

The Annual Quality Assurance Report (AQAR) of the IQAC

Academic Year 2015 - 16

Part – A

1. Details of the Institution

1.1	Name of the Institution	J.Z.Shah Arts & H.P. Desai Commerce College, Amroli
------------	--------------------------------	---

1.2 Address:

Address Line 1	At & Post Amroli
Address Line 2	District Surat
City/Town	Surat
State	Gujarat
Pin Code	394107

Institution e-mail address	principal@acs.ac.in
-----------------------------------	--

Contact Nos.	0261 – 2499382/2495288
---------------------	------------------------

Name of the Head of the Institution:	Dr. Kishorsinh N. Chavda
---	--------------------------

Tel. No. with STD Code:	0261 – 2499382/2495288
--------------------------------	-------------------------------

Mobile:	9825897197
----------------	------------

Name of the IQAC Co-ordinator:	Dr. Sejal Desai
Mobile:	9712529125
IQAC e-mail address:	Amroli91@yahoo.co.in

1.3	NAAC Track ID (For ex. MHCogn 18879)	GJCOGN 13539
------------	---	---------------------

1.4	NAAC Executive Committee No. & Date: <i>(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)</i>	EC/66/RAR/016 dated 21- 2 - 2014
------------	--	---

1.5	Website address: Web-link of the AQAR:	https://www.acs.ac.in/wp-content/uploads/2019/05/AQAR-2015-2016.pdf
------------	---	---

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.27	2008	5 Years
2	2 nd Cycle	B	2.74	2014	5 Years
3	3 rd Cycle				
4	4 th Cycle				

1.7	Date of Establishment of IQAC:	17/04/2009
-----	--------------------------------	------------

1.8	AQAR for the year (for example 2010-11)	2015 -2016
-----	---	------------

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 (2013-14) Submitted to NAAC on 06/09/2014
- ii. AQAR(2014-15) Submitted to NAAC on 16/09/2015
- iii. AQAR (2015-16) Submitted to NAAC on 22/10/ 2016
- iv. AQAR_____ (DD/MM/YYYY)
- v. AQAR_____ (DD/MM/YYYY)

Institutional Status:

University	State	Central	Deemed	Private
	√			

Constituent College	Yes	No
		√

Affiliated College	Yes	No
	√	

Autonomous college of UGC	Yes	NO
		√

Regulatory agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	Yes	No
	UGC	

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
√	√	√	√	

Type of Faculty/Programme

Arts	√
Science	
Commerce	√
Law	
PEI(Phys Edu)	
TEI(Edu)	
Engineering	
Health Science	
Management	
Others (Specify)	

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

Veer Narmad South Gujarat University, Surat- Gujarat

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

Autonomy by State/Central Govt. / University	-----	UGC-COP Programmes	-----
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>)	College wins the Rotary Round Trophy for the collecting the Highest number of Blood Bags Thirteen Time in a Row in Surat City
------------------------------	-------	------------------------------	---

2. IOAC Composition and Activities

2.1	No. of Teachers	08
2.2	No. of Administrative/Technical staff	01
2.3	No. of students	02
2.4	No. of Management representatives	01
2.5	No. of Alumni	0 1
2.6	No. of any other stakeholder and Community representatives	03
2.7	No. of Employers/ Industrialists	01
2.8	No. of other External Experts	02
2.9	Total No. of members	19

No. of IQAC meetings held: 04

No. of meetings with various stakeholders:

Faculty	Non Teaching staff	Alumni	Others	Total
03	03	04	03	13

Has IQAC received any funding from UGC during the year? (If yes, mention the amount)

Yes	No	Amount
√		300000

Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

International	National	State	Institution	Total
00	00	00	05	05

(ii) Themes:

1. Faculty Development program campus to cooperate by TCS 2. TCS Affirmative Action Employability Training of SC/ST Students 3. Seminar on Research Methodology for PGStudents . 4.Organized the KCG & UDISHA „Soft Skill Training” Workshop 5. Workshop on Tai-Chi (Marital and Meditation Program) for students.
Significant Activities and contributions made by IQAC

- Strengthening and monitoring the quality of academics.
- Updating of software.
- To encourage teachers for Research.
- Training teachers and Administrative staff.
- Skill oriented program.
- Student mentoring programme.
- Introduce new inter class & inter college competition.
- To involve Alumni
- Community extension programme.
- Silver Jubilee celebration of college

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. Strengthening and monitoring the quality of academics.	1.All the programs (UG &PG) are regularly monitored with regard to teaching. 2. Motivate teaching staff for attaining of lecture/workshop /seminar organizing in various institute for encouraging research.
2.Update of software	1.Updated the already Existing automated software installed in the institution.
3.To encourage teachers for Research	1.To encourage teachers for publishing book, official publication gets by the institute with ISBN number. 2.Launch of IDEES- International Multidisciplinary Peer Reviewed Research Journal (online) with ISSN NO. 2455-4642
4. Training Teachers and Administrative staff	1. Training of teaching staff regarding office procedure and documenting various programmes. 2. Train Administrative staff for maintaining of records.
5. Skill oriented program	(a) Initiated Sessions for Enhancing the ability through Learning (SEAL) Personality development lectures (PD) as part of the regular time table

	(b) Affirmative action employability training of SC/ST students with TCS. (c) Workshop on Tai-Chi (Marital and Meditation Program) for students.
6. Student mentoring program	(a) Organized faculty development program on campus to corporate by Tata Consultancy Services(TCS). (b) Arrange motivational program. (c) Organized seminar on research methodology for students to create interest in research.
7. Introduce new inter class & inter college competition	Introduce inter class &inter college Salad Decoration competition and Rangoli making competition.
8. To involve Alumni	(a) Social awareness program organized by Alumni Association to aware students about water management and the need for social service. (b) Alumni association joins hands with schools and brings the talented speakers of schools inAmroli together. (c) Alumni served their services as a judge in different inter college competition organized in college.
9. Community extension program.	Pragyan was launched to provide additional remedial teaching to students of Amroli Prathmik Shala.
10. Silver Jubilee celebration of college	Program for celebration of silver jubilee arranged 6 th and 7 th February, 2016.

** Academic Calendar of the year 2015-16 as Annexure- I*

2.15 Whether the AQAR was placed in statutory body

Yes	No	Management	Syndicate	Any other Body
	√			IQAC & Teaching Staff

Provide the details of the action taken:

1.	Focus on “ Student Centric ” activities to enhance their skills.
2	Identify more “Best Practices” and institutionalize them.
3	Feedback to be taken on all aspects from various stakeholders
4	Certificate course to be introduced.
5	Develop Model for Rain Water Harvesting

Part – B

Criterion 1: Curricular Aspects

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	04	00	00	00
UG	03	00	01	00
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
Total	07	00	01	00

Interdisciplinary	00	--	--	--
Innovative	00	--	--	--

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	07
Trimester	00
Annual	00

Feedback from stakeholders*

Alumni	Parents	Employers	Students
√	-----	-----	√

(Feedback is taken on all aspects)

Mode of feedback:

Online	Manual	Co-operating school (For PEI)
√	-----	-----

*Feedback Analysis Report for the Academic year 2015-16 attached as Annexure-IV

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

Added more Employability Enhancement Programmes

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

Nil

Criterion–II: Teaching, Learning and Evaluation

Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Part-Time	Others
30	04	24	00	02	-----

No. of permanent faculty with Ph.D. = 08

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
00	03	00	00	00	00	00	00	00	03

No. of Guest and Visiting faculty and Temporary faculty

Guest	Visiting	Temporary	Total
-----	41	-----	41

Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	Others
Attended Seminars/	02	26	03	02
Presented papers	02	20	01	-
	01	06	04	05

Innovative processes adopted by the institution in Teaching and Learning:

No.	Particulars
1	ICT enabled lectures, Industrial Visits, Case studies, Use of youtube Vidoes, Power Point Presentation by Students etc.
2	DELL NET for PG Students
3	Initiated Sessions for Enhancing the ability through Learning (SEAL)

Total No. of actual teaching days during this academic year

172

2.8 Examination/ Evaluation Reforms initiated by

The Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- The mark sheets are displayed on the notice boards and are also shared via i-notice board and college website.
- The best answer sheet in each subject is separated & kept for other students as an example to follow.
- Rechecking facility of answer book is provided by institution.
- For PG programmes : group discussion, term paper, debates, seminar etc.
- Internal Squad appoint for Internal Examination by Institute

No. of faculty members involved in curriculum

07

Restructuring/revision/syllabus development

As member of Board of Study/Faculty/Curriculum Development workshop

Average percentage of attendance of students

80%

Course/Programme wise Distribution of pass percentage:

(Results of April 2015 Examinations)

Title of the Programme	Total no. of students appeared	Division				Pass %
		Distin	I	II	III	
B.A (H.S)	44	1	19	17	5	95.45%
B.A (S.S)	48	5	13	11	14	89.58%
B.Com GIA (E.M)	284	6	52	113	37	73.24%
B.Com GIA (G.M)	174	4	36	78	14	75.86%
B.Com SFI (E.M)	100	1	5	25	14	45.00%
B.Com SFI (G.M)	52	2	4	20	8	65.38%
M.Com (E.M)	51	16	22	10	Nil	94.12%
M.Com (G.M)	46	12	20	9	Nil	89.13%
M.A. Gujarati	25	1	22	1	Nil	96.00%
M.A. Economics	54	Nil	20	29	2	94.44%
M.A. English	67	1	16	42	4	94.03%

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

- Appointment of ad-hoc teachers to ensure full function in case any teacher goes on leave
- Strict attendance – Parents are informed if any student is found irregular in any subject
- Encourage the use of ICT in class rooms
- Well planned teaching and proper work distribution
- Internal tests are given due seriousness and results are displayed in a short period of time
- Annual results are analysed and steps are taken to maintain good academic record
- Support in initializing / establishing quality initiatives (Guest lecturers / seminars / workshops) for teachers and students in the college.

Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	08
HRD programmes	00
Orientation programmes	01
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	00

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	12	09	00	03
Technical Staff	00	00	00	01

Criterion: III. Research, Consultancy and Extension

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

1	Information on seminars and invitations for paper publication are mailed to all teachers
2	Teachers are permitted to issue any number of books from the library
3	Researchers are allowed to utilize the institution's reprographic facilities for research
4	Leaves are always sanctioned for participation in research oriented activities
5	All types of administrative support for the teacher/researcher.

Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	--	--	--	--

Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01	00	00
Outlay in Rs. Lakhs	--	2,50,000	2,50,000	--

Details on research publications

	International	National	Others
Peer Review Journals	05	01	00
Non-Peer Review Journals	01	00	00
e-Journals	01	00	00
Conference proceedings	00	00	00

Details on Impact factor of publications:

Range	Average	h-index	Nos. in SCOPUS
---	----	-----	-----

Research funds sanctioned and received from various funding agencies, industry and other organizations.

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	00	00	00	00
Minor Projects	2 years	UGC	1,55,000	1,55,000
Interdisciplinary Projects	00	00	00	00
Industry sponsored	00	00	00	00
Projects sponsored by the University/ College	00	00	00	00
Students research projects (other than compulsory by the University)	00	00	00	00
Any other(Specify)	00	00	00	00
Total	01	--	--	1,55,000

No. of books published

With ISBN NO.	Without ISBN No.	Chapters in Edited Books	Total
06	Nil	01	07

No. of University Departments receiving funds from

UGC-SAP	CAS	DST-FIST	DPE	DBT Scheme/funds
-----	-----	-----	-----	-----

For colleges

Autonomy	CPE	DBT Star Scheme	INSPIRE	CE	Any Other (specify)
----	-----	-----	-----	-----	-----

Revenue generated through consultancy

Name of consultancy	Amount of revenue
-----	Nil

No. of conference Organized by the Institution

Level	International	National	State	University	College
Number	00	-----	00	00	00
Sponsoring agencies	-----	----	----	-----	

No. of faculty served as experts, chairpersons or resource persons. = 06

No. of collaborations

International	National	Any other	Total
-----	-----	-----	-----

No. of linkages created during this year. = 03

Total budget for research for current year in lakhs:

From funding agency	From Management of University/College	Total
12,000	00	12,000

No. of patents received this year:

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialized	Applied	Nil
	Granted	Nil

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

Total	International	National	State	University	Dist	College
02	00	00	01	00	01	03

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

No. Of faculty Ph.D Guides	No. Of Students registered under them
03	13

No. of Ph.D. awarded by faculty from the Institution **05**

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

JRF	SRF	Project Fellows	Any other
-----	-----	-----	-----

No. of students Participated in NSS events:

University level	State level	National level	International level	Total
	01	05	00	11

No. of students Participated in NCC events:

University level	State level	National level	International level	Total
54	08	09	Nil	71

No. of Awards won in NSS events:

University level	State level	National level	International level	Total
Nil	01	05	00	06

No. of Awards won in NCC events:

University level	State level	National level	International level	Total
09	01	Nil	Nil	10

No. of Extension activities organized

University forum	College forum	NCC	NSS	Any other
00	13	04	18	04

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

Total 39 activities as follows:

❖ **NSS volunteers participated in**

- 1. Orientation Program of NSS**
- 2. Blood Donation Camps**
- 3. Charity days to raise funds for the orphanage**
- 4. Fund raise for Blind**
- 5. Visit to Manav Seva Sangh for Charity Work**
- 6. Training to NSS Vounteers by Surat Municipal Authorities for curbing the menace of Dengue & Malaria**
- 7. Seminar on Save the Girl Child**
- 8. Celebration of NSS Day**
- 9. Visit to Ashram Shala, timba village for kit distribution**
- 10. A 7 days NSS Camp was Organise at Segva village in Surat District**
- 11. Pulse Polio Campaing**
- 12. Blanket Distribution of poor people in collaboration with Share & Care Foundation and Lions Club(Spandan)**
- 13. Tree Plantation Program**
- 14. Participation of NSS Volunteer Bharatiya Chatra Sansad, Pune**
- 15. Celebration of Vivekanand Jayanti**
- 16. NSS volunteers took Neuro Linguistic Programming training(NLP)**
- 17. NSS volunteers Participated in Workshop on Tai-Cai (Martial Art and Meditation Program)**
- 18. Program of Celebration of Dhuleti at Popawala Children Home**

❖ **NCC Girls:**

- 1. Various Camps Attended by Cadets at National Level, State Level & University Level.**
- 2. NCC Cadets carried out Independence Day and Republic Day in College.**
- 3. Celebration of Sashatra Divas.**
- 4. Self Defence Training.**

❖ **Students participated in following Women empowerment activities:**

- 1. Self defence training.**
- 2. Blood test for girl students to check the level of haemoglobin**
- 3. A lecture by gynaecologist**
- 4. Girl students attended one day Conference Femicon-16 by Damini at VNSGU**

❖ **College Form:**

- 1. Under Sapt Dhara 17 Interclass Competition and Inter college Competition organised in college**
- 2. Motivational Lecture „ Ek Kadam Safalta ki Aur” Organised in college**
- 3. TCS Affirmative Action Employability Training of SC/ST Students**
- 4. Seminar on Research Methodology .**
- 5. Organized the KCG & UDISHA „Soft Skill Training” Workshop**
- 6. College fest INNOVISION-2016 organised by students union**

7. Conducted “Bhartiy Sanskriti gyan pariksha” for Scholars.

➤ Social responsibility:

1. Free Thalassemia test was conducted for all first year students
2. Medical camps were organised and free check up and medicines were offered
3. AIDS awareness programmes were organized for the local people
4. For visually challenged students help provide during Examinations. charity raise for the visually challenged students .
5. Social awareness program with Jivan Jyot Trust & Alumni Association introduce
6. The college established „Thanks group” to promote social work. The activities of the group focus on social and Environmental Awareness program, women Empowerment and peer support for visually challenged students of the college.
- A. Social awareness & environmental awareness programm for students of schools.
- B. Visit to „Samvedna” school and research centre for the mentally challenged children.
7. “PRAGYAN” : L2L: Learner 2 Learner
* Annexure t- II Extension Activity

Criterion: IV. Infrastructure and Learning Resources

Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	13860Sq.Mtr	00	--	13860Sq Mtr
Class rooms	20	02	self	22
Laboratories	02	00	--	02
Seminar Halls	02	00	-	02
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.	00	00	--	00
Value of the equipment purchased during the year (Rs. in Lakhs)	00	00	--	00
Others	00	00	--	00

Computerization of administration and library

1	The Administrative system is fully computerized
---	---

2	Library is also fully computerized.
---	-------------------------------------

Library services:

Library holdings	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text books	29578	43,19,951	430	1,04,693.25	30008	44,24,644.855
Reference Books	577	6,60,365	07	8,265	584	6,68,630
General	1718	3,80,452	106	19,975.25	1824	4,00427.75
e-Books	N – List Programme				---	---
e-Journals					---	---
Digital Database	----	---	---	---	---	---
CD & Video	60	4500	---	---		
Journals/ Periodicals/ Magazines						
Journals	11	14715	10	6,350	21	21,065
Periodicals	--	—	—	—	—	—
Magazines	65	17334	40	10,935	105	28,269
Total	31949	5392818.105	595	1,50,218.5	126	55,43,036.605

Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	183	01	59	00	00	00	00	00
Added	10	00	00	00	00	00	00	00
Total	175 (Desk top) + 26 (Laptop)	01	6modem of 8 MBPS	00	00	00	00	00

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

1	Computers are kept in every class room
2	All computers have net connectivity
3	Wi-fi is enabled in the campus
4	All students are trained in the Digital Education and Learning Lab
5	Online MIS system (e – Mahavidyalaya)
6	Online feedback system
7	All information display on I-notice board& website

Amount spent on maintenance in lakhs:

ICT	Campus Infrastructure and facility	iii) Equipments	iv) Others	Total
1,21,304	3,64,036	1,88,407	2,60,114	9,33,861

Criterion: V Student Support and Progression

Contribution of IQAC in enhancing awareness about Student Support Services

1	Information disseminated through college prospectus
2	Notices circulated in all class rooms, i-notice board, web-site
3	First year students orientation program
4	Use of social media
5	Informal interaction in the classroom.

Efforts made by the institution for tracking the progression

1	Students are asked to inform the college of their achievements from news paper, social media
2	Database in Departments
3	Alumni registration from
4	Transfer certificate

(a) Total Number of students

UG	PG	Ph.D	Others
2970	557	----	-----

5.3 (b) No. of students outside the state

01

(c) No. of international students

00

No	%
627	17.77

Men

No	%
2970	84.21

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2269	175	181	904	14	3543	2183	167	206	950	21	3527

Demand ratio:

1.F.Y.B Com (GIA & SFI) : Centralized Admission procedure by VNSGUNL.

2. F.Y.B.A:1:1

Dropout % : 0.024%

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

1	NETSLET coaching provided for Commerce students
2	Special coaching for competitive examinations
3	UPSC/GPSC training provided by training centre in the college
4	Seminars and workshops are organized
5	Interaction with Experts and Academicians in the field.

No. of students beneficiaries:

1200

No. of students qualified in these examinations

NET	SET/SLET	GATE	CAT	IAS/IPS etc	State PSC	UPSC	Others
02	03	NA	NA	NA	NA	NA	NA

Details of student counselling and career guidance

No	Date	Particulars	Speaker/Institute
1	24/07/2015	Seminar on "guidance for different competitive exam in banking sector"	Mahendra's www.mahendras.org
2	7/08/2015	Seminar on "communication skills"	National training & consultancy
3	8/09/2015	overseas seminar & career guidance	Bipin mangukiya (Employment office)
4	14/09/2015	Jetking Learning center Surat	Mr. Abhishek kumar 7781882201
5	14/09/2015	Seminar on study abroad	Richie christie 7600007995
6	10/10/2015	Growth & Career in banking sector	IFBI-NIIT (0261)2465316
7	14/10/2015	Ibp-self dependant self earning	IBP- INDIAN BUSINESS PAGES 917043533247
8	7/01/2016	Aptitude test taken by Endeavor, Surat	Hardik 9427534993
9	19/01/2016	Music workshop by Jay's Octave school	Jay Vora 9016100267
10	22/01/2016	TCS- AA CSR BPS to give orientation on employability training	Komal Rana 9974037034
11	28/02/2016 to 13/03/2016	TCS Affirmative Action Employability training of SC/ST final year students	Kiran Gathania 07738915677
12	24/2/2016 to 27/2/2016	UDISHA soft skill training program for Employability	

No. of students benefitted:

2200

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
17	903	143	15

-: PLACEMENT DETAILS :-

No	Details	Jobfair/Campus Interview	CompanyName	Date	Venue
1	Postof salesofficer Appeared: 15 Selected: 1	Campus interview	HDFC Bank	11/6/2015	College Campus
2	Postof FL- Sales Appeared: 36 Selected :6	Campus Interview by NIBF	L& T Finance	29/6/2015	College Campus
3	Postof Management trainee Appeared: 73 Selected:42	Campus interview	Destiny advertising & marketing	10/7/2015	College Campus
4	Postof salesofficer Appeared: 58 Selected: 11 in 1 st round & 4 in 2 nd round	Campus interview	Kotak Mahendra	19/9/2015	College Campus
5	Job fair with employment office Total participant :171	Campus interview	Nanavati pvt.limited =65 Dr.Reddy" s foundation = 40 ICICI Bank = 34 Angle Borking = 19	14/10/2015	College campus
6	Post of Marketing executive Total participant : 5 Selected:3	Campus interview	ShreeRam Transport finance co.LTD.	4/11/2015	College campus
7	Post of Marketing executive Total participant:5 selected:3	Campus interview	R. S. Automation	2/2/2016	College campus
8	Post of Marketing executive Total participant:87 selected:10	Campus interview	ICICI Prudential	2/2/2016	College campus
9	Postof Relationship Manager Appeared: 14	Campus interview	Tradebulls Securities p.Ltd.	2/2/2016	College campus

10	Different type of posts in Banking/Financial Services	Campus interview	Irojgar & Model career assistant director Employment office ,Surat	7/2/2016	College campus
11	Post of BPO Total participant:180 selected:25	Campus interview	TCS, Vadodara	16/2/2016	College campus
12	Post of Marketing executive Total participant:134 selected 1 st round:47	Campus interview	ICICI Bank	25/2/2016	College campus

Details of gender sensitization programmes

- **Seminar on Save the Girl Child**
- **Female students attended one day Conference Femicon-16 by Damini at VNSGU**
- **Legal Awareness program:Lecture on Women" s Human Rights & Civic Responsibilities by Shri. H.R.Patel (Judicial Magistrate)**
- **To make campus safer for Women
Lecture on Anti Ragging Law by Ms. M.S.Pandey(Additional Chief Judicial Magistrate**

Students Activities

No. of students participated in Sports, Games and other events

University level	State level	National level	International level	Total
63	06	09	Nil	80

No. of students participated in cultural events

University level	State level	National level	International level	Total
100	Nil	Nil	Nil	100

No. of medals /awards won by students in Sports, Games and other events

University level	State level	National level	International level	Total
21	04	Nil	Nil	15

No. of medals /awards won by students in Cultural events

University level	State level	National level	International level	Total
21	Nil	Nil	Nil	21

Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	88	5,69,683
Financial support from government	727	20,34,640
Financial support from other sources	110	2,54,430
Number of students who received International/ National recognitions	00	00

Student organised / initiatives:

Fairs:

University level	State level	National level	International level	Total
NIL	NIL	NIL	NIL	NIL

Exhibition

University level	State level	National level	International level	Total
NIL	NIL	NIL	NIL	NIL

No. of social initiatives undertaken by the students

39

Total 39 activities as follows:

❖ NSS volunteers participated in

1. Orientation Program of NSS
2. Blood Donation Camps
3. Charity days to raise funds for the orphanage
4. Fund raise for Blind
5. Visit to Manav Seva Sangh for Charity Work
6. Training to NSS Vounteers by Surat Municipal Authorities for curbing the menace of Dengue & Malaria
7. Seminar on Save the Girl Child
8. Celebration of NSS Day
9. Visit to Ashram Shala, timba village for kit distribution
10. A 7 days NSS Camp was Organise at Segva village in Surat District
11. Pulse Polio Campaing
12. Blanket Distribution of poor people in collaboration with Share & Care Foundation and Lions Club(Spandan)
13. Tree Plantation Program
14. Participation of NSS Volunteer Bharatiya Chatra Sansad, Pune
15. Celebration of Vivekanand Jayanti

16. NSS volunteers took Neuro Linguistic Programming training(NLP)
17. NSS volunteers Participated in Workshop on Tai-Cai (Martial Art and Meditation Program)
18. Program of Celebration of Dhuleti at Popawala Children Home

❖ **NCC Girls:**

1. Various Camps Attended by Cadets at National Level, State Level & University Level.
2. NCC Cadets carried out Independence Day and Republic Day in College.
3. Celebration of Sashatra Divas.
4. Self Defence Training.

❖ **Students participated in following Women empowerment activities:**

1. Self defence training.
2. Blood test for girl students to check the level of haemoglobin
3. A lecture by gynaecologist
4. Girl students attended one day Conference Femicon-16 by Damini at VNSGU

❖ **College Form:**

1. Under Sapt Dhara 17 Interclass Competition and Inter college Competition organised in college
2. Motivational Lecture „ Ek Kadam Safalta ki Aur” Organised in college
3. TCS Affirmative Action Employability Training of SC/ST Students
4. Seminar on Research Methodology .
5. Organized the KCG & UDISHA „Soft Skill Training” Workshop
6. College fest INNOVISION-2016 organised by students union
7. Conducted “Bhartiy Sanskriti gyan pariksha” for Scholars.

➤ **Social responsibility:**

1. Free Thalassemia test was conducted for all first year students
2. Medical camps were organised and free check up and medicines were offered
3. AIDS awareness programmes were organized for the local people
4. For visually challenged students help provide during Examinations. charity raise for the visually challenged students .
5. Social awareness program with Jivan Jyot Trust & Alumni Association introduce
6. The college established „Thanks group” to promote social work. The activities of the group focus on social and Environmental Awareness program, women Empowerment and peer support for visually challenged students of the college.
 - A. Social awareness & environmental awareness programm for students of schools.

B. Visit to „Samvedna” school and research centre for the mentally challenged children.

7. “PRAGYAN” : L2L: Learner 2 Learner

* Annexure t- II Extension Activity

Major grievances of students (if any) redressed:

No major grievance received

Criterion: VI Governance, Leadership and Management

State the Vision and Mission of the institution

Vision: To attain excellence of students in academic and other programmes and to create an environment that is dedicated to inculcating in students the skills and values necessary for succeeding in real life situations and to make them responsible citizens.

Mission: To help and promote education by providing opportunities and to create an environment along with academic, cultural and social activities for the learners” overall development.

Does the Institution has a management Information System

Yes, the institute has e-Mahavidhyalay software package (MIS system)and it is presently used for on-line students present, on-line students internal marks,Database of students. It is used for administrative process also.

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

Curriculum Development

A	Suggestions and complaints are collected from teachers and they are represented in the meetings of the Board of Studies.
B	Students are invited to present their views on the usefulness of the curriculum.
C	Students feedback must be taken and analyzed

Teaching and Learning

A	Seminars by students using ICT
B	DELL NET for PG Students
C	Initiated Sessions for Enhancing the ability through Learning (SEAL)

Examination and Evaluation

A	The mark sheets are displayed on the notice boards and are also shared via i-notice board and college website.
B	The best answer sheet in each subjects is separated & kept for other students as an example to follow.
C	Rechecking facility of answer book is provided by institution.
D	For PG programmes : group discussion, term paper, debates, seminar etc.
E	University Examination are conducted as per the norms and regulations of VNSGU, Surat

Research and Development

A	Information on seminars and invitations for paper publication are mailed to all teachers.
B	Leaves are always sanctioned for participation in research oriented activities.
C	Library and reprographic facilities offered to researchers
D	To encourage teachers for publishing book, official publication gets by the institute with ISBN number.
E	Launch of IDEES- International Multidisciplinary Peer Reviewed Research Journal (online) with ISSN NO. 2455-4642
F	All types of administrative support for the teacher/researcher.

Library, ICT and physical infrastructure / instrumentation

A	Library was air conditioned
B	Library is fully computerized.
C	ICT enabled class rooms
D	Internet in class rooms for self study
E	Air conditioned auditorium
F	Public Address system is provided in the College building at various places to facilitate emergency announcements to staff and students.

Human Resource Management

A	Many students work under Earn while Learn scheme – data entry & processing
B	Use of human Resource as per their competency to complete particular task (Academic and Administrative)
C	The Administrative system is fully computerized
D	Teachers are given additional charge for various extra-curricular and co-curricular activities.

Faculty and Staff recruitment

A	Recruitment of Faculty is as per State Government and Veer Narmad South Gujarat University, Surat
----------	---

Industry Interaction / Collaboration

A	Industry interaction through “Career Guidance & Placement Cell”
B	This Cell conducts Training program for Employability, invited Industrialists for lectures and Placement/ Campus interview organized with the help of industrialists

Admission of Students

A	Guidance given to Students about On-Line Admission Process of Commerce course
B	Counselling to Students to choose appropriate choice/combination of subject in Arts at the time of admission.
C	Admission for UG and PG is done by University.

Welfare schemes for

Teaching	Nil
Non teaching	Nil
Students	Insurance, free ship

Total corpus fund generated. = Nil

Whether annual financial audit has been done

Yes	NO
√	

Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	KCG*	Yes	KCG
Administrative	Yes	KCG	Yes	KCG

* Knowledge Consortium of Gujarat

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

	Yes	No
For UG Programmes		√
For PG Programmes		√

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

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

Nil

Activities and support from the Alumni Association

A	Regular meetings of Alumni Association.
B	Great support provide by members of Alumni Association for arranging Social awareness program ,Cultural & Literary Activities and Silver Jubilee celebration of college

Activities and support from the Parent – Teacher Association

A	Great support provided by Parent on Silver Jubilee celebration of college
B	Efforts will be made to activate this association.

Development programmes for support staff

A	Update knowledge of support staff time to time about automated Software installed in the institution
----------	--

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

A	Posters of cleanliness are placed at various places
B	RO System Waste Water Reused in Wash rooms
C	Oath taking ceremony taken by the Students “TO SAVE WATER & ELECTRICITY”
D	Tree Plantation day

Criterion: VII Innovations and Best Practices

Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

A	Channelizing of responsibilities
B	Online communication system
C	Online Feed back
D	Online attendance
E	Pre-Placement training through employability training program & Personality Development program

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

a. Plan of Action Decided at the beginning of the year

<p>A. Strengthening and monitoring the quality of academics. B. Updating of software . C. To encourage teachers for Research. D. Training teachers and Administrative staff. E. Skill oriented program. F. Student mentoring programme. G. Introduce new inter class & inter college competition. H. To involve Alumni I. Community extension programme. J. Silver Jubilee celebration of college</p>
--

b. Action Taken Report (ATR) on above Plan

<p>A. 1. All the programs (UG &PG) are regularly monitored with regard to teaching. 2. Motivate teaching staff for attaining of lecture/workshop /seminar organizing in various institute for encouraging research.</p>
<p>B.1.Updated the already Existing automated software installed in the institution.</p>
<p>C.1.To encourage teachers for publishing book official publication gets by the institute with ISBN number. 2.Launch of IDEES- International Multidisciplinary Peer Reviewed Research Journal (online) with ISSN NO. 2455-4642</p>
<p>D.1.Training of teaching staff regarding office procedure and documenting various programmes. 2.Train Administrative staff for maintaining of records.</p>

<p>E.1.Initiated Sessions for Enhancing the ability through Learning (SEAL) Personality development lectures (PD) as part of the regular time table 2.Affirmative action employability training of SC/ST students with TCS 3.Workshop on Tai-Chi (Marital and Meditation Program) for students.</p>
<p>F.1.Organized faculty development program on campus to corporate by Tata Consultancy Services(TCS) 2.Arrange motivational program 3.Organized seminar on research methodology for students to create interest in research.</p>
<p>G.1.Introduce inter class &inter college Salad Decoration competition and Rangoli making competition.</p>
<p>E.1.Social awareness program organized by Alumni Association to aware students about water management and the need for social service. 2. Alumni association joins hands with schools and brings the talented speakers of schools in amroli together. 3.Alumni served their services as a judge in different inter college competition organized in college.</p>
<p>F.Pragyan was launched to provide additional remedial teaching to students of AmroliPrathmik Shala.</p>
<p>G.Program for celebration of silver jubilee arranged 6th and 7th February.</p>

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

A	Earn While Learn
B	Support to the visually challenged
C	Sessions For Enhancing Ability through Learning (SEAL)

**Details attached as Annexure III*

Contribution to environmental awareness / protection

A	NSS activities Tree Plantation, rallies, camps, electricity conservation, etc.
B	Inter College & Inter Class Elocution Competition on Environment
C	Posters of cleanliness are placed at various places
D	RO System Waste Water Reused in Wash rooms
E	Oath taking ceremony taken by the Students "TO SAVE WATER & ELECTRICITY"

Whether environmental audit was conducted?

Yes	No
	√

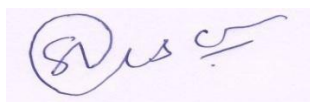
Any other relevant information the institution wishes to add. (For example SWOT Analysis)

SWOC ANALYSIS OF THE INSTITUTION	
Strengths:	
A	Good Infrastructure Facilities
B	Earn while Learn and other Student Support Schemes
C	Technology enhanced Learning
D	Large Number of Activities
E	Student – Centered Learning
F	Smart Class Rooms
Weaknesses:	
A	Lack of Land For outdoor Sport activities
B	Small Campus Area
C	Limited scope for Expansion
D	Need For more linkages with industry

Opportunities:	
A	<ul style="list-style-type: none"> • Scope for Collaboration with various agencies
B	<ul style="list-style-type: none"> • Services of Alumni to be better utilized
C	<ul style="list-style-type: none"> • Introduce Certificate & Short term Courses Benefits to the Students
Challenges:	
A	<ul style="list-style-type: none"> • Taking up research work in the midst of too much of work load.
B	<ul style="list-style-type: none"> • No fresh recruitment of staff as per government policy.
C	<ul style="list-style-type: none"> • Assessment and evaluation strategy (needs to be revamped)
D	<ul style="list-style-type: none"> • Managing Library without a properly recruited librarian.
E	<ul style="list-style-type: none"> • Technical failures and the way to overcome them.
F	<ul style="list-style-type: none"> • Due to increasing range and volume of various curricular and co-curricular activities shortage of adequate time and space is often experienced leading to curtailment of proposed programmes of the institution

8. Plans of institution for next year

1.	Focus on “ Student Centric ” activities to enhance their skills.
2	Identify more “Best Practices” and institutionalize them.
3	Feedback to be taken on all aspects from various stakeholders
4	Certificate course to be introduced.
5	Develop Model for Rain Water Harvesting



*Signature of the
Coordinator, IQAC
Dr. Sejal Desai*



*Signature of the
Chairperson, IQAC
Dr. Kishorsinh N. Chavda*

Annexure I**Academic Calendar for the year 2015-16**

Sr.No.	Date	Activity
1	16/05/2015 to 05/07/2015	Summer Vacation of seven weeks. (as announced by the university)
2	28/05/2015 to 05/07/2015	Starting of Centralized admission work of F.Y.B.Com
3	06/07/2015	Starting of admission work of F.Y.B.A
4	06/07/2015 to 10/07/2015	Opening ceremony of NSS., Renewal of the I-Cards of S.Y.B.A./S.Y.B.Com., T.Y.B.A./T.Y.B.Com. and M.Com./M.A.-II students
5	09/07/2015	Regular classes of S.Y.B.A., S.Y.B.Com. and M.Com./M.A.-II Students Regular classes of T.Y.B.A., T.Y.B.Com. starts
6	09/07/2015	Regular classes of F.Y.B.A., F.Y.B.Com. starts
7	09/07/2015	Regular classes of T.Y.B.A., T.Y.B.Com. Starts
8	10/07/2015	PraveshUtsav
9	14/07/2015	Inter class Prayer singing competition
10	16/07/2015	Regular classes of M.A./M.Com.-I starts
11	16/07/2015	Distribution of books to the students from S.A.L
12	16/07/2015	Inter class Salad decoration competition
13	16/07/2015	Inter class Rangoli making competition
14	17/07/2015	Enrolment of Students in SCOPE-DELL
15	17/07/2015	Orientation Program on NSS & NCC followed by enrollment of students
16	17/07/2015	Inter college Prayer singing competition
17	21/07/2015	Inter college Salad decoration competition
18	23/07/2015	Inter college Rangoli making competition
19	23/07/2015 to 31/07/2015	Compulsory Thalassemia Test for First Year students
20	23/07/2015	Orientation Program of the Study Circle (Career Guidance Club)
21	23/07/2015	Inter class Mono-acting competition
22	24/07/2015	Inter class Book Review competition
23	24/07/2015	Inter class Poetry Recitation competition

Sr.No.	Date	Activity
24	28/07/2015	Seminar
25	29/07/2015	Inter class Poster making competition
26	29/07/2015	Activity of the Grievance Redressal Cell
27	30/07/2015	UPSC-GPSC Seminar
28	30/07/2015	Inter college Poetry Recitation competition
29	31/01/2015	Inter college Poster making competition
30	31/07/2015	Cleanliness Drive
31	31/07/2015	Meeting of the Career Guidance Club
32	31/07/2015	Orientation program for students volunteering to teach primary school children of municipal schools
33	01/08/2015	Commencement of GSET Classes
34	01/08/2015	Inter class Best out of Waste competition
35	01/08/2015	Cleaning of Parking Area
36	03/08/2015	Seminar for T.Y.B.Com. Students
37	03/08/2015	Inter class Elocution competition
38	05/08/2015	Inter class Mehendi competition
39	03/08/2015 to 25/08/2015 to	Campaign for driving license, Election Voting Card & passport in the Campus
40	04/08/2015	Inter college Best Out of Waste competition
41	05/08/2015	Seminar on UPSC-GPSC
42	05/08/2015	Inter class Gujarat Quiz Competition
43	05/08/2015	Inter college Mehendi competition
44	06/08/2015	Inter college Elocution competition
45	07/08/2015	First Blood Donation Camp
46	07/08/2015	Charity Day

Sr.No.	Date	Activity
47	07/08/2015	Inter class Patriotic song Competition
48	11/08/2015	Inter college Book Review Competition
49	12/08/2015	Inter college Patriotic song Competition
50	12/08/2015	Campaign to promote Organ Donation
51	13/08/2015	Inter school Sanskrit Shloka Recitation competition
52	13/08/2015	Inter class Drawing competition
53	14/08/2015	Free Eye Check up Camp & distribution of spectacles at subsidized rate
54	15/08/2015	Celebration of Independence Day, flag Hoisting, PTA & Alumni Meeting
55	17/08/2015	Self -Defense Training Program
56	17/08/2015	Inter class Essay Writing Competition
57	17/08/2015	Inter class Elocution Competition on Environment
58	19/08/2015	Inter college Gujarat Quiz Competition
59	19/08/2015	Women Empowerment Training Program
60	20/08/2015	Inter college Elocution Competition on Environment
61	20/08/2015	Inter class Debate competition
62	20/08/2015	Inter class Bhajan singing competition
63	21/08/2015	Legal Guidance Seminar
64	21/08/2015	Inter college Essay Writing Competition
65	21/08/2015	Inter college Drawing Competition
66	24/08/2015	Inter college Mono-acting competition
67	25/08/2015	Inter school Drawing competition (Secondary students)
68	27/08/2015	Inter college Debate competition

Sr.No.	Date	Activity
69	27/08/2015	Inter college Bhajan singing competition
70	27/08/2015 to 28/08/2015	Book Exhibition
71	28/08/2015	Eye Donation Awareness Campaign
72	30/08/2015	Discussion with T.Y.B.Com. students under the Planning Forum Committee
73	30/08/2015	Inter class Sanskrit Shloka Recitation competition
74	01/09/2015 to 05/09/2015	Celebration of Knowledge Week and Teachers' Day
75	03/09/2015	Fund Raising for the Blind School
76	03/09/2015	Chess Competition for Alumni (Ex-students of the institute)
77	04/09/2015	Inter college Sanskrit Shloka Recitation competition
78	07/09/2015 to 12/09/2015	JCI Week Celebration
79	09/09/2015	Celebration of Swami Vivekanand Jayanti
80	18/09/2015	Seminar
81	18/09/2015	Celebration of NSS Day
82	19/09/2015	Visit to Manav Seva Charitable Trust for distribution of blankets by NSS Volunteers
83	13/09/2015 to 01/10/2015	First Prize Distribution to felicitate Top ten Rankers
84	02/10/2015	Celebration of Gandhi Jayanti-Swachhta Abhiyaan
85	03/10/2015	Internal Test
86	09/10/2015	IQAC Meeting
87	14/10/2015	Additional Internal Test
88	24/10/2015	Students' Council Election
89	29/10/2015	University ATKT Exam
90	31/10/2015	Rashtriya Ekta Divas to commemorate Sardar Vallabhbhai Patel's Birth Anniversary
91	01/11/2015 to 07/11/2015	NSS Special Camp

Sr.No.	Date	Activity
92	03/11/2015	Internal Marks to T.Y B.Com.
93	04/11/2015	Internal Marks to F.Y.B.Com
94	06/11/2015	Internal Marks to S.Y.B.Com.
95	07/11/2015	Internal Marks to F.Y./S.Y./T.Y B.A/M.A. (Guj.)
96	07/11/2015	Internal Marks to M.Com./M.A.(Eng.& Eco.)
97	09/11/2015 to 29/11/2015	Diwali Vacation
98	13/11/2015	Celebration of World Quality Day
99	01/12/2015	Celebration of World AIDS Day
100	01/12/2015	Regular Sem I/III/V University Exam
101	08/12/2015	Sashastra Day
102	10/12/2015	National Filaria Drive Day
103	31/12/2015	Class Celebration "Bye-Bye 2015"
104	11/01/2016	Celebration of Karuna Day
105	18/01/2016 to 23/01/2016	Filaria Drive by NSS Students
106	20/01/2016	Motivational Lecture
107	23/01/2016	Inter class Garba Contest
108	25/01/2016 to 30/01/2016	Seminars
109	26/01/2016	Celebration of Republic Day, PTA & Alumni Association Meet
110	26/01/2016	Meeting of the Management with the Staff
111	30/01/2016	Drawing Competition in the memory of late Mahatma Gandhi's "Nirvana Divas" on the topic Mahatma Gandhi and Cleanliness
112	03/02/2016	Cleanliness Drive in the campus
113	04/02/2016 to 05/02/2016	Youth Festival
114	05/02/2016	Charity Day
115	08/02/2016	Seminar
116	09/02/2016	Blood Donation Camp

Sr.No.	Date	Activity
117	10/02/2016	Lecture
118	11/02/2016	Activity by Health Care Committee
119	18/02/2016	Inter class Chess Championship
120	18/02/2016	Educational Visit
121	18/02/2016	Nature Day & Book fair
122	19/02/2016	Inter class Volley ball tournament
123	20/02/2016	Third Blood Donation Camp
124	21/02/2016	Parent- Teacher Association (PTA) Meet
125	23/02/2016	Programme of the Study Circle
126	23/02/2016	Awareness regarding Sexual Harassment Cell & Anti-Ragging Cell
127	26/02/2016	IQAC meeting
128	01/03/2016 to 02/03/2016	Innovision-College Fest-2016
129	04/03/2016	Second Prize Distribution Function
130	05/03/2016	Innovision Prize Distribution
131	08/03/2016	Internal Test of M.Com-Sem IV(Guj. Med)
132	09/03/2016 to 18/03/2016	Internal Test of Semester II/IV/VI
132	21/03/2016 to 28/03/2016	Additional Internal Test of Semester II/IV/VI
133	12/04/2016	Giving Internal Marks-T.Y.B.A./B.Com.
134	15/04/2016	Giving Internal Marks- F.Y.B.A/B.Com
135	16/04/2016	Giving Internal Marks- S.Y.B.A/B.Com
136	18/04/2016	Giving Internal Marks- M.A/ M.Com
137	22/04/2016 to 30/04/2016	F.Y.B.A. (Sem-II) University Exam
138	23/04/2016 to 30/04/2016	F.Y.B.Com. (Sem-II) University Exam
139	25/04/2016 to 03/05/2016	T.Y.B.Com. University Exam

Sr.No.	Date	Activity
140	25/04/2016 to 30/04/2016	M.Com-II (Sem-IV) University Exam
141	26/04/2016 to 04/05/2016	T.Y.B.A. University Exam
142	27/04/2016 to 03/05/2016	M.A-I (Sem-IV) University Exam
143	04/05/2016 to 14/05/2016	S.Y.B.Com. (Sem-IV) University Exam
144	04/05/2016 to 14/05/2016	S.Y.B.A. (Sem-IV) University Exam
145	05/05/2016 to 12/05/2016	M.A-I (Sem-II) University Exam
146	05/05/2016 to 13/05/2016	M.Com-I (Sem-II) University Exam
147	12/05/2016 to	IQAC Meeting
148	16/05/2016 to 04/07/2016	Summer Vacation as announced by University

Annexure II

Extension Activity Undertaken

“ PRAGYAN” : L2L : Learner 2 Learner



“Pragyan” was launched in the first term of the academic year 2015-16 to commemorate the Silver Jubilee Year of the college. Institute and its stakeholders have always believed that as an institute there is a social responsibility and we need to train the young students of the college to realize their responsibility along with demanding their rights. Amroli, a place where the college is situated, is actually on the outskirts of Surat city and population which resides in this place is generally from a very humble background. The parents send their children to government municipal schools and they have no proper grooming at home because of which it was felt that a learner studying for example in fifth grade was infect not possessing the required aptitude. So the aim was to target the learners at an early stage and establish a bridge a bridge between the college and school where the learners extend their services to the learners.

Aim : To provide additional remedial teaching and helping improve the facilities provided to the students of Amroli Prathmik Shala No. 307, Near Amroli Bus Stand, Opp. Gopal Dairy, Amroli-Surat.

Target Group : Std. 5 to 8 at the initial stage.

Bridge Group : Highly motivated learners of college (FY/SY/TY) to be the trainers.

Process : The process was divided into three stages :

Stage I : Planning Stage

- Collaboration between the principal of the school and college.
- Orientation in the classroom to motivate students to spare their time for teaching the needy.

- Collecting the names of the students ready to volunteer from college.
- Formation of the committee at the institute level

* Chief Officer : Prin. Dr. K. N. Chavda

* Coordinating Officer : Mr. Mehul Shah

* Finance Secretary : Mr. Mayur Patel

* Associate Officers : 1. Mr. Mayank Sodha

2. Mr. Naredra Bariya

3. Mr. Kamlesh Savaliya

4. Mr. Himanshu Chauhan

5. Mr. Amit Yadav

6. Ms. Priti Shah

* Student Representatives : 1. Asmita Patel (FYBA)

2. Jitendra Kanojia (TYBA)

- Raising Fund through sponsorship for future activities.

Stage II : Preparatory Stage

- Setting the time table to suit the learners of government primary school (once in week).
- Formal registration of the learners who wished to trainees (34 students registered)
- Forming group of 7 to 8 learners based on their interest who could impart training.
- Broad skills to be covered : language skills, mathematics, environmental awareness, soft skills.

Stage III : Implementation Stage

- Regular classes at the school in their premises.
- Arrange a visit to college for school students.
- Activity based Education.

Annexure - III

Best Practices - 1

1. Title of the Practice

Earn While learn Scheme

2. Goal

The aim was to help the students coming from less privileged sections of society and also to provide them a source of income in a way which does not hamper their studies. The goal was to provide a scope for employability in the campus itself. Moreover the institute aimed at utilizing the talent of the students. The motive was also to make the students value the importance of hard work while learning and also instill in them the importance of hard earned money.

3. The Context

The institute is located in an area where many students come from villages and adjoining rural areas. Not only that there are children whose parents are farmers or diamond workers. Their financial condition is not so good but the passion to study is intense. It was felt that due to lack of finance after one year of study they opted for external course. There were many girls who discontinued their studies because they could not afford to pay the fees. In order to help these learners follow their dreams the college adopted this practice.

4. The Practice

This practice was started in 2006-07 and since then has been successful. In order to implement it, simply, a notice was circulated that if students are interested in working before or after the college hours and have minimum computer proficiency may contact the authority. Initially only two or three students came forward but with the passage of time this practice became very popular because these students get respect not only from the teachers but also from their peer group. For the students it is a good opportunity because they can manage their studies and raise finance for their family easily. Commerce students work in the afternoon schedule and the Arts students work in the morning schedule. Along with earning they are also able to learn the art of managing, organizing & delegating. Generally these students work as data entry operators but based on the quality of work they do they are given important tasks as well. Students not only assist in data entry but they after one year assist the teachers in coordinating various competitions and activities also. If a student lacks proficiency in Excel or other basic computer courses, the other students train him/ her. So this scheme has become a double edged sword fine tuning the skills of the learners. Education for all is not just a myth but it has become a reality in this institute. No student is denied admission just because s/he cannot afford the fees.

- 5. Evidence of Success:** The college has a computer lab and now it functions almost as an office for data entry, data analysis, online admissions and even results. The students assist the office staff in various administrative works. The partial automation which has become possible in the institute can be attributed to these student service providers who are good in the use of computers and their enthusiasm and energy is endless. The strength of the students in the college is high and the administrative staff is less but because of this scheme the institute has now a body of expert administrators who manage the process of admission, result-sharing, mark sheet distribution, certificate preparation with ease.

The results cannot be statistically recorded but the success is the reward which the institute gets in the form of a good will. When a student becomes a graduate or even post graduate, no monetary reward can equal the pleasure it derives from the sense of satisfaction. The greatest reward is that the institute is able to provide a support to the students not at the cost of their self-respect. The institute boosts their confidence, team spirit and they learn the art of time management. What is most striking is the fact that many students who have worked under this scheme have succeeded in academics also with first class to their credit. Hard work makes them realize the importance of perseverance.

6. Problems Encountered and Resources Required

There was no big problem as such but the only concern was to raise the money to be paid as remuneration for their services. The money is now raised through College Fund.

Year	Total No. Boys	Total No. Girls	Total Students benefitted	Total Remuneration Incurred
2015-16	85	350	435	5,20,093 /-

7. Notes

Nothing is impossible. For this scheme to be implemented one just needs to be sure of the tasks to be assigned to the students which match their caliber. For its success it is important to make the students feel comfortable and value their contribution in the development of the institute.

6. Contact Details

Name of the Principal: Dr. Kishorsinh N. Chavda

Name of the Institution: J. Z. Shah Arts & H.P. Desai Commerce College, Amroli-Surat,
And City: Surat. Pin Code: 394107

Accredited Status: „B” Grade CGPA-2.74

Work Phone (Mobile): +91- 9825897197, Fax: 0261-2499382

Website: www.amrolicollegesurat.com

E-mail: principal@amrolicollegesurat.com

Best Practices - 2

1. Title of the Practice Social Inclusion of visually impaired in mainstream College “Chalo Apnayein, Sapne Sajayein”

2. Goal

The aim was to do a service to community in a different way. In Surat city there is a blind school but there is no scope for higher education for the blind. Therefore the aim of the institute was to come forward in extending this facility to the students who wanted to opt for UG or PG in Commerce or Arts faculty. The only aim was to help them realize their vision of becoming graduates and post graduates which could lead them to become independent and enable them to stand on their own feet. The goal was to make them a part of the mainstream life and let them face the challenges in their own way.

3. The Context

As pointed out earlier, there is a blind school in Surat city but the problem was of higher education. Most of the colleges were reluctant to offer admission to visually impaired candidates and the institute and its management wanted to do something about it. Thus was born this scheme of social inclusion thanks to the effort of the Head of the Institute and the management.

4. The Practice

This practice was started in 2007-08 and since then has been successful. The implementation stage was done in three stages:

- The blind school was first informed regarding this and their response was positive.
- Secondly, all the colleges offering Arts courses were sent a letter of request to forward the application of the visually impaired students to this institute and not refuse their admission. The same message was conveyed to all the Principals of the South Gujarat area during the Principals Association meeting.
- It was due to the effort of Prin. Dr. K. N. Chavda who being a member of the centralized admission committee for the past ten years could convince the admission Committee to allow the visually impaired students to be admitted only in grant-in-aid Amroli College for Commerce as was the case with Arts Faculty.

The next step was a little difficult as it required proper planning:

- For that with limited resources infrastructure was improved to cater to their needs.
- To encourage them to go in for higher education, their fee was also waived off.
- Scholarships were also awarded.
- Residential arrangement was provided with the help of *Viklaang Shikshan Seva Trust* run by an alumnus of the college Devyani R. Thakore who is the President of this Trust. This Trust was formed in 2006 and the college has joined hands with the Trust since then. A house has been taken on rent with the finance provided by the Trust.
- Mr. Dilipbhai G. Mahyavanshi, Senior Clerk of this college takes special care of these students as far as their food, medicine and residential facilities are concerned.
- Maid servant and cook were arranged to help them concentrate on their studies with the help of the Trust.
- In case of any financial crisis related to the purchase of Grocery items/ books/ food etc. the donation is done by Jivan Jyot Trust and the teaching staff members of the college.
- 3 Desk tops were also provided to them at the place of their stay with the financial assistance provided by UGC Grant.

- 16 I-pods were provided to the blind students with the financial assistance provided by UGC Grant.
- Readers and writers were arranged for them during exam.

5. Evidence of Success

The college is the only one of its kind in Surat city and in entire South Gujarat region to practice this kind of social inclusion.

One most rewarding moment of success for this institute happened when one of the visually impaired girl students became the Principal of the Blind School.

Total Fees Paid by College:

Year	Total No. Boys	Total No. Girls	Total Students benefitted	Total Fees Paid by College
2015-16	16	01	17	86,840

Scholarship received from District Samaj Suraksha:

Year	Total No. Boys	Total No. Girls	Total Students benefitted	Total Scholarship received
2015-16	12	01	13	34,500

6. Problems Encountered and Resources Required

Best Practices - 3

1. Title of the Practice

Sessions for Enhancing the Ability through Learning (SEAL)

2. Goal

The aim was to realize the vision and mission of the college and contribute towards the all round development of the learners. Along with education there is a dire necessity now to master soft skills, groom one's personality and also improve communicative proficiency. The aim was to train the students for the competitive market and help them overcome their fear of public speaking, English language speaking and also to a certain extent help them become conscious of the professional image as required in the modern world.

3. The Context

The major population of the college is from Varachha, Ved Road, Katargam and Amroli areas and most of the students come from a lower middle class background where the first generation is not highly educated. It was marked that though the students worked hard but they lacked in their presentation of soft skills and communicative skills. Head of the institute in order to add to their existing knowledge decided to introduce Ability Enhancing Lecture Sessions in each class for 1 hour per day.

4. The Practice

This practice was started this year in 2015-16. It was implemented in the following manner:

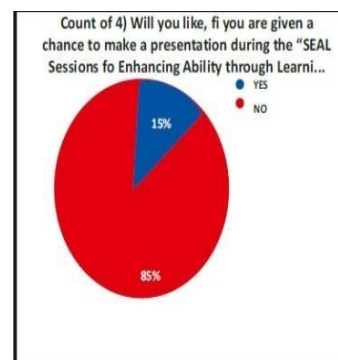
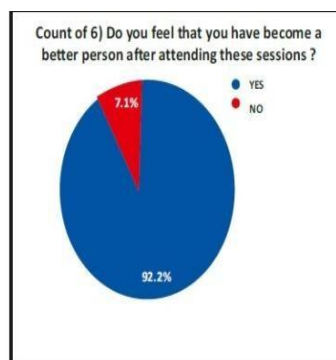
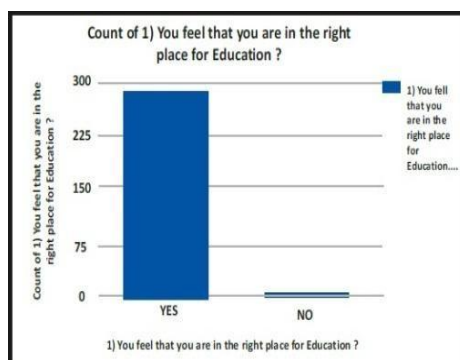
- Time table was planned accordingly.

- Secondly, young budding fresh pass outs were given an opportunity to conduct lectures. It gave the young postgraduates a chance to teach and the learners a chance to gain some expertise.
- As per the subject, topics related to Personality Development, Grammar, Use of English in context, Interview Skills, Soft Skills etc. were allotted to the teachers.
- Technology was used optimally to bring out the desired result.

5. Evidence of Success

The college is the first of its kind in Surat city to practice this .

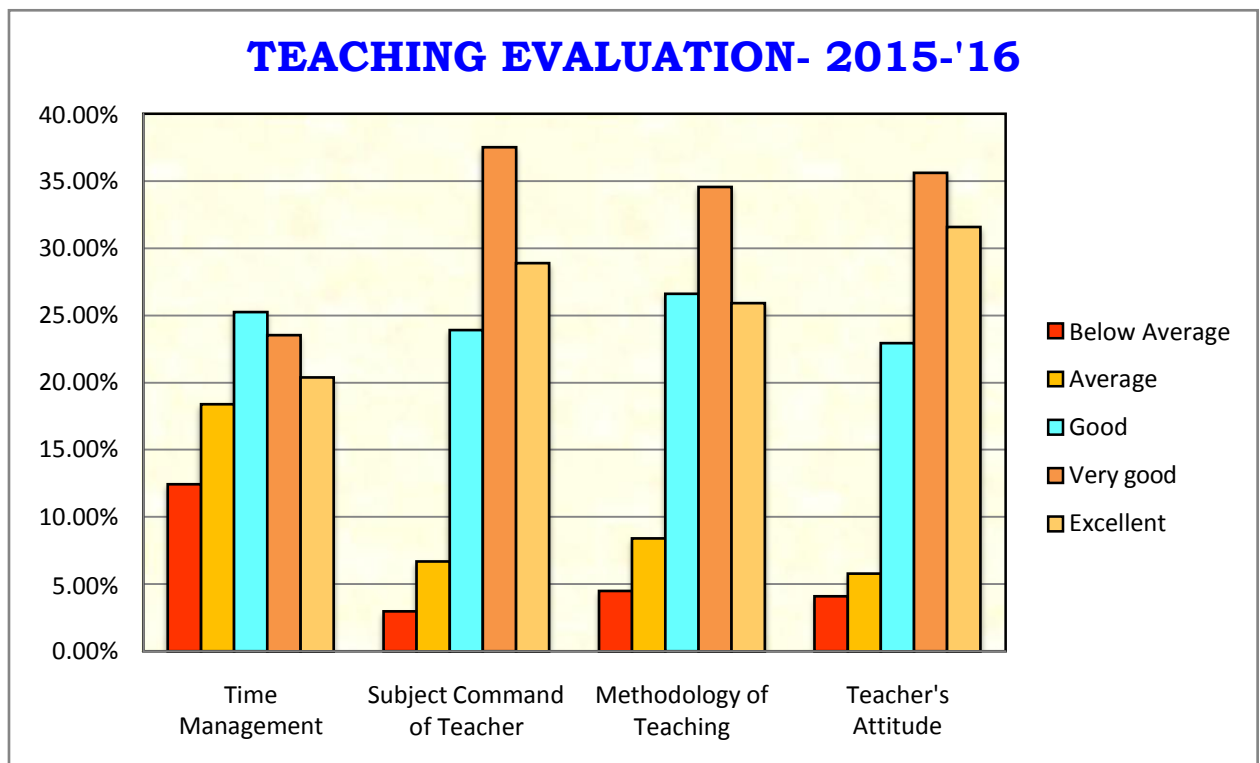
Statistical Report of the Feedback Collected from Students



Annexure – IV

“Feedback Analysis Year 2015-16”

- Analysis Of Teaching Evaluation by Students



Analysis Of the College by the Student

	Below Percentage:	Percentage:	Good	Very good	Excellent
1. Choice of courses offered.	21	40	150	224	136
Percentage:	3.68	7.01	26.27	39.23	23.82
2. Library facilities.	58	68	139	172	134
Percentage:	10.16	11.91	24.34	30.12	23.47
3. Internal Evaluation System.	26	52	124	202	167
Percentage:	4.55	9.11	21.72	35.38	29.25
4. Class room Facilities	20	25	97	197	232
Percentage:	3.50	4.38	16.99	34.50	40.63
5. Cleanliness of the College campus and Class rooms.	19	29	100	173	250
Percentage:	3.33	5.08	17.51	30.30	43.78
6. Resolved complains.	34	66	177	188	106
Percentage:	5.95	11.56	31.00	32.92	18.56
7. Inspires for extra Curricular activities.	21	28	108	203	211
Percentage:	3.68	4.90	18.91	35.55	36.95
8. Facilities of Modern Technology.	13	28	107	178	245
Percentage:	2.28	4.90	18.74	31.17	42.91
9. Academic atmosphere in the College campus.	18	44	145	200	164
Percentage:	3.15	7.71	25.39	35.03	28.72
10. Availability of administrative assistance.	14	43	159	231	124
Percentage:	2.45	7.53	27.85	40.46	21.72
11. Usefulness of Internal tests.	20	21	116	200	214
Percentage:	3.50	3.68	20.32	35.03	37.48
12. Scope dell training.	23	44	151	197	156
Percentage:	4.03	7.71	26.44	34.50	27.32
13. Parking facility.	68	58	138	185	122
Percentage:	11.91	10.16	24.17	32.40	21.37
14. Drinking water facility.	20	41	114	183	213
Percentage:	3.50	7.18	19.96	32.05	37.30
15. Washroom facility.	198	168	142	38	25
Percentage:	34.68	29.42	24.87	6.65	4.38
16. Facility of I-Notice Board.	21	24	97	178	251
Percentage:	3.68	4.20	16.99	31.17	43.96
17. Information provide on website.	20	31	93	177	250
Percentage:	3.50	5.43	16.29	31.00	43.78
18. Information provide regarding important notice.	17	30	108	191	225
Percentage:	2.98	5.25	18.91	33.45	39.40

