also taught as a part of the subject Research Methodology.

6.3.3 Examination and Evaluation

In the year 2009-10, the university introduced semester system to the first year course. Students' evaluation as well as result was prepared on the basis of grade, grade point and average grade point. Even in the year 2010-11, semester system will be introduced at the second year level. Seven point grade systems were introduced in the year 2009-10. The Examination Department of the college organized a workshop entitled Evaluation and Question Framing on March 23, 2009 in which Shri Manhar Thakar, Shri Ajay Pandya, Shri Jagdish Ramanuj, Shri Jagdish Joshi and Shri Prafullaben Vora participated as resource-persons. Similarly, the Exam Department organized a seminar on Exam Reforms on January, 9, 2010 in which Dr. R.G. Kothari, Dr. Dipti Oza and Dr. Purna Shelat participated as resource-persons.

6.3.4 Research and Development

An alumni student of Political Science Department working as a visiting faculty in the college Shree Devalben Bhatt has continued her Ph D work on 'Role of Women Corporators in Bhavnagar Municipal Corporation'

Besides, teachers encourage students for research work. In BMS faculty, teachers give project work to students that include industrial visit, data collection, analysis etc.

| Sr. No. | Name of Dept. | Title of the Research Work |
|---------|-------------------|---|
| 1 | Gujarati | Female sensitivity in novels of Shree Pnnalal Patel in reference to Literature |
| 2 | Hindi | Problems of the old age in reference to the novels of Giliguddu |
| 3. | Sanskrit | Family system as reflected in the social vision of the plays of Kalidas |
| 4 | Economics | Rural, economic, social survey |
| 5 | Political Science | Views regarding Reservation for women in Parliament and Legislative Assembly |
| 6 | Social Science | Opinions and suggestions of UG level students regarding work system and future development of the college |
| 7 | Music | Measurement of students' aptitude towards Music |
| 8 | Geography | Evaluation test regarding place and Composition of Mudavran' |
| 9 | Commerce | Awareness of students regarding bank Dealing |
| 10 | Computer | Computer Awareness |

| Sr. No. | Name of Teacher | Title of the Research Work |
|---------|--|---|
| 1 | Dr Jagrutiben Pandya | Ph D thesis submitted on 'The Mythological Sun' to Saurashtra Uni |
| 2 | Dr Shreedeviben Dave Dr Smitaben Parmar | Research Paper presented on 'Impact of Global slow-down on Industrial Sector of the Indian Economy' at Dhulia |
| 3 | Shree Geetaben Acharya | Research Paper presented on 'Uttar Shati Ka Hindi Sahitya' at Dhulia in National level seminar |
| 4 | Dr I V Barevadia | Research Papers prepared on 'The Socio-Economic Condition of the Old Living in the Home for the Aged and 'Social Condition of Woman Coolies Working at the Railway Station' |

6.3.5 Library, ICT and physical infrastructure / instrumentation

The library of the college catered to the needs of the students in connection to reading. It provided the students with reference books of the syllabus, books for extra reading, magazines, periodicals etc. The library gave services to the students as follows:

- 1) Due to the introduction of the semester system, Book Bank section of the library gave books to the students twice in a year.
- 2) Exhibitions of reference books were arranged so that students could use these books properly.
- 3) CDs and DVDs were issued to teachers and office staff.
- 4) Books were also given to alumni students of our college.
- 5) By the end of the year, the files of annual exam papers were prepared and teachers could take these files home.
- 6) Sometimes, if the addition of a particular book was not available in the market, the Library got the text of the book Xeroxed for the students.

6.3.6 Human Resource Management

The institute organizes training and development programs for the teachers as well as office staff.

6.3.7 Faculty and Staff recruitment

Our teaching faculty and office staff are made of grant-in-aid and self-financed. The recruitment of the former is done as per government and UGC rules and regulations. However, no recruitment has been done for the last four years in grant-in-aid staff. The recruitment of the Self-Finance staff is done at the local level by the principal and the management.

Neither new teachers nor officers were recruited in Grant-in-aid staff during the academic year. However, Mr. H.N. Devluk who had been declared surplus earlier was recalled and Shri J.K. Pandya was placed as surplus teacher in the college staff by the state government. In the self-finance staff, Shri Kajal Gandhi, Shri Chhaya Joshi and Shri Shilpa Trivedi were appointed in Computer Department whereas Shri Seema Patel was appointed in Commerce Department. The college also appointed Shri Jayshree Sankaliya as a Library Assistant. Besides, Shri Jigna Mankad was promoted as Administrative Officer in the administrative staff.

6.3.8 Industry Interaction / Collaboration

The college has linkages with other 60 institutes as follows:

| A. Category Wise | | | B. Place Wise | | |
|------------------|-------------------|-----------|---------------|-----------------------|-----------|
| 1 | Governmental | 10 | 1 | Local/ District Level | 35 |
| 2 | Semi Governmental | 11 | 2 | State Level | 16 |
| 3 | Private | 21 | 3 | National Level | 05 |
| 4 | Educational | 18 | 4 | International Level | 04 |
| Total | | 60 | Total | | 60 |

6.3.9 Admission of Students

In the beginning of every academic year, the students are given admissions in the first year on the first-come-first basis.

6.4 Welfare schemes for

| | |
|--------------|---|
| Teaching | - |
| Non teaching | - |
| Students | 1) Bakshi panch (OBC) 2) SC 3) ST 4) Seva Samiti 5) Donors |

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) have been done?

| Audit Type | External | | Internal | |
|----------------|----------|--------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | - | Yes | IQAC |
| Administrative | No | - | Yes | IQAC |

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

For UG Programmes Yes No

For PG Programmes Yes No

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

From time to time, the university calls our teachers who are in board of studies and other statutory bodies and gives instructions regarding Examination Reforms.

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

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6.11 Activities and support from the Alumni Association

Four alumni students participated in the College Day Cultural Event held on 5.2.2010. 'Sanskrit', Gujarati Writers' Association, and Saurashtra Samachar together organized Instant Writing Competition in which total one hundred and thirty five students participated enthusiastically on 7.3.2010.

6.12 Activities and support from the Parent – Teacher Association

The college convened the meeting of the parent-teacher association with the purpose of developing versatile personality of the students and their efficiency of expression along with academic progression. Majority of the parents or guardians participated in this meeting. It was explained how parents' suggestions were implemented and how the institute does co-curricular activities like NCC, NSS, etc. The suggestions were also welcomed from the parents who expressed their satisfaction with the activities of the Parent-Teacher Association.

6.13 Development programmes for support staff

Apart from thinking about the development of the students and teachers of the college, development programs for non-teaching staff are also organized by the college so that the efficiency of the employees could be increased. The college arranged two programs this year. The first development programs were on 'How to Give Best Performance at Work Place?' The entire office staff participated in this program. Work plan suitable to the target was discussed in this program and such a work plan should be prepared when, how, for whom, where and why were discussed. In the beginning of the program, the concept of target oriented work plan was clarified. Moreover, the points of effective communication and leadership were discussed in the program and the discussion included the sub points like oral and written communication through which good relationship could be developed with the stakeholders. The office staff was made aware of their responsibility as an ambassador of the institute. There was also the discussion regarding use of ICT to reduce the burden of work. It included use of email, SMS, internet and so on. The emphasis was given on team work and on the spirit of the office bearers. The office staff was told to accept the challenge to undertake the task and to learn through trial and error.

The second development program for non-teaching staff was entitled 'Necessity of Time Management' in which the participants were told to classify their work under four categories as follows:

1. Very Important Work
2. Important Work
3. Routine Work
4. Work to be done when there is time

In the program, the employees were told to maintain the diary daily and do the follow up work. They were also told to change their work style. The resource person of the program suggested to do effective work distribution and to prevent repetition of work. The employees were also given the tips to avoid unnecessary dialogue among themselves and to avoid unnecessary writing.

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

Every year, the NSS unit of the college organizes programs like cleanliness of the campus, cleanliness of the college building, tree plantation etc. The NSS students take care of the planted trees by watering them regularly. Besides, in the campus dustbins have been installed to keep the campus neat and clean. There is also the provision for disposal of dirty water in the campus. From time to time, the garbage is taken away so that the campus area may not be polluted.

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.

- B.M.S students gave PowerPoint presentations and submitted 34 projects
- Research methodology and static tools are introduced to P.G students

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

- The College organized faculty development programs such as public dealing ,report writing and internal audit training based on ISO.
- Student feedback was introduced.
- A committee of seven streams of Swarnim Gujarat was revised

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

- Appointments of three vice principals for administration, exam and academic meters were done and there by Decentralization of authority were done.
- The university introduces semester system with a new syllabus at B.A / B.Com –I level.

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

7.4 Contribution to environmental awareness / protection

- A one day camp for cleaning the college building.
- A one day camp for cleaning the college campus.
- Tree plantation in college campus.
- In N.S.S camp at Bhakhal village, cleaning the village, roads and graveyard.

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 college achieved ISO 9001 -2008 certificate in the first term.
- Reaccreditation of the college was done by NAAC Peer Team and the certificate was conferred.

8. Plans of institution for next year

- To develop reading skill of the students
- To convert the local placement cell of the college in to Udisha Club with the cooperation of Gujarat Government

Name HITESH N DEVLUK

Name Dr.SHREEDEVI D DAVE

Hitesh Devluk.

Signature of the Coordinator, IQAC



Dr. Shree Devi D Dave

Signature of the Chairperson, IQAC

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