Plans of Action for the academic year for year 2019-20 decided in the meeting held on 01/07/2019:

1. To be prepared for NAAC peer team visit.
2. To arrange a mock Peer visit to fill the gaps in the department.
3. To make innovation in evaluation method.
4. To increase/ modify certificate courses, add-on and value added programs as per the demand of job market.
5. To increase student centric activities.
6. To increase the participation of students in green activities.
7. To focus on outcome based education.

ATR appended for the meeting held on 01/07/2019

1. Different committee has been informed and duties have been allotted on NAAC Peer team visit.

NAAC Co ordinators

SR. No	Duty	Name	Mobile no:
1	Logistics & Hotel Management	Prof. Sonal V. Kulkarni	
		Prof. Bharat N. Patel	
		Dr. Girish N. Rana	
		Prof. Kanubhai G. Patel	
		Dr. Mehul Shah	
		Prof. Chirag K. Sidhpuria	
2	Food & dinning	Prof. RudranathZha	
		Prof. Harshad Patel	
		Dr. Rajesh Rana	
		Prof. Hemaben D. Dave	
		Prof. BinduThakor	
		Dr. ZankhanaPrmar	
		Mr. Rahul Patel	
3	Cultural Events	Prof. Sonal V. Kulkarni	

		Prof. Hemaben D. Dave	
		Dr. ZankhanaParmar	
		Prof. Vijaybhai Chaudhary	
		Prof. Megha Joshi	
4	Principal Meeting	Prof. Manish H. Tailor	
		Mr. BrijeshVaghela	
5	Presentation A Group	Prof. NehabenUpadhyay	
		Prof. Kamlesh N. Savaliya	
6	Presentation B Group	Prof. KanubhaiSutariya	
		Dr. Kruti Patel	
7	Presentation Technical Team	Pankajbhai	
		Vatsalbhai	
8	Student's Meet	Dr. Rujuta Gandhi	
		Dr. Ritu Agarwal	
		Prof. Jitendra B. Chaudhri	
		Dr. Punita Patel	
9	Alumni & Parents' Meeting	Prof. Bharatbhai D. Patel	
		Prof. ChhayaNaik	
		Prof. J. B. Vachhani	
		Prof. Narendra Bariya	
		Prof. Chandani Joshi	
10	Meeting with non-teaching Staff	Mr. Champakbhai N. Patel	
		Mr. Ramesh K. Gamit	
11	Exit meeting	Prof. Sonal V. Kulkarni	
		Prof. Niharika Trivedi	
		Prof. Shweta P. Patel	
		Prof. Chandani Joshi	
12. a.	Escort Team A	Dr. Balvant N. Dhimmar	
		Prof. Shweta P. Patel	
12. b.	Escort Team B	Dr. Rustam N. Sadri	
		Dr. Mayank V. Sodha	

2. Mr. Mehul Shah and Dr. MayankSodha have given the duty of handling matter of vocational courses by UGC.
3. Dr. Sejal Desai and Shri Manishbhai Tailor have been given the duty to prepare ISO audit ,NIRF& GSIRF.
4. It has been decided to arrange NSS special camp in Oct, 2019 at Sherdi village, Tal. - Olpad, Dist.-Surat.
5. Inter class and Inter college competition should be arrange in accordance with SAPTDHARA is being decided to arrange from July.

6. Prof. Mehul Shah is given the duty of NET / SLET classes for commerce students.
7. Prof. Chirag Sidhpuriya have been given the duty of placement.
8. Prof. Narendra Bariya has given the duty of conducting Sanskrit GyanPariksha.
9. CS Shweta Patel has been given the duty of internal audit of college.
10. Anuja Patel has been given the duty of certificate course of IIT- Bombay.

The outcome achieved by the end of the year 2019- 20 against the plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement were discussed and noted:

Plan of Action	Achievements
1. Curricular aspects	-Yearly academic plan prepared and implemented.
- To make feedback process more effective.	Few Feedback are not collected timely this year due to COVID -19.
-Students Induction program	- Improve quality of higher education SIP arrange for the newly admitted first year students from 13th july to 20th july2019.
-To increase the programme options available to students in terms of Certificate course.	-To increase the programme options available to students in terms of Certificate course. Value Added Certificate Course: In this year also we have continued with existing certificate courses for Skill Development, C2C, Digital Marketing, Digital India, Value Education and. Instead of certificate course in communication skills, Add-on Certificate Course: Add-on certificate for final year student to enhance life skills through **finishing school** by Knowledge Consortium of Gujarat

	(KCG). Add-on certificate for second year student to enhance e-accounting skills through **TALLY with Smart Anonymous Computer Class.** Add-on online certificatefor all the studentsIntroduction to Computer to enhance computer skill by IIT Bombay Spoken Tutorials. - Educational Visits and Students exchange program arranged for practical exposure of the students.
2. Teaching, learning and evaluation - Admission Online examinations introduced for all year students for MCQ. -	- Admission 1. Online Admission procedures. Admission procedures are well advertised through prospects, website, notice boards, counselling during admission etc. 2. All the seats in Aided/ self finance classes for first year B.Com and PG (MA & MCOM) were filled up in centralised admission process through VNSGU. Online examination& EVALUATION SYSTEM introduced in MCQ.
3. Research consultancy and extension - Support in initializing Quality initiatives	Support in initializing Quality initiatives Organized Guest lecturers / seminars / workshop arrange for teachers and students. -Organized ICSSR Sponsored International Conference-2020 on "Emerging Issue In Development For Future Generation" On 12th & 13th February - Organized FDP on "Indian Financial

	Market" under the Pandit Madan Mohan Malviya National Mission for Teachers and Teaching MHRD,New Delhi in collabration with faculty development center, Sydenham College, Mumbai on 7th March ,2020 to 16th March ,2020.
	-Total 14 national Webinar are organized by college with IQAC.
-Awards and recognition received for extension activities.	- College received Rotary Round Town Trophy for collecting the highest numbers of blood bags Sixteen Times in a row.
	- College received Award for Highest Enrollment in SCOP Exam by Society for Creation of Opportunity through Proficiency in English at KCG on 7th September, 2019
- Effort to make collaborative endeavor impactful.	*FOUR MOUs are signed for students development and employment purpose* -MOU with Mohipuri Technologies Pvt.Ltd.-3/2/2020 -MOU with Jivendra Mehta And Associates,01/06/2019 -MOU with Man &Moneta Experts Pvt. LTD. 01/06/2019 -MOU with DHIRAJ SUPER MARKET 1/06/2019 .
4. Infrastructure and learning outcomes - Up gradation in IT infrastructure	- Up-gradation in IT infrastructure
	1. Google Classroom application is continued.
	2. Continued with WhatsApp group to communicate with students.
	3. MIS AmroliCollege is developed & start

	taking attendance through mobile in class.
-Library up gradation	1. College renovated New Upgrade Library.
- Up gradation in infrastructure	1.College upgraded New Girls Room 2. Water Cooler of Drinking water for students at every floor of the college 3.Constructed Fire Hydrant System and Fire Alarm System
5. Skill oriented program - Students centric activities	1. Seminars and Talks were arranged for overall development of students. 2. Every year regularly College arrange Inter college and Inter class competition under 'Saptdhara' activities Gov. of Gujarat initiative. - NSS. - NCC. -program on IPR -Students Induction program - Career Guidance programme. - placement drive - Gender sensitisation programme.

	- Yoga and meditation for students.
	- Social awareness programme.
	- Environmental awareness programme and Green House has been inaugurated.
	- Health awareness programme.
	- Special Alumni meet arranged.
	- ARRANGE PROGRAM for final year student to enhance life skills through **finishing school** by Knowledge Consortium of Gujarat (KCG).
	- Celebrated sports meet.
6. Student mentoring program	1. Arranged motivational program. 2. Organized seminar on research methodology for PG students to create interest in research. 3. Arranged career guidance, value based and job oriented seminar, placement drive in various field.
7. Governance, leadership and management	1. Maintenance of transparency in admission 2. Third ISO Audit of college has been successfully completed by ISO Authorities*ISO 9001:2015 for QUALITY MANAGEMENT SYSTEM, ISO 14001:2015 for ENVIRONMENTAL MANAGEMENT SYSTEM & OHSAS 18001:2007 for Safety Management.* *3. Applied for NIRF and GSIRF (Gujarat State Institutional Ranking Framework)* *4. College REACCREDITATED BY NAAC IN THIED CYCLE WITH B ++ GRADE WITH 2.94 CGPA OUT OF 4 ONA BY SEVEN POINT SCALE ON SEPT. 9th, 2019.*
8. Environmental awareness	1. Treeplantion. 2.Constructed Fire Hydrant System and Fire Alarm System 3. Capacity of Solar energy plant has been increased. .

9. To involve Alumni	1. Alumni association joins hands with with current students and prepared decorative clay diyas for Diwali for charity of visually disable students. 2. Alumni served their services as judge in different inter college competition organized in college. 3. Official Alumni Association registration process has been initiated.
10. Community extension program.	**College gave guidance & information to students about different welfare schemes of government through Common Service Centre (CSC).** Students help and guide the people in acquiring Aadhar card, PAN Card, applications for passports etc. Filling KYC forms and important documents are done on the campus to assist the community nearby.
11. Best practices	-Babasaheb Ambedkar Open University Center -To motivate students in academics and extra-curricular activities, college organised more than 5 Prize distributions in each semester. -Earn While Learn Scheme. - Chalo aaiye Sapne Sajaiye.

REPORTS OF FEEDBACK ANALYSIS & ACTION TAKEN REPORT ON IT

ACADEMIC YEAR 2019-20

Sr. No.	Feedback / Stakeholder	Analysis	Suggestions	Outcome
1	**Curriculum:** • **Alumni** • **Student**	**(B.com.)** **Sem I:** Out of **123** students… 1. 38% of the students strongly agree while 27% of students agree that syllabus should be update. 34% of students were neutral and 1% was disagree. 2. 87% of students believe that course of curriculum fulfilling their expectations. 3. 83% of students believe that syllabus enhances employability or business skills while 12% of students have neutral opinion on it remaining 5% were disagree on it. **Sem II:** Out of **235** students… 1. 22% of the students strongly agree while 34% of students agree that syllabus should be update. While 40% of students were neutral and 4% were disagree on it. 2. 77% of students believe that course of curriculum fulfilling their expectations. 3. 81% of students believe that syllabus enhances employability or business	Practical based topics should be included. Internship should be included in the curriculum.	Suggestions are communicated to the IQAC & principal for its implementation.

| | | skills while 16% of students have neutral opinion on it and 3% were disagree on it.

Sem III:
Out of **782** students…
  1. 24% of the students strongly agree while 31% of students agree that syllabus should be update. While 41% were neutral and 4% were disagree on it.
  2. 78% of students believe that course of curriculum fulfilling their expectations.
  3. 78% of students believe that syllabus enhances employability or business skills while 15% of students have neutral and 7% were disagree on it.

Sem IV:
Out of **209** students…
  1. 23% of the students strongly agree while 33% of students agree that syllabus should be update. While 44% of students have neutral opinion on it.
  2. 70% of students believe that course of curriculum fulfilling their expectations.
  3. 79% of students believe that syllabus enhances employability or business skills while 18% of students have neutral and 3% were disagree on it.

Sem V:
Out of **571** students… | | |

		1. 26% of the students strongly agree while 33% of students agree that syllabus should be update. While 39% of students have neutral and 2% were disagree on it. 2. 77% of students believe that course of curriculum fulfilling their expectations. 3. 77% of students believe that syllabus enhances employability or business skills while 19% of students have neutral and 4% were disagree on it. **Sem VI:** Out of **41** students… 1. 20% of the students strongly agree while 39% of students agree that syllabus should be update. While 39% of students have good and 2% were disagree on it. 2. 75% of students believe that course of curriculum fulfilling their expectations. 3. 81% of students believe that syllabus enhances employability or business skills while 10% of students have neutral and 9% were disagree on it. **(M.Com.)** **Sem I:** Out of **6** students… 1. 1 student is strongly agree while 1 student is agree and 4 students have good opinion that syllabus should be update.		

| | | 2. 4 students are agree while 2 students have good opinion that course of curriculum fulfilling their expectations.
3. 2 students agree and 4 students have neutral opinion that syllabus enhances employability or business skills.

Sem II:
Out of **6** students…
   1. 1 student is strongly agree and 2 students are agree on that syllabus should be update. While 1 student is neutral and 2 students have good opinion on that syllabus should be update.
   2. 2 students are agree and 3 students have neutral on that course of curriculum fulfilling their expectations. Only 1 student is disagree on it.
   3. 3 students are agree on that syllabus enhances employability or business skills while 3 students have neutral opinion on it.

Sem III:
Out of **9** students…
   1. 2 students strongly agree and 1 student agree on that syllabus should be update. 2 students have neutral and 3 student have good opinion on that syllabus should be update. Only 1 student have disagree on it.
   2. 1 student strongly agree and 3 student agree on | | |

		that course of curriculum fulfilling their expectations.3 students have neutral and 2 students have disagree opinion on that. 3. 1 student strongly agree and 5 student agree on that syllabus enhances employability or business skills while 1 student have neutral and 2 students have disagree opinion on that. **<u>Sem IV:</u>** Out of **2** students… 　1. Both the students strongly agree that syllabus should be update. 　2. Both students believe that course of curriculum fulfilling their expectations. 　3. 1 studentsstrongly agree while 1 student agrees that syllabus enhances employability or business skills. **<u>(B.A.)</u>** **Sem III:** Out of **22** students… 　1. 10 students strongly agree while 6 students agree that syllabus should be update. Remaining 6 students have good opinion on it. 　2. 5 students strongly agree while 16 students agree that course of curriculum fulfilling their expectations. Only 1 has neutral opinion on it. 　3. 6 students strongly agree		

		while 11 students agrees that syllabus enhances employability or business skills while only 5 has neutral opinion on it.		
		Sem V: Out of **8** students…		
		1. 7 students have good while only 1 student have neutral opinion syllabus should be update.		
		2. 2 students strongly agree while 3 students agree that course of curriculum fulfilling their expectations. Only 2 students have neutral and one is disagree on it.		
		3. 1 student strongly agree while 5 students agrees that syllabus enhances employability or business skills while 1 student have neutral and 1 student is disagree on it.		
		Sem VI: Out of **1** student…		
		1. Student is strongly agree that syllabus should be update.		
		2. Student is agree that course of curriculum fulfilling their expectations.		
		3. Student is agree that syllabus enhances employability or business skills.		
		(M.A.)		
		SemI: Out of **4** students …		
		1. 2 students strongly agree while 1 students agrees		

		and other 1 thinks it is good that syllabus should be update. 2. 2 students strongly agree while 2 students agree that course of curriculum fulfilling their expectations. 3. 2 students strongly agree while 2 students agree that syllabus enhances employability or business skills. **Sem II:** Out of **4** students … 1. 2 students strongly agree while 1 student agrees and other 1 thinks it is good that syllabus should be update. 2. 3 students strongly agree while 1 student has neutral opinion on that course of curriculum fulfilling their expectations. 3. 3 students strongly agree while 1 student agrees that syllabus enhances employability or business skills. **Sem III:** Out of **13** students… 1. 2 students strongly agree while 5 students agree that syllabus should be update. Remaining 6 students have neutral opinion on it. 2. 5 students strongly agree while 6 student agrees that course of curriculum fulfilling their expectations.2 students have neutral opinion on		

		it.		
		3. 3 students strongly agree while 8 students agree that syllabus enhances employability or business skills. While 1 has neutral opinion and other one is disagree on it.		
	• **Teacher**	Out of **124** responds… 1. All teachers are agree with credit allocation and depth of the course content. 2. Most of the teachers are agree with syllabus content, syllabus material and timely complementation of course. 3. Syllabus is sufficient to bridge the gap between industry standards/current global scenarios and academics: Out of 124 responses 20 responses were in favor of strongly agree while 102 were in favor of agree and 2 were in favor of uncertain. 4. The pre-requisite courses are appropriate for this course: Out of 124 responses 12 responses were in favor of strongly agree while 104 were in favor of agree and 8 were in favor of uncertain.	Practical or field work Compulsory as an assignment work or marks. Add one more topics on How to become Environmentalists. Cut some portion on natural resources units. There should be only Banking chapter to be taught. Some Banking practical should be introduced. Survey work must be included in demographic methods so students can understand important of topic practically. Project work must be included in testing of hypothesis so students can understand important of topic in research. Recent practical issue to be introduced. Syllabus is lengthy so some topics can be excluded from non-parametric methods.	Suggestions are communicated to the BOS VNSGU, Surat for its implementation.

	• **Parents**	Out of **23** Parents… 1. 30% of the parents were rate the programs based on the comfort of their ward is excellent in coping with the workload while 17% rates it is very good and 35% of the parents were rate it is good and 9% rates it is average remaining 9% rates it is poor. 2. 31% of the parent were rate the outcomes that their ward had achieved from the courses is excellent while 30% rates it is very good and 26% rates it is good and 4% rates it is average remaining 9% rates it is poor. 3. 30% parents were rate the transparency of the evaluation system is excellent in the college while 22% rates it is very good, 35% rates it is good, and 4% rates it is average remaining 9% rates it is poor.	Skill base subject should be include in curriculum	Suggestions are communicated to IQAC & principal for its implementation
	• **Industrialist**	Out of **11** responds… 1. 82% of the companies were says that the subjects are relevant to industry prevailing demand. 2. 6 companies were believes that the subjects are directly applicable to job.	Internship program or vocational training should be include as a part of curriculum.	Suggestions are communicated to the BOS VNSGU, Surat for its implementation.
2	**Exit Student** **College Facility**	Out of **40** students… 1. 7 students were excellently while 23 students were very satisfied with the library	Need to improve in parking facility, canteen facility and water drinking facility.	Suggestions are communicated to the principal for its implementation.

		facilities. Remaining 10 of them is believes that facility of library is average. 2. Majority of the students were believes that the internal evaluation system done fairly in college. 3. Majority of students says that the complaints regarding to college are treated properly but 8 students are not satisfied with resolved complains. 4. 85% of the students were says college inspired them in extracurricular activities. 5. Majority of students were satisfied with washroom facility of the college only 8% of the students were not satisfied with washroom facility of the college. 6. 93% of the students were satisfied with drinking water facility of the college. 7. 95% of the students are satisfied with technique of providing the information regarding important notice.		
	Teaching Evaluation by Students	Out of **40** students… 1. 90% of the students believe that the all the teachers excellently completed their syllabus in the class. 2. 95% of the students believe that the teachers were regularly taking the attendance in the class. 3. Majority students say	Students suggested that teachers should increase use of Digital Teaching.	Suggestions are communicated to the teachers & principal for its implementation.

		that teachers make alternate arrangement of class in their absence in the college. 4. 95% students say that the focus on syllabus of the teachers is very good. 5. 90% of the students were satisfied with the teaching methodology (OHP, Black board, PPT's) of teachers. 6. 34 students believe that the teachers used innovating method to teach in the class. 7. 95% of students says that the teachers were clarified students doubt of the concept in the class. 8. 93% of the students are satisfied with the teacher's attitude (helping approach towards varied academic interest of students) in the class.		
3	**Library facilities by students**	Out of **70** students… 1. 74% of the students were comfortable in the studying area of library. 2. 74% of the students were believes that the basic amenities (utilities, furniture) is enough in the library. 3. 56% of the students were satisfied with the library working hours. 4. 69% of the students were satisfied with the quantity and quality of books in the library. 5. 73% of the students were not satisfied with the	New edition of the books are required to purchase	In 2017-18 38% students believe that library facility is poor so this year decide to renovate library facilities & infrastructure. 98% of the students were found the development in the library facilities and services in Comparison to

		service provided by the library Comparing with previous academic year. 6. 23% of the students were believes that the total library services and facilities is excellent while 24% of the students were believes that it is very good. 22% of the students were believes that it is good and remaining 31% of the students were believes that it is poor.		previous academic year.
4	**Recruiters**	Out of **4** respond… 1. 2 companies were believes that our students are very good with respect to technical skills while 2 companies were believes that our students are good with respect to technical skills. 2. All companies were rate our students as excellent with respect to their ethical and moral values.	• They need to be more confident. • They should be practice in asking and telling their requirements. • Communication skill need to be improve. • To increase employability skills of final year students finishing school program by knowledge consortium of Gujarat (KCG).	Suggestions are communicated to IQAC & principal for its implementation.
5	**Teachers evaluated by students**	Structured feedback received for Design and review on Teachers and their teaching method semester wise from Students. Introduce Online feedback system for Feedback on Teacher evaluation by Students Feedback collected from students helps in evaluation of the Teaching – Learning process. **Accountancy** Out of 141 students… 1. 27% of the Students	Analysis report on teacher and their teaching method from the students reviews by Principal. On some special issues principal arrange meetings with Heads of Department. In some cases, principal arrange meeting with concerned teacher and give advice to improve teaching skills. Principal	

		believe that the all teachers have excellent communication skill and 70% of the students were believes that the only some teachers have good communication. 2. 78% of the students say that teachers give advice to them for making their career. **Statistics** Out of 531students… 1. 31% of the Students believe that the all teachers have excellent communication skill and 59% of the students were believes that the only some teachers have good communication. **English** Out of 29 students… 1. 31% of the Students believe that the all teachers have excellent communication skill and 59% of the students were believes that the only some teachers have good communication. **Economics** Out of 50 students… 1. 30% of the Students believe that the all teachers have excellent communication skill and 60% of the students were believes that the only some teachers have good communication.	&IQAC member decided to increase use of ICT in teaching and learning.	

		Business Administration Out of 170 students… 1. 34% of the Students believe that the all teachers have excellent communication skill and 58% of the students were believes that the only some teachers have good communication. **Banking** Out of 263 students… 1. 31% of the Students believe that the all teachers have excellent communication skill and 56% of the students were believes that the only some teachers have good communication.		
6	**Parents**	Out of **9** parents… 1. 67% of the parents believe that the college regularly communicates with them while 11% of the parents believe that the college is not regularly communicates with them only 22% of parents have neutral opinion. 2. All the parents agree on that the college has a clean and tidy appearance. 3. All the parents agree on that the college always informs them if their son/daughter is irregular in the college. 4. All the parents says that students get opportunity to involved in extra-curricular activities. (e.g. sports/NSS/NCC/Cultura	Introduce more extracurricular activities.	Suggestions are communicated to IQAC & principal for its implementation.

		l) 5. 66% of the parents believe that college supports to students with their social needs while 11% of the parents believe that the college does not supports to students with their social needs only 22% of parents have neutral opinion. 6. All the parents say that college gives equal opportunity to the girl as well as boys. 7. 44% of the parents say that the college always listen their opinion as well as involves them in the college activities while 33% of the parents gave neutral opinion on it only 22% of the parents were not agree on it. 8. All the parents say that college teaches discipline to their son/daughter. 9. All the parents say that college is fully equipped with the latest equipment. 10. All the parents say that facilities provide by college in the classroom, recourse and administrative areas are good.		

Action Taken Report of the institution on Feedback report

1. Plan of action for academic year 2020-21 is placed in IQAC meeting held on 27/06/2020.Plan of action 2020- 2021 sent for approval of LMC.
2. Reports of Feedback analysis placed in LMC meeting held on 13/02/2021.
   LMC decided to renovate & upgrade computer laboratory.
   3. To increase students participation in sports activities new gymkhana room constructed.
   4.To motivate students in academics and extracurricular activities every year college is organized more than eight prize distribution functions. Decide to give more focus on this practice and naming this practice as 'PRERANA'.

PLAN OF ACTION FOR YEAR 2020-21

1.Indentify more "Best Practices" and institutionalize them.

2.Focus on " Student Centric '' activities to enhance their skills.

3.Feedback to be taken on all aspects from various stakeholders.

4.Certificate course on textile and diamond business to be introduced.
5. All payments be made through digital mode to promote digitization.

6 To plan policy of online teaching for the academic year 2020-21.

ATR appended for the meeting held on 27/06/2020

1. Mr. Mehul Shah and Dr. MayankSodha have given the duty of handling matter of vocational courses by UGC.
2. Dr. Sejal Desai and Shri Manishbhai Tailor have been given the duty to prepare ISO audit ,NIRF& GSIRF.
3. It has been decided to arrange NSS special camp in March, 2020 at Sherdi village, Tal. - Olpad, Dist.-Surat. if condition is normal.
4. Inter class and Inter college competition should be arrange in accordance with SAPTDHARA is being decided to arrange from July.
5. Prof. Mehul Shah is given the duty of NET / SLET classes for commerce students.
6. Prof. Chirag Sidhpuriya have been given the duty of placement.
7. Prof. Narendra Bariya has given the duty of conducting Sanskrit GyanPariksha.
8. CS Shweta Patel has been given the duty of internal audit of college.
9. Anuja Patel has been given the duty of certificate course of IIT- Bombay.