

## 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.SHREEDEVI D DAVE

Tel. No. with STD Code:

0278-2203180

Mobile:

919427323056

Name of the IQAC Co-ordinator:

SHREE H.N.DEVLUK

Mobile:

919724337071

IQAC e-mail address:

gandhimahilacollege@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

GJCOGN10569

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/51/RAR/37 dated 31-12-2009

1.5 Website address:

www.gandhimahilacollege.org

Web-link of the AQAR:

http:// www.gandhimahilacollege.org/AQAR2009-10.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 <sup>st</sup> Cycle	B <sup>++</sup>	81.55	2004	2009
2	2 <sup>nd</sup> Cycle	B	2.72	2009	2014
3	3 <sup>rd</sup> Cycle			2015	
4	4 <sup>th</sup> Cycle				

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

10/06/2004

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

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

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	13
2.2 No. of Administrative/Technical staff	02 + 02
2.3 No. of students	02
2.4 No. of Management representatives	02
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	-
2.7 No. of Employers/ Industrialists	09
2.8 No. of other External Experts	-
2.9 Total No. of members	31
2.10 No. of IQAC meetings held :	4

2.11 No. of meetings with various stakeholders:	No.	1	Faculty	2
	Non-Teaching Staff	2	Students	
	Alumni	1	Others	1

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

Quality Education

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). To offer Scope –Cambridge ESOL (English Language classes) to students under employment exchange scheme. 2). To organize seminar for teachers. 3). To arrange Guest lectures and workshops for the teaching faculties. 4). To stress research work among teachers 5). To introduce feedback form to students in connection to the Model students charter.	1). Two batches of students were registered under employment exchange scheme. 2). The exam department organized three workshops to orient the teachers on question banks; exam reforms and a seminar on comprehensive formal evaluation were arranged. 3). Total 30 seminars were organized department wise. 4). Round about 8 teachers submitted their research papers to the college. 5). Feedback forms given to students and the same were received from them after they filled up them.

\* 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

- 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				
Others				
<b>Total</b>	02		03	
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.

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

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## 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
-	14	-	-	-	-	-	-	-	14

2.4 No. of Guest and Visiting faculty and Temporary faculty

10 BMS      22     

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			21
Presented papers			
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
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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, Photocopy
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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		
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2.10 Average percentage of attendance of students

80%
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### 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	246	1.22	13.41	44.31	-	13.41
B.COM.III	168	1.20	19.05	44.64	-	11.31
BMS III SEM VI	31	-	3.23	93.55	-	3.23
M.COM II SEM IV	42	14.29	45.24	9.52	-	-
M.A II SEM IV	69	1.45	40.58	33.33	-	5.80

### 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	01 UDC
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	02 KCG
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	10	-	13
Technical Staff	21	14	-	32

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Social Research method in the in the syllabus of social science introduced.
- Sociology of health also added as a new paper in the syllabus.
- In economics the papers of Social Research method and statistics were added.
- Teachers were asked to submit research papers.

#### 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	-	-	08 Teachers submitted their research papers in the college.
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
-	-	-	-	-	-	-

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	100	State level	100
National level	07	International level	-

3.23 No. of Awards won in NSS:

University level	-	State level	07
National level	02	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	26
National level	04	International level	-

3.25 No. of Extension activities organized

University forum	15	College forum	226		
NCC	75	NSS	49	Any other	02

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

- “Udisha Placement Cell” conducted placement and job oriented programme.
- In order to achieve quality in the Education, the college followed the system of interdisciplinary approach.
- The college got recognition of ISO 9001 -2008.
- Students have improved their results and responsibilities through the medium of students’ charter.
- Educational tours organized for the students from the grant received under 11<sup>th</sup> plan of UGC.
- Adult and continuing education department organized 38 programmes and gave opportunities to the students studied in the past to teach at UG level in the college and those alumni students are appointed as visiting faculties for various subjects.

## 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.	-	01	UNION	01
Value of the equipment purchased during the year (Rs. in Lakhs)	-	2,49,900	UNION	2,49,900
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, State Government have been computerized.
- All the works of administration is done through computer. Even when admissions are given to students, the computer is used optimally. Besides, examination is given to students by using computer to prepare question papers, results, mark sheets etc.
- Computers were installed to enrich our college library.
- Both teachers and students could take CDs and DVDs home.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	74415	43,496,01	872	2,24,820	75287	45,744,21
Reference Books						
e-Books						
Journals	69	11970	03	1240	72	13210
e-Journals						
Digital Database	Soul Software					
CD & Video	552	45053	49	-	601	45053
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	47	01	11	-	-	-	-	-
Added	-	-	-	-	-	-	-	-
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.)

- As per the strictures of Gujarat Government, the college has spared one room for Bi-sag, in which we have installed one TV set, two channel setup boxes, one computer, two webcam, two headphones etc. From time to time, when Bi-sag programs are relayed by the state government on television, our teachers not only watch them but also involved in two-way-communication. We purchased 03 LCD projectors for classroom teaching this year. We also purchased one Finger Tec Machine installed exactly opposite the principal's chamber to register attendance of the staff.
- Vocational student's training was given to 35 BMS students, 163 B.com students and one Web Designing Workshop was organized by the computer department of the college.
- Similarly, 104 B.Com students and 35 BMS students were trained in Basics of Internet.
- One internet workshop was organized for 20 teachers.



4.6 Amount spent on maintenance in lakhs:

i) ICT	-
ii) Campus Infrastructure and facilities	-
iii) Equipments	-
iv) Others	-
<b>Total:</b>	-

## **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

- Development of various skills of students through Co-curricular activities.
- Our college confers prizes, scholarships and awards to the students whose performance is outstanding .Regular classes and guidance lectures are arranged for competitive exams and books are given for the same. Udaya Club of the college works for SC, ST and OBC students whereas Udisha Club works for self employment awareness

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1415	313		

(b) No. of students outside the state

(c) No. of international students

Men

No	%
-	

Women

No	%
1728	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1088	82	64	440	04	1678	1080	73	63	507	05	1728

Demand ratio

Dropout % : 17.81

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

- Various short term computer course during vacation period.
- Classes of SCOPE are conducted.

No. of students beneficiaries

348

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

- Latent potential of the students is extracted through counseling.
- Social problems of the students are also solved through counseling.
- Guidance is provided for the carrier building of the students.

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
04	240	-	-

5.8 Details of gender sensitization programmes

- Camp on Legal Matters.
- Women’s Day celebration.

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	35	30,340
Financial support from government- SC,ST,OBC	450	9,65,297
Financial support from other sources- Donor	34	51000
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

<p><b>Vision:-</b></p> <p>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.</p> <p><b>Mission:-</b></p> <p>We are striving to develop a model institute of higher studies for women in various fields. For this, we have</p> <ul style="list-style-type: none"> <li>• To employ and retain dedicated and learned teachers of high morale;</li> <li>• To establish transparent administration;</li> <li>• To add continually new branches/subjects, vocational courses and promote various co-curricular activities.</li> <li>• To build adequate infrastructural facilities;</li> <li>• To establish world-class management system;</li> <li>• To comply related requirements in spirit;</li> <li>• To improve continually in all aspects</li> </ul>
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## 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

As per UGC guideline, we introduced two subjects in foundation course. They were Environmental Studies and Personality Development at B.A.-I Sem.-II level whereas at B.A.-II Sem.-III level, paper of Current Social Issues was introduced.

UGC emphasizes very much on research work. In reference to this, we introduced Social Research Method in the syllabus of Social Science. Similarly, Sociology of Health was also added as a new paper in the syllabus. Even in Economics, the papers of Social Research Method and Statistics were added.

### 6.3.2 Teaching and Learning

In the year 2010-11 BMS students of our college visited the industries as follows:

No.	Date	Name of the Industries	Beneficiaries
1	10.07.2010	Atop Foods Pvt. Ltd.	74
2	10.07.2010	Ajanta Limited	74
3	10.07.2011	Sona Ceramic	74
4	17.08.2010	Gujarat Cooperative Milk Marketing	78
5	11.12.2010	Nirma Pvt. Ltd.	73
6	18.12.2010	G.P. Manglani Foods Pvt. Ltd.	71
7	20.12.2010	Siddhi India Pvt. Ltd.	75

### 6.3.3 Examination and Evaluation

The Exam Department of the college organized a workshop entitled Exam Reforms: Question Bank on July 13, 2010 in which Dr. R.G. Kothari, Dr. Dipti Oza and Dr. Perna Shelat participated as resource-persons. Again on September 25, 2010 the workshop on Exam Reforms was organized in which Dr. Chandrakant Bhogayata, Dr. Jayant Vyas and Dr. Prafulla Vora participated as resource-persons. On December 24, 2010 a seminar was organized under the title Exam Reforms: Comprehensive and Formatting Evaluation. Dr. Leena Deshpande presided over the sessions of the seminar.

#### 6.3.4 Research and Development

Our teachers give research guidance to students doing Ph.D. or other research. The teachers give guidance to the students of other than our institute doing B.B.A., M.B.A., M.C.A. B.Ed., M.Phil, and also for GPSC UPSC presentation. B.M.S. department of our college gives project work to our students. The students learn the process of data collection, data analysis etc.

Sr. No.	Name of Teacher	Title of the Research Work
1	Dr. I.V. Barevadia	Social Problems of Married Women working in Educational Institutes of Bhavnagar
2	Dr. C.S. Lavri	Process of social change and urbanization on marginal village of Bhavnagar – Sociological Approach to village Nari.
3	Shri I.M. Rajpura	Awareness of family planning among women of Village Rua.
4	Dr. S.P. Parmar	Foreign Direct Investment and Economic Development
5	Shri G.M. Acharya	Hindi Ki Upbhashae or Visheshtae
6	Shri L.A. Rajabali	Women's Problems, Post and Present
7	Shri V.H. Trivedi	Comparative Study of Khyal and Dhrupad Gayaki
8	Shri V.B. Parmar	Assessment of Students' Knowledge of Language

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Various improvements made in the services provided by the library to the students are as follows:

- 1) Computers were installed to enrich our college library.
- 2) The library purchased the books of General Knowledge, UGC, NET, SLET, Banking and Railway examinations so that students could update themselves with new knowledge.
- 3) Our teachers could take Question Paper files home.
- 4) Both teachers and students could take CDs and DVDs home.
- 5) Book exhibition was arranged under 'Vanche Gujarat' during NSS camp at Thordi and nearby rural areas.
- 6) Reference books were given to teachers as well as students for one day.
- 7) The magazines that were not bound were sent to District Jail or distributed among students.
- 8) Membership of library was given to PG students and outside students also.
- 9) The students were provided with standard dictionaries.

### 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

The College has linkages with other 60 institutions already mentioned in the report of IQAC for the year 2009-10 and 10 institutes added in the year 2010-11.

Further details regarding linkages done at local, state, national and international level are given below:

Sr. No.	Name of Institute	Local Level	State Level	National Level	International Level
1	M.S. University of Baroda		✓		
2	Shamladas Arts College, Bhavnagar	✓			
3	District Library, Bhavnagar	✓			
4	Somnath Sanskrit Uni., Somnath		✓		
5	Sanskrit Bharti, Ahmadabad		✓		
6	Nirma Institute, Bhavnagar	✓			
7	Naheru Yuva Kendra, Gandhinagar		✓		
8	Gujarat Rajya Sangeet Academy, Gujarat Rajya		✓		
9	Dipak chawk Nagar Primary School, Bhavnagar	✓			
10	District Court, Bhavnagar	✓			
11	Bhavnagar Jilla Kanuni SevaSata Mandal, Bhavnagar	✓			
12	Gram Panchayat Thordi, Dist. Bhavnagar	✓			
13	Prohibition Department Bhavnagar	✓			
14	Vikas Vartul Trust, Bhavnagar	✓			
15	Ramkrishna Mission, (Bhavnagar Branch)	✓		✓	
16	Shishuvihar Sanstha, Bhavnagar	✓			
17	Bruhad Gujarat Sanskrut Parishad, Ahmadabad		✓		
18	SCOPE, Cambridge, ESOL Gujarat				✓
19	TMPL, Ahmadabad		✓		

20	Bhavnagar Mahila Mandal,Bhavangar	✓			
21	Bhavnagar Maha Seva Sadan, Bhavnagar	✓			
22	Mahila Mandal, Vidhyanagar,Bhavnagar	✓			
23	Post Office, Bhavnagar	✓			
24	Brahmakumari Sanstha,Bhavnagar	✓			✓
25	Forum of Free Enterprise,Mumbai			✓	
26	Bahuchraji College S.N.D.T.affiliated, Bahuchraji		✓		
27	Sabarmati Ashram, Ahmadabad		✓		
28	Lothal, Dholka, Ahemdabad		✓		
29	Akshardham Mandir,Gandhinagar		✓		
30	Excel Crop Care Ltd.,Bhavnagar	✓			
31	Balaji Wafers, Rajkot		✓		
32	Andh Udhyog Shala,Bhavnagar	✓			
33	Vruddhshram Trust,Bhavnagar	✓			
34	Bhavnagar Blood Bank,Bhavnagar	✓			
35	B Division Police Station,Bhavnagar	✓			
36	Knowledge of Consortium Gujarat		✓		
37	Shri Santshrey Education Trust, Bhavnagar	✓			
38	Bhavnagar Jilla Panchayat,Bhavnagar	✓			
39	Bhavnagar Taluka Panchayat,Bhavnagar	✓			
40	Vivekanand Training & Research Center, Bhavnagar	✓			
41	INFLIBNET, Ahemdabad		✓		
42	C.R. Bhatt Center, Bhavnagar	✓			
52	IMA, Ahemdabad		✓		
53	City Mamalatdar Kacheri,Bhavnagar	✓			
54	Gujarati Writer Association,Divya Bhaskar Group		✓		
55	Gujarat Political ScienceAssociation, Ahemdabad		✓		
56	ICDS Kacheri, Bhavnagar	✓			
57	M.R. Sheth Mahila Arts &Commerce College, Navsari		✓		
58	Dena Bank, Bhavnagar	✓			
59	Explora Design School,Bhavnagar	✓			
60	IIHT, Bhavnagar	✓			
61	GMDC, Bhavnagar		✓		
62	Majiraj Girls High School, Bhavnagar	✓			
63	Mahalaxmi Girls High School, Bhavnagar	✓			
64	Kachchh Uni., Kachchh		✓		
65	Veer Narmad Uni., Surat		✓		
66	Indian Red Cross Society			✓	
67	Chetna Sanstha, Ahemdabad		✓		
68	Samrpan Dhyan Kendra,Bhavnagar	✓			
69	Akashwani, Rajkot		✓		
70	Bhavnagar Jilla Jail,Bhavnagar	✓			



### 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
<b>Total</b>		<b>60</b>		<b>Total</b>	<b>60</b>

### 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) has 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

Alumni students of the college meet from time to time in the association entitled 'Sanskrit'. This association arranged various programs to contribute to the development of the college. The members of 'Sanskrit' have also managed to keep in contact with one another through Face Book on internet. The programs organized during the year are as follows:

Sr. No.	Date	Program
1	30.04.2010	Mashal Rally on Swarnim Gujarat Celebration and Gujarat State Establishment Day
2	01.05.2010	Prabhat Feri on Gujarat State Establishment Day And Swarnim Gujarat Sankalp Program.
3	27.07.2010	Vanche Gujarat Book Interaction Program
4	10.08.2010	Members of Sanskrit played the role of Judge in Vanche Gujarat Competition
5	29.08.2010	Introduction of Classical literature to the trainees of Multi-purpose Women Welfare Center
6	Sept., 2010	Under Vanche Gujarat Program the Floating Book Vyangistan written by Smt. Pratibha Thakkar was introduced.

#### 6.12 Activities and support from the Parent – Teacher Association

The Parent-Teacher Association's meeting was held on September 18, 2010 in which the introduction of the institute was given and then the information regarding co-curricular activities of the college is given to the parents. In the meeting, the discussion was done on employment oriented guidance. The parents were informed that ours was the only college that had got ISO and Re accreditation certificate of NAAC in Gujarat State.

#### 6.13 Development programmes for support staff

The college continued arranging development programs for the non-teaching staff. This year, one training program was organized for the office staff regarding 'Effective Student Dealing' in which minute details connected to student dealing were discussed. The employees were told to give fix time for issuing certificates to the students and this time should be intimated to the students through notice board. Student Dealing was also done through the use of email and SMS. The concept of paperless administration was clarified to the office staff. The guidelines regarding the procedure of scholarship, admission and university dealing were given in this program.

The second development program was entitled 'Effective Record Management' in which the points like orderly filing, computer back up, old record registers classified under exam affiliation, staffing, dead stock, UGC and state government grant, institutional activities were included. Moreover, the discussion regarding ISO and office administration was also done in this program.

The college invited the expert trainers from the Management like Shree Pradipsinh Gohil, Shree Sureshbhai Buch and Shree Dhirenbhai Vaishnav for the development programs.

#### 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.

- As per UGC guideline, the topics like Environmental study and personality development were taught at BA I Semester II level.
- The College organized six seminars to achieve the objective of quality in education .The topics covered up were framing question banks, methods of education ,preparing MCQS ,CBCS etc.
- The College organized development programmes for the teaching staff.

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

- Under 11<sup>th</sup> plan of UGC, the college organized 53 seminars and workshops.
- Students were informed about the rules and their responsibilities through the medium of students' charter.
- Under Swarnim Gujarat scheme of Gujarat Government, the college organized various competitions.

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

- The college formed out 65 comities and 15 departments to achieve the objective of quality in education.
- For value education, the Sub center of Pita Brahmakumari Ishwariya Vishwa Vidhyalaya made 500 students fill up forms of value books.

***\*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)

- Scope-Cambridge ESOL (English Language Classes) for students under employment exchange program.
- Five programs for faculty development such as computer teaching, radio script writing, Effective writing, Public speaking etc.
- The College organized 28 workshops and seminars.
- Eight teachers submitted research papers to the college.


**8. Plans of institution for next year**

- To adopt modern technology in teaching and learning.
- To take steps for the progression of the institute.

Name HITESH N DEVLUK Name Dr.SHREEDEVI D DAVE

Hitesh Devluk. Dr. Shreedevi D Dave

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

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**I/C. Principal**  
**Smt. N.C. Gandhi & B.V. Gandhi**  
**Mahila Arts & Commerce College**  
**Bhavnagar-364001.**