

**B. J. Vanijya Mahavidyalaya
Vallabh Vidyanagar**

**The Annual Quality Assurance
Report (AQAR) of the IQAC**

2016-17

The Annual Quality Assurance Report (AQAR) of the IQAC

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. **2016-2017**

Part – A

AQAR for the year (*for example 2013-14*)

2016-17

1. Details of the Institution

1.1 Name of the Institution

BHIKHABHAI JIVABHAI VANIJYA MAHAVIDYALAYA

1.2 Address Line 1

OPP. SHASTRI MAIDAN

Address Line 2

NANA BAZAR

City/Town

VALLABH VIDYANAGAR,
ANAND

State

GUJARAT

Pin Code

388120

Institution e-mail address

bjvm_vvnagar@yahoo.com

Contact Nos.

02692-230145

02692-230900

Name of the Head of the Institution:

Dr. Ketaki P. Sheth

Tel. No. with STD Code:

02692-230145

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

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

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.79	2008	2013
2	2 nd Cycle	B	2.62	2015	2020
3	3 rd Cycle				
4	4 th Cycle				

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

27/07/2015

1.8 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 for the year 2015-16 (06/10/2016)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1. VOCATIONAL COURSES: A. ADVERTISING SALES PROMOTION AND SALES MANAGEMENT B. TAX PROCEDURE AND PRACTICE 2. ADD ON COURSES: A. DIPLOMA IN E-COMMERCE B. DIPLOMA IN COMMUNICATIVE ENGLISH 3. CERTIFICATE COURSE IN ENGLISH 4. SCOPE 5. DEL

1.11 Name of the Affiliating University (*for the Colleges*)

SARDAR PATEL UNIVERSITY

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

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence

NA

UGC-CPE

NA

DST Star Scheme

NA

UGC-CE

NA

UGC-Special Assistance Programme

NA

DST-FIST

NA

UGC-Innovative PG programmes

NA

Any other (*Specify*)

NA

UGC-COP Programmes

NA

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
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="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	03 (THREE)
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="03"/> Faculty <input type="text" value="02"/>
Non-Teaching Staff	<input type="text" value="01"/>
Students	<input type="text"/>
Alumni	<input type="text"/>
Others	<input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, mention the amount	<input type="text" value="Rs.3,00,000"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="---"/> International <input type="text" value="---"/> National <input type="text" value="---"/> State <input type="text" value="---"/> Institution Level <input type="text" value="---"/>
(ii) Themes	<input type="text" value="----"/>
2.14 Significant Activities and contributions made by IQAC	
	<input type="text" value="1. REMEDIAL COACHING CLASSES
2. WOMEN EMPOWERMENT PROGRAMME
3. YOGA TRAINING PROGRAMME AND YOGA DAY CELEBRATION
4. PERSONALITY DEVELOPMENT PROGRAMME"/>

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. EMPHASIS ON TEACHING AND ATTENDANCE	1. OBSERVED THUMB MACHINE REPORT
2. RESEARCH	2. SIX PROPOSALS for Seminars SENT TO UGC
3. INNOVATIVE PRACTICES	3. STUDENT'S GRIEVANCES REDRESSAL CELL

* 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

- | |
|---|
| <ol style="list-style-type: none">1. THREE IQAC MEETINGS HELD DURING THE YEAR2. FOLLOW-UP MADE REGULARLY3. PROGRESS OBSERVED WITH AIMING AT NEW HEIGHTS |
|---|

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	NA	NA	NA	NA
PG	01	NA	01	NA
UG	02	NA	NA	NA
PG Diploma	01	NA	01	NA
Advanced Diploma	NA	NA	NA	NA
Diploma	01	NA	01	NA
Certificate	01	NA	01	NA
Others(Add-on Courses)	02	NA	02	NA
Total	08	NA	06	NA
Interdisciplinary	NA	NA	NA	NA
Innovative	NA		NA	NA

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

Pattern	Number of programmes
Semester	07
Trimester	NA
Annual	01

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(Annexure-01)*

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

NA

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

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	20	12	NO	NO	08 (ADHYAPAK SAHAYAK)

2.2 No. of permanent faculty with Ph.D. 09

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
	--	--	--	--	--	--	-	--	-	--

2.4 No. of Guest and Visiting faculty and Temporary faculty 24 01 02

2.5 Faculty participation in Seminar, Workshop, conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	10	03
Presented papers	12	25	03
Resource Persons	01	01	03

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

1. ICT BASED TEACHING
2. ASSIGNMENTS

2.7 Total No. of actual teaching days during this academic year 204

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 09 09 NA

2.10 Average percentage of attendance of students 80%

2.11 Course/Programme wise distribution of pass percentage :March April 2017

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	Total CL	Pass %
FYBBA	46	02	12	09	23	50
SYBBA	46	04	10	19	33	71.74
TYBBA	36	08	19	04	31	86.11
FYBCOM	296	36	74	41	151	51.35
SYBCOM	258	53	71	35	159	61.62
TYBCOM	253	3	19	62	84	54.94
MCom II	68	36	26	02	64	94.12
MCom-IV	65	23	23	18	64	98.46

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

EVALUATION OF RESULTS, EVALUATION OF REGULARITY, ORIENTATION OF NEW TEACHING TECHNIQUES, GUIDING AND PROMOTING CO-CURRICULAR ACTIVITES, ACTIVE PARTICIPATION OF FACULTIES IN SEMINARS, CONFERENCES, WORKSHOPS, FDP, ETC.

2.13 Initiatives undertaken towards faculty development YES

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
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.	07
Others	01

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	03	03	-	03
Technical Staff	03	-	01	-

Criterion – III

3. Research, Consultancy and Extension

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

- | |
|--|
| <ol style="list-style-type: none">1. Formation of Research Committee2. Preparation of Subject-wise Conference/workshop/seminar Proposals3. Preparation of Minor and Major Research Proposals |
|--|

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	--	--	02	--
Outlay in Rs. Lakhs	--	--	Rs. 3 Lakhs	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	16	02
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	--	--
Chapters in book	--	01	04

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	2015	UGC	Rs. 3 Lakhs	--
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			Rs.3 Lakhs	

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	--	--	--	--	--
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 State level
 National level International level

3.23 No. of Awards won in NSS:
 University level State level
 National level International level

3.24 No. of Awards won in NCC:
 University level State level
 National level International level

3.25 No. of Extension activities organized
 University forum College forum
 NCC NSS Any other

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

- BLOOD DONATION CAMP
- SWACHHATA ABHIYAN UNDER SWACHH BHARAT MISSION
- SANITATION FACILITY SURVEY
- YOGA TRAINING
- TREE PLANTATION
- Road Constructions at adopted village named Shahpur
- HIV /AIDS Awareness programmes.
- Digital Banking
- Literacy programme
- Thalassaemia screening programme
- Puls polio drive at slum area anand and Bakrol

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	2.224 acre	--	--	2.224 acre
Class rooms	19	--	--	19
Laboratories	02	--	--	02
Seminar Halls	01	--	--	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	06	01	GOG/KCG	07
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	60000	60000
Others	--	--	--	--

4.2 Computerization of administration and library

Partly Computerization of Administration and Library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	34647	10,50,370	64	18985	34691	10,69,355
Reference Books	11699	1,39,762	--	--	11699	1,39,762
e-Books	--	--	--	--	--	--
Journals	70	57468	--	--	70	57468
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	139	--	--	--	139	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	91	03	90	03	125	06	--	12
Added	52	--	--	--	--	--	--	--
Total	143	03	90	03	125	06	--	12

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

Internet Connectivity CCC. MS Office Etc.
--

4.6 Amount spent on maintenance in lakhs :

i) ICT	60000
ii) Campus Infrastructure and facilities	NIL
iii) Equipments	NIL
iv) Others	NIL
Total :	60000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Academic support/tutoring.: Remedial Coaching Classes
- Academic advertisement and counseling.: College Prospectus and Magazine, College Website
- Financial resources advertisement: Alumni Association Fund
- Technology support: wi-fi facilities, well equipped computer labs, Computerized Library
- Career and graduate school planning: Career Counseling Cell, Placement Cell
- Alumni network.: Alumni Meet

5.2 Efforts made by the institution for tracking the progression

1. Conducted Remedial Coaching Classes for B.Com. Course
2. Published College Prospectus and Magazine "Samruddhi"
3. Scholarship Given to needy students
4. Three Technocrats (Permanent Staff) appointed
5. Career Guidance cell take care properly
6. Alumni meeting organized regularly

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	1012	135	--	04

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	02	100		--	==

Last Year 2015-16						This Year 2016-17					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
732	81	128	194	--	1135	703	77	129	22023 9	03	1151

Demand ratio 100% Dropout 7.21%

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

Organised Coaching Classes for Competitive exams: UPSC, GPSC, IBPS, CMAT, etc.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="--"/>	SET/SLET	<input type="text" value="--"/>	GATE	<input type="text" value="--"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input type="text" value="--"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	Others	<input type="text" value="35"/>

5.6 Details of student counselling and career guidance

1. Committee is framed to motivate students and their parents to inform about vocational education, Add-on Courses
2. Counselling of last year students is made about availability various options of higher education
3. Discussing schemes of government for scholarships for higher studies in India and abroad
4. Motivating students by informing various schemes of government for self employment

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
06	75	31	04

5.8 Details of gender sensitization programmes

1. Volunteers Meet
2. A Street Play
3. Orientation Programme
4. Women's Day Celebration
5. Women's Empowerment Awareness Programme

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	21	13,600
Financial support from government	144	9,80,270
Financial support from other sources	26	74,050
Number of students who received International/ National recognitions	01	4200

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 is no any major grievances among students

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To add significantly to our enduring civilization tradition of pioneering excellence in learning, knowledge, enlightenment and self - realization, in a universally relevant context

Mission:

To dedicate ourselves to the perpetuation of our Founders' Vision of providing the infrastructure, facilities, operating conditions and overall environment conducive to the Education of young scholars, along with the desired physical, mental and character building inputs; to firmly renew our commitment of providing value added, globally relevant Education with an emphasis on the Techno - Management domain, to ensure that our scholars fruitfully exercise their knowledge, skills and values in the global perspective.

6.2 Does the Institution has a management Information System

Yes,
Institution has adopted input and output relevant information as well as to manage an institutional decision making effectively

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

6.3.1 Curriculum Development

On the Evaluation and Feedback from the student and teacher members of our college in Board of Studies have made changes in curriculum whenever required.

6.3.2 Teaching and Learning

Teaching – Learning process is supported by projects, Educational tours, wi-fi facilities and CDs

6.3.3 Examination and Evaluation

Transparent Examination process as answer books are shown to the students

6.3.4 Research and Development

Facilities of Computer Lab, Library, free internet, INFLIBNET and journals are available for research activities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Partly Computerised Library with Bar Code System.
- Computer centre with free internet facilities and wi-fi campus
- HRD Lab, Language Lab, Gym Centre, Hostels for Boys and Girls, Playgrounds

6.3.6 Human Resource Management

Different kinds of work/duties assigned to students and staff as per their interest or skill

6.3.7 Faculty and Staff recruitment

6.3.8 Industry Interaction / Collaboration

Regular visit are arranged in various industries for management students during the year

6.3.9 Admission of Students

- Visits of various Higher Secondary Schools for Informing, attracting features of the college.
- Transparent admission process as per reservation policy of the Government and guidelines of Sardar Patel University

6.4 Welfare schemes for

Teaching	Staff Quarter Facilities, Free Treatment of Primary Illness
Non teaching	Staff Quarter Facilities, Free Treatment of Primary Illness
Students	Hostel, Insurance, Scholarship Facilities, Free Treatment of Primary Illness

6.5 Total corpus fund generated

Management provides as per requirement

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	Yes	Management
Administrative	Yes	GOG	Yes	Management

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?

Suggestions are invited by the university to improve the examination system

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

University has conducted workshop to promote autonomy in the affiliated colleges

6.11 Activities and support from the Alumni Association

1. Organized Alumni Meet
2. Provide financial support (Scholarship) to the students
3. Arranged Guest lecture for the students

6.12 Activities and support from the Parent – Teacher Association

1. Organized Parent Meet
2. Career Guidance

6.13 Development programmes for support staff

Conducted ICT Training for support staff

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

1. Tree Plantation
2. Land Scape with lawn
3. Flowering Plants
4. Herbal Plants

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.

- Changed examination pattern of internal evaluation system. Paper style based on university examination pattern.

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

- Formation of sub committees for each criteria of NAAC – RAR
- Full-fledged time table was implemented from the beginning of the academic year
- Internal evaluation examination was conducted as per University examination pattern.

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

1. Remedial Coaching Classes (Annexure : I)
2. Student Feedback & Grievance Redressal Cell (Annexure : II)

****Provide the details in annexure (annexure need to be numbered as i, ii,iii) (Annexure-2-3)***

7.4 Contribution to environmental awareness / protection

1. We Plant trees in and around the college campus with the help of staff and Students
2. CVM supervisory staff and college staff look after and maintain the greenery of the campus
3. Keeping the campus clean dustbins are placed at various places of the campus
4. Organised Environment Awareness Rally in the town.
5. Conducted Environment Awareness Programme
6. Tree plantation in adopted village: Shahpur

7.5 Whether environmental audit was conducted? Yes No

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

1. Dr. Ketaki P. Sheth is appointed as a Principal and She has resumed her duty on First June, 2017 in the Institute.
2. Shri. R. Patel and Smt. P. U. Vyas have retired on 14th June,2017.

8. Plans of institution for next year

1. Improvement and Up-gradation in ICT Facilities
2. Expansion of class room facilities
3. Improvement in Teaching and Learning Methods
4. To organize National Level Conference/seminar sponsored by UGC/ICAR/NAAC/other academic bodies
5. To Establish Student's Senate.
6. To Conduct academic Fairs/Exhibitions by Students

Name: Dr. J.P. PARMAR

Name : SHRI R.M. PATEL

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Annexure I: Analysis of Feedback

1. Curriculum

Detailed syllabus is satisfactory as it is updated syllabus and the course contents are correlated with the degree.

2. Mode of Teaching

Modern teaching aids and technology is utilized for effective teaching in the classroom, however this facility should be provided in all the classes.

3. Infrastructure: Library, Reading Room, Labs and overall cleanliness.

86% students are feeling satisfactory with the existing facilities; however 14% students have suggested that little bit improvement should be made in it.

4. Co-Curricular Activities

All students and parents are highly satisfied with the co-curricular activities organized by the institute.

5. Counselling and Placement

All students and parents are satisfied with the counselling sessions held frequently by the institution. Students and Parents are also satisfied with the campus placement Programmes by the college. However very few students take the benefit of the placement activities, because they want to pursue the higher level studies in India and Abroad.

Annexure : II Best Practices

Title of the Practice: I. Remedial Coaching Classes

- Goal:

The aim is to provide help to the students in their academic progress. This practice is offered free to the students specially for SC/ST/OBC & Minority students. We also facilitate the students of open (general) category.

- The Context:

Our institute is a grant-in-aid institution and students come from rural background so there is great need to support the students financially as well as in education.

- The Practice:

Students are divided into subject-wise batches

- The classes are conducted before college time.
- Students are free to select the subjects of their choice.
- Students are guided by the faculty of the institute.
- Students are benefited in terms of improvement in the results.

- Evidences of Success: Improvement is observed in the results of the students.

- Problem encountered and Resources required:

We have not yet encountered any major problem. But Shortage of faculty members sometimes become hurdle, but any how we overcome it with the services of ad-hoc faculties. Most of students are commuting so they fail to take best possible advantage of the scheme.

Title of the Practice: II Student Feedback & Grievance Redressal Cell

The context

It was felt that a cell to address the grievances of the students was a must to initiate programmes to sustain and to better the quality of services offered to the student community. Students would often come out with complaints regarding the infrastructure or the learning process during interactive sessions in the tutorial classes. The visit of the NAAC peer team also made the college realize the need of a regular interactive mechanism to facilitate the airing and the redressal of grievances. So there was a consensus among the teachers to establish a Grievance Redressal Cell to become aware of the problems faced by students within the college.

Objectives of the practice

Create a platform where students feel free to point out their problems, general drawbacks and limitations

- Get suggestions from students for improvement
- Give students the sense of participation in problem solving
- Clear misunderstandings or false notions
- Restructure policies in the light of grievances

The practice

The Cell meets on the first Thursday of every month in the room no 01 during the noon recess. Each class is represented by two students who have already collected inputs from their classmates. The Principal and two teachers participate in the meetings. The problems put forward by the students are discussed and possible solutions are considered.

A feedback is taken regarding earlier problems and the effectiveness of the solutions. The face-to-face interactions and the immediate answers offered by the faculty have paved the way to a better rapport between students and faculty.

Obstacles faced if any and strategies adopted to overcome them

- Reluctance of the students to disclose all grievances
- Lack of funds to implement some solutions
- Breakdown of some facilities in spite of repair
- Resentment when problems are not immediately solved
- Lack of representation from all classes in spite of repeated reminders

Strategies

A friendly atmosphere is created to put the students at ease. One complaint box is kept, for those who are reluctant to speak out in the meetings. The students are made to understand the financial constraints of

the college due to which large scale infrastructure improvements cannot be taken up. Maintenance workers are engaged to check the working of the various appliances in the college. Reminders are sent to all classes one hour prior to the meeting to ensure maximum participation.

Impact of the practice

The cell has had a positive impact on both the students and the faculty. The Principal gets an opportunity to learn at first hand the views of the students. The faculty is also able to prioritize the needs of the students. On the request of students, a photostat machine have been installed in the office. There is greater student satisfaction when their needs are addressed in a sympathetic way. The fact that they have been able to get their grievances heard is enough to reduce friction.

Resources required

The resources required are sufficient funds and the co-operation of all the stakeholders.

Annexure: IV Academic Calender : 2016-17

OBJECTIVES :

- 1) To ensure fullest utilization of working hours during both the academic terms/semesters consisting of 25/27 weeks each in 2016-17.
- 2) To complete, the syllabi to the utmost satisfaction of the students.
- 3) To emphasize total development of the students by conducting co-curricular activities.
- 4) To make sure that the college achieves 100 % attendance and 100 % results.
- 5) To increase students' participation and thereby, their motivation so as to develop leadership quality in them.
- 6) To make optimum utilization of both material and human resources.

(A) ACADEMIC CALENDER :

1. WEEKS AVAILABLE :

				<u>Weeks</u>
First Semester	13/6/2016	To	22/10/2016	19
Diwali Vacation	24/10/2016	To	12/11/2016	03
<i>Second Semester</i>	<i>5/12/2016</i>	<i>To</i>	<i>25/03/2017</i>	<i>16</i>
Summer Vacation	24/04/2017	To	10/06/2017	07

2. ORIENTATION PROGRAMME :

<i>F.Y.BBA</i>	<i>7/7/2016</i>	<i>THURSDAY</i>
<i>F.Y.B.Com.- (Eng.Med.)</i>	<i>7/7/2016</i>	<i>THURSDAY</i>
<i>F.Y.B.Com.- (Guj. Med.)</i>	<i>8/7/2016</i>	<i>FRIDAY</i>

INTERNAL TEST SCHEDULE (B.Com. & BBA) :

I/III/V Semesters	Internal Examination	23/09/2016 to 03/11/2016
	University Examination	10/10/2016 to 22/10/2016
		15/11/2016 to 13/12/2016
II/IV/VI Semesters	Internal Examination	03/03/2017 to 14/03/2017
	University Examination	27/03/2017 to 25/04/2017

GUEST TALK : Committee will conduct in consultation with Subject Teachers

UNIVERSITY YOUTH FESTIVAL CELEBRATION: 13/10/2016 to 15/10/2016
