

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer centre, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC

peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2015-16

I. Details of the Institution

1.1 Name of the Institution

SHRI M.R.D. ARTS & E.E.E.L.K.
COMMERCE COLLEGE,
CHIKHLI

1.2 Address Line 1

AT POST- KHUNDH, VANSDA
ROAD TA: CHIKHLI, DIST:
NAVSARI

Address Line 2

AT& POST- KHUNDH, VANSDA
ROAD TA: CHIKHLI, DIST:

City/Town

CHIKHLI

State

GUJARAT

Pin Code

396521

Institution e-mail address

chikhlicollege@yahoo.com

Contact Nos.

(02634)232360, 231360, 233407

Name of the Head of the Institution:

DR. FALGUNI H. DESAI

Tel. No. with STD Code:

(02634) 231360

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.37	2007	2012
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2011/12 (02/01/2017) (DD/MM/YYYY)
- ii. AQAR 2012/13 (07/01/2017) (DD/MM/YYYY)
- iii. AQAR 2013/14 (07/01/2017) (DD/MM/YYYY)
- iv. AQAR 2014/15 (07/01/2017) (DD/MM/YYYY)
- v. AQAR 2015/16 (20/01/2017) (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

BCA, BSc(SF) & BAOU

1.11 Name of the Affiliating University (for the Colleges)

VEER NARMAD SOUTH
GUJARAT UNIVERSITY

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	04
2.2 No. of Administrative/Technical staff	04
2.3 No. of students	02
2.4 No. of Management representatives	01
2.5 No. of Alumni	04
2.6 No. of any other stakeholder and community representatives	-
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	-
2.9 Total No. of members	15
2.10 No. of IQAC meetings held	-01

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

(1) Sanskrit Sahitya Me Yugbodh (National) ,
(2) Human Research Development (HRD) Self motivation & Improve Efficiency

2.14 Significant Activities and contributions made by IQAC

- ❖ Enhancement in teaching-learning of tribal students.
- ❖ Training of Sports.
- ❖ Social awareness and charity.
- ❖ Voting awareness programs
- ❖ Women's Improvement program
- ❖ International Yoga Day's Training
- ❖ Organizing Lectures of various Subjects.
- ❖ Organizing National Seminar on Sanskrit Sahitya Me Yugbodh
- ❖ Organizing Inter class "Saptadhara" – Seven dhara's Competition
- ❖ Organizing Sports Competition.
- ❖ Organizing Mega Night Cricket Tournament.
- ❖ Classes for Examination NET, GSET.
- ❖ Organizing a Workshop on Human Research Development (HRD) Self Motivation & improve efficiency for College Staff.
- ❖ Seminar for student to give them knowledge about self-defense, legal laws of women financial management, Sickle cell & HIV, etc.
- ❖ NCC / NSS Camp

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
The plan of action for the year 2015-16 was decided in the beginning of the year	<ul style="list-style-type: none"> The plan of the action decided during the meeting of IQAC was implemented successfully during the current year.
Enhancement in teaching-learning of tribal students.	<ul style="list-style-type: none"> To encourage and motivate students to read reference books, journals and magazines to improve themselves in all languages like Gujarati, Hindi and English. As further recommendation of all the faculties, a student's tried to read the books. Because of this our student Jinal Shah, Rezash Mistry performed the best in quiz competition and debate. Our student Ravi Patel tried to present research paper in many seminars.
Training of Sports.	<ul style="list-style-type: none"> PTI Prof. Dr. Jaymal Naik tried to give his knowledge and experience to sports students. Our Principal and Management give full facilities to sports students. Our students Sarita Gayakwad and her team stud first in every athletic meet at University Level, Khel Mahakumbh, Rajiv Gandhi Khel Abhiyan .
Social awareness and charity. Voting awareness programme Women's Improvement programme International Yoga Day's Training	Institutes, NSS & NCC Unit, Akshay Patra Yojana Committee, Sharada Foundation special perfume in social duties that area as follows; Blood Donation Camp Sickle Cell, Anaemia Awareness Programme Traffic safety awareness programme Voting awareness Programme People Awareness Programme Mega Medical Camp for needy and poor Widows Of Chikhli

	<p>Taluka</p> <p>Women Empowerment Week- Rally</p> <p>Swachchhata Abhiyan</p>
Organizing Lectures of various Subjects.	<p>Guest Lecture (Prof. B.B.Bhandari,Vadiya Womens Colleg, Surat)</p> <p>Guest Lecture on Upanishad Dr.Bhavana Chanpaneri, M.T.B. College ,Surat</p>
National Seminar And Workshop	<p>The Institution organized one day National Seminar on Sanskrit Sahitya Me Yugbodh with the contribution of Sanskrit Sahitya Academy ,Gandhinagar.154 participants and45 papers are presented in this seminar. The Eminent subject experts where coming from various places.</p> <p>Dr.Harshadev Madhav</p> <p>Dr.Sudasha Ahuja</p> <p>Dr.Ravindra Khandwala</p> <p>Dr.Pragyna Joshi</p> <p>Dr.Nirnjan Patel</p> <p>Dr.Naresh Bhatt</p> <p>Brhmakumari Aashaben give their lectures on this subject. At the Velidictory function,participants gave warm feedback and expressed their views that all are satisfied with this seminar.</p> <p>Art of Joyful learning Workshop was organized by institute for staff.Mr.Gajanan Patei(NRI) and Shri Mahadev Desai.</p>

Preparing students for competitive examination	Seminar was organised by Saurabh Desai charitable trust for UPSC examination Rina Desai and Antrix Parmar give guidance to students to prepare examination and personality development.
Organizing inter class competitions of seven dharas	Many activities done by saptadhara like patriotic song, folk song, Rangoli, Mehdi, Monoacting, Kavyapathan Shlokgan, Class decoration, campus swachchhta abhiyan.
University level achievements in youth festival and sports Festival.	<ul style="list-style-type: none"> • Our student Sarita Gayakwad “Vanful” is a Adivasi Girl, from very poor family & remote village of Dang District. She achieved <u>GOLD MEDALS</u> IN 200 M , 400 M, 400 M Hurdles, 4 X 400 M Relay • <u>SILVER MEDALS</u> IN 4X100 MT. RELAY • All India Inter University Athletics Championship. Organized By: Punjabi University, Patiyala 400 Mt. Run • Rajiv Gandhi Khel Abhiyan National Level women’s Athletic Championship Organized By: Ministry of Youth Welfare & Sports and Govt. of Jammu-Kashmir • Our students achieved Bronze, Silver medals and championship in many plays like kho-kho, badminton, cycling, Volleyball Cricket meet. • At University Youth festival our students Ravi Patel, Harish Patel, Jinal Shah, Poonam Raval and team take part. • Ravi Patel achieved second prize in the drawing competition. • Our TYBA student Patel Kajal B. achieved first prize in University exam April – 2015 in Sanskrit subject. • Our TYBA student Patel Dharmistha T. Achieved first prize in University exam April – 2016 in English subject.

** Attach the Academic Calendar of the year 2015-2016 is attached as Annexure-1.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Management approved the IQAR and encourages the teachers. They encourage students for sports for holistic development.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01	-	-	-
PG	02	-	-	-
UG	06	01	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate (BAOU)	-	-	-	19 (BAOU)
Others (UG/PG)	-	-	-	15
Total	09	01	-	34
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	09
Trimester	
Annual BAOU Programs	

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

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

* provided an analysis of the feedback in the Annexure 2

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

The institution is affiliated with the Veer Narmad South Gujarat, University So as per the Norms (CDCS) system prescribed by the university is followed by the institute.

The members of the Board of the Studies in each department meet once in a year to review the existing syllabus and recommended suggestions for improving and updating for their subjects

Varies faculties are update their syllabi after every two or three year with the permission of the Faculty of V. N. S. G. Uni., Surat.

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

Yes, Our Management introduced English (honours) at UG

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	19	16	01	0	2

2.2 No. of permanent faculty with Ph.D. 04

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

Visiting Faculties in PG 30	Temporary 04
--	------------------------

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	19	19	01
Presented papers	18	12	01
Resource Persons	-	02	-

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

Seminars, Viva-voce for PG students assignments, educational Tours many other programe for skill development of students particular topics related expert's lectures are some of the teaching- learning methods .

Syllabus related critical analyses, power point presentations by students(faculty and students) BISAG programs etc, are some of the teaching-learning approaches adopted

To motivate the students faculty tries to give extra coaching, necessary literature and give the tips and list of reference books .

Faculty regularly tries to encourage students for participation in co-curricular activities.

2.7 Total No. of actual teaching days 181
during this academic year

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

Institution established examination committee.

We have equipped strong room for exam.

There is provision of evaluation and provision of supplementary examination.

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

UG-08

PG-08

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage : **April/ May - 2015**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	Total No	Pass %
TYBA	236	10	48	138	196	90.25
TYBCom	74	00	08	31	39	68.00
MA-Sem II	83	27	39	07	83	87.95
MA Sem –IV	87	36	49	01	86	97.72
MCom Sem –II	67	10	33	15	67	86.01
MCom Sem –IV	62	14	26	05	45	88.07

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

- IQAC held monitors and makes plans for improving Teaching-learning process.
- IQAC encourages staff members to participate in workshop, seminar and conferences.
- Feedback is taken from students and necessary actions are taken by IQAC.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-

Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	01
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	
Others	Principal Dr. F. H. Desai on deputation as Director of Education at Children's University, Gandhinagar

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	NIL	NIL	10
Technical Staff	NIL	NIL	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

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

<p>IQAC promote faculty members to participate in various seminars, workshops conferences in their research area.</p> <p>IQAC encourages to faculty members to registers Ph.D degree and to undertake Major and minor research projects.</p> <p>For the development of academic Climate</p> <p>IQAC motivate the faculties .</p>
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3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications(Attached Annexure 3)

	International	National	Others
Peer Review Journals	2	5	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-

Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		1			1
Sponsoring agencies		Sanskrit sahitya Academy, Gandhinagar			

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in Rupees :

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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

01

-

3.19 No. of Ph.D. awarded by faculty from the Institution

NIL

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: 200

University level State level
National level International level

3.22 No. of students participated in NCC events: 107

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized:

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="04"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="05"/>	Any other	<input type="text" value="(saptadhara-7)"/>

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

Responsibility

- International Yoga Day
- Blood donation Day
- Female improvement Week
- Independence Day & Republic Day Celebration
- Teacher's Day
- Mega Medical Camp
- Akshay Patra Activities-Social Awareness and charity.
- Saptadhara's Activity.
- Experts lectures.
- National Seminar in Sanskrit
- Art of living – Workshop.
- Tree plantation.
- Navratri celebration
- Traffic Awareness
- Rakhi celebration.
- Annual Gathering.

Details of the major activities during the Year 2015-16 is provided as annexure-4

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	482129.41 Sq.ft.	-	Management	482129.41 Sq.ft.
Class rooms	19 (13,990.64Sq.ft.)	-	Management	19 (13,990.64Sq.ft.)
Laboratories	2 (806 Sq.ft)	-	Management	2 (806 Sq.ft)
Seminar Halls	01	-	Management	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

- We do not have permanent librarian since 2009. Government hasn't done new recruitment inspite of that we have tried our best to facilitate the library with adhoc librarians, library incharge.
- Our library and administration office are equip with internet, computer, photocopies and other necessary facilities.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	35,875	26,09,739	725	165000	36600	27,74,739
Reference Books	1437	4,07,246	38	12000	1475	4,19,246
e-Books	-	-	-	-	-	-
Journals	96	46644	-	-	96	46644
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	230	-	-	-	-	-
Others (specify)	13	10,070	62	18,355	75	28,425

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Gymkhana/Library/BAOU
Existing	42	1	05	-	24	08	-	05
Added	-	-	-	-	-	-	-	-
Total	42	1	05	-	24	08	-	05

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

In our institute we have Dell-lab for staff and students. We conduct CCC, C+++, scope and basic computer literary program.

In our BAOU centre we offer following computer courses CCC, CIC, CPCS. (Certificate in Computer Concept, Certificate in Computing, Certificate in Personal Computer Software)

4.6 Amount spent on maintenance in Rupees :

i) ICT	93,000
ii) Campus Infrastructure and facilities	1,70,000
iii) Equipments	-
iv) Others	1,75,000
Total :	4,38,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC provides students scholarships given by UGC and Government of Gujarat.ST/SC/OBC Students -1099
- Workshop are conducted for students to guide them for Research Work.
- Lectures are conducted to guide students for various competitive exams.
- Extra coaching for needy ,slow learner and enthusiastic students.
- For student support grievances redressal cell and counseling cell are try to give a guidance.
- NSS,NCC,SAPTADHARA and SPORTS committees organize various programs to motivate students for Social Awareness , Women Empowerment and Holistic Development.

5.2 Efforts made by the institution for tracking the progression

The Institution examines results through analysis of the test and then give necessary tips to students. Feedback is taken from students and necessary actions are taken by Institution.

5.3 (a) Total Number of students

UG	PG	Ph. D.	M.Phil.
1154	311	-	01

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No	%	Women	No	%
	561	38.29		904	61.71

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
173	48	1051	294	-	1566	176	34	1007	248	-	1465

Demand ratio -

Dropout 2.85%

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

College Faculties mentor students for various competitive exams. For this college organize workshop & seminar with the help of Saurabh Desai Charitable Trust Amadpor Navsari, Gujarat Government.

No. of students beneficiaries

75

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Police Constable

5.6 Details of student counselling and career guidance

- Seminar was organised by Saurabh Desai charitable trust for UPSC examination.
- Rina Desai and Antrix Parmar give guidance to students to prepare examination and personality development.

No. of students benefitted

250

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Axis Bank	25	05	-

5.8 Details of gender sensitization programmes

Self Security, Women Empowerment

- Under the aegis of Anti ragging cell, Red Ribbon and NSS of the institute and awareness programmes were conducted by DR. Sharadbhai, advocate Gadivala and PI of Chikhli.
- For Women Self security svasuraksha, carate training class was conducted.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

University level National level International level

State level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	1099	71,77,842
Financial support from other sources		
Number of students who received International/ National recognitions	01	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

04

Flag Hoisting

Musical Morning

Annual Gathering

Akshaypatra Yojana

5.13 Major grievances of students (if any) redressed: NIL.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

OUR VISION

- Educating to integrate economic, social, political and spiritual wellness and holistic development in improving quality of life for tribal and non tribal people of this area
- To provide meaningful and relevant opportunities to people of tribal belt
- To make quality education assessable to maximum people of the tribal belt

OUR MISSION

- Transforming lives of tribal through learning
- To empower the deprived, remote and sparsely located tribal belt by educating them
- To impart education without distinction of caste, creed and community
- To promote ICT and to start new need based programs in era of globalization
- To aim at holistic development of students and to make them responsible citizens of Nation.

6.2 Does the Institution has a management Information System

Yes, MIS is in place like Admission committee, Exam committee, Students council's various committee. Administrative Procedure including finance.

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

6.3.1 Curriculum Development

- For the curriculum development our Faculties take active part in the meeting of the Board of studies conducted by VNSGUni.
- After thoroughly discussion, the academic bodies implement CBCS's curriculum.
- Teaching plans, subject allocation as per specialization of teachers.
- The present and outgoing student's feedback regarding the content quality of the subjects is considered.

6.3.2 Teaching and Learning

- Academic calendar made at the beginning of the term with outline of this activity.
- Identifying the slow and advance learners during the department wise activities like group discussion, bulletin boards, seminars, quiz, translation projects, assignment, library work and encouraged students to read, to give review of the book and essential study materials.
- Subject-wise books, references, magazines, journals are provided and subscribed in the library.
- Field tour, dramatizing are also encourage students.
- In the class-room we give not only live lectures but use innovative methods like ICT, PPT, Posters, Quiz, study tours etc laying emphasis on abilities of the learners.
- The teacher introduced the subject to the learners and orients them to create best possible interest.
- The institution has adequate numbers of qualified and competent teachers.
- The institute monitor's and evaluates teaching-learning through IQAC. It collects feedback from the students and monitors and evaluates the quality of teaching- learning.
- Faculties create culture of creativity and temper among the learners through various academic activities.

6.3.3 Examination and Evaluation

- * We organize orientation program for first year students, in that program one Point of focus is evaluation methods. In this way we communicate the evaluation method to students through orientation.
- * We follow Semester & CBCS pattern as per the guideline of VNSGUniversity, Surat.
- * Other members of the institution are informed about the evaluation methods by timely meetings and notices.
- * Information regarding the evaluation methods and examination pattern is given in the prospectus during the time of admission.
- * Evaluation sheets, internal scores are displayed on student notice boards from time to time.
- * We computerized test papers and evolution sheets. Most of our examination transactions are computerized.
- * We have separate examination section in the college. We have exam committee. We also have strong - room and other facilities like computer, printer, photocopier etc in the exam section.

6.3.4 Research and Development

- The Institution have newly established separate library and reading section to promote research activities and publications. This new separate building is developed by our management to promote the reading culture and research environment on the campus.
- Our research committee guides the faculties regarding submission of research proposals and research schemes and projects.
- The Institution encourage the faculties to participate in National, International and State level research events, conferences and seminars. We grant them duty leave for such academic endeavours.
- The Institution organize seminars, conferences and workshops on various subjects. Our faculties have submitted minor research project sponsored by UGC and one minor project is on going.
- The faculties pursuing M.Phil, Ph.D are supported by our library resources.
- The Institution provide computer, internet and ICT facilities to the teachers aspiring for research activities.
- The Institution ask the teachers to make mutual adjustments in teaching schedules when teachers are engaged in research activities.
- Necessary infrastructure and human resources are provided by the institution for smooth progress of research activities. The institute monitors and facilitates timely auditing and submission of the utilization certificate to funding agencies.
- We have started “Sarda Samsodhan Sarita” for aspiring young researchers. A small space for research and other equipments like computer, internet, printer etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Dell lab with 24 computers for students. It conduct CCC, C+++, scope and basic computer literary program
- Internet facility in the office.
- BAOU centre offer following computer courses: CCC, CIC, CPCS. (Certificate in Computer Concept, Certificate in Computing, Certificate in Personal Computer Software)
- Projectors in the class – rooms.
- The conference hall, seminar hall with LCD projectors for students and teachers make use of it to show PPT.
- Smart class – room which is operated by students also and teacher acts as facilitator.

6.3.6 Human Resource Management

- The institution has sincere, dedicated and committed faculty and visionary management.
- The institution has an adequate number of qualified and competent teachers to handle the course.
- In case of ,necessary of extra faculty ,we recruit visiting faculty and ad-hoc staff ,so we should get our strength.
- Self Appraisal reports

6.3.7 Faculty and Staff recruitment

- The staff recruitment is done by as per the rules of UGC and Government of Gujarat.
- Management recruits ad-hoc staff as per the requirement.

6.3.8 Industry Interaction / Collaboration

NA.

6.3.9 Admission of Students

- The institution ensures the wide publicity to the admission through the prospectus and the institutional website.
- The institution provide counselling during admission process our faculty members provide one to one counselling to our students.

6.4 Welfare schemes for

Teaching	Rs.1,50,000 were allotted for the loan purpose from the M.R.Desai Arts & E.E.L.K. Commerce College Staff Co-operative Credit Society Ltd.
Non teaching	Rs.1,50,000 were allotted for the loan purpose from the M.R.Desai Arts & E.E.L.K. Commerce College Staff Co-operative Credit Society Ltd.
Students	Our faculty helps economically poor and needy students.

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done.

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Higher Education Office, Government of Gujarat	Yes	Principal
Administrative	Yes	Higher Education Office, Government of Gujarat	Yes	Principal

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

For UG Programmes-NA Yes No

For PG Programmes-NA Yes No

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

- Dummy number system is followed.
- Centralized Assessment for Third Year BA,BCOM examinations.
- Result Through mobile and website.
- Supplementary Examination.

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

The University provides necessary facilities and suggestion to promote autonomy in college.

6.11 Activities and support from the Alumni Association

- Meetings are conducted at regular intervals.
- Feedback is taken from the Students.

6.12 Activities and support from the Parent – Teacher Association

- Meetings are conducted at regular intervals.
- Feedback is taken from the Parents.
- Parents come on prize distribution and annual day and motivate students .
- Participation on the occasion of National Festivals.

6.13 Development programmes for support staff

- One Day workshop on skill Development.
- Yoga ,Picnic ,Computer Training for support to the staff.

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

- Drawing Competition based on Global Environment Issues.
- To put Dustbin on the campus, Classrooms for exiting dust.
- We plant flower pots regularly for pleasant ambiance on our campus.
- The Institution have equipments for maintaining our ground. We have lawn cutters and sprinklers.
- NSS & NCC unit conduct 'Tree plantation program' regularly on our campus.
- 'Swachchhata Abhiyan' is often conducted by NSS, NCC & Saptdhara.

Criterion – VII

7. Innovations and Best Practices

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

- Career Guidance workshop for the students .
- Skill Development Seminar for the faculties.
- National Seminar On ‘Sanskrit Sahitya Mein Yugbodh’
- Guest Lectures by eminent Scholars to boost up the students skills.
- Women Empowerment & Holistic Development Activities.
- Special Achievement of sport students at University /State/National level.

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

- Beginning of the academic year the plan of action conceived and we achieved our Goal with great response.
- Career Guidance workshop for the students .
- Skill Development Seminar for the faculties.
- National Seminar On ‘Sanskrit Sahitya Mein Yugbodh’
- Guest Lectures by eminent Scholars to boost up the students skills.
- Special Achievement of sport students at University /State/National level.

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

- Sharda Fondation and Akshay Patra Yojana
- Baba Saheb Open University Centre
- Sports Events
- Aids Awareness and Red Cross Activities

**Provided the details in annexure 5*

7.4 Contribution to environmental awareness / protection

- NSS & NCC unit conduct 'Tree plantation program' regularly on our campus .

7.5 Whether environmental audit was conducted? Yes No

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

Strength- Enlighten management and very senior and qualitative faculty.
Adequate physical facilities for teaching –learning process.

Weakness- Not enough electronic media .

Opportunities - UG/PG degree can widen the scope of various Jobs.

Treats- Lack awareness for education because of tribal area .Heavily stickiness on there respective native languages.

8. Plans of institution for next year

- To Start PG for the subject of English & History.
- Reliance Wi-Fi facilities will be availed on our campus shortly.

Name : Assit Prof. N.K.Naik

NK Naik

Signature of the Coordinator, IQAC

Name: Prin. Dr. F. H. Desai

F. H. Desai

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure - I

College Academic Calendar 2015-16	
Execution/ Action	Duration of the Year
Admission Process	June – July Late admission till first week of August
Orientation of students and allotment of workload to teachers by time-table committee and H.O.D.'s.	July – August
Celebration of 15 th August	August
Planning and execution of co-curricular activities like Swarnim Gujarat, NCC, NSS, BISAG classes, Student Union activities etc.	July – August
Regular Swarnim Gujarat Saptdhara, NSS and sports activities	July – September
College elections	September – October
First Internal Test	October
University October A.T.K.T. examination and Regular Exam	October-November- December
Diwali Vacation	November – December
N.S.S. Annual Camp	November- December
N.C.C. Holiday Camp every alternate Year	Either November-December or May – June
Sports activities	January – February
Beginning of Second term	December
Celebration of 26 th January	January

Annual gathering and prize distribution Function	March
Second Internal Test & Additional Test	March
Publication of College Magazine	April – May
University Exams	April – May
Preparation of Admission Forms & Prospectus	May
University exams paper assessment	May
Summer Vacation	May – June
BAOU study Centre	June – throughout the year except Sundays
BAOU term exams	July and January

Annexure - 2

ANALYSIS OF FEEDBACK FROM STUDENTS FOR THE YEAR 2015-16

- Majority of the students are happy with teaching method and communication of the teacher. Students are satisfied with the content thought by their teachers and class discipline. Students are being motivated by the teachers.
- Students are happy with the facilities of sports equipments like, Cricket Ground, Volleyball, Kho-Kho, Kabaddi and as well as Indoor Sports Equipments also.
- The students actively use the facilities of library. Majority students are in practice of using employment news, magazines, journal, reference books and respective text books.

Annexure - 3(Publication)

Dr.F.H. Desai

G. D. Raval , P. S. Desai & F. H. Desai, “Children’s University Unique Endeavour for Empowering the younger Generation”, University News, Vol,53 (20) (May-18-24),2015,195-204,ISSN-0566-2257.

Falguni P. Desai, “In Communion with Cosmic Consciousness: Translating the Poet Narendra Modi”, International Journal of English and Literature, Vol6 (4) (Aug-2016) ,1-20, ISSN (e) 22498028.

Dr.M.D.Patel

“Hindi Evam Angreji Shahitya Mein Vyakt Stri Purush Sambandh” , Abinav Ganvesha , July -2015 ISSN-2394-4366.

“Vartaman Vaishvikaran Ke Yug Mein Hindi” The Gunjan , Sept-Dec-2015, ISSN2349-9273.

Manish Patel

“Use of E-Resource In Changing World”, Next Generation Librarianship Wadhwan,Oct 2015, P No.533-538 ,ISSN:978-81-907055-8-4.

“A Revolutionary Enhancement in Rural Development through Libraries” Gujarat Granthalaya Seva Sangh, Ahmedabad, Jan 2016 P No097-100 ISSN: 978-81-927390-1-4.

“The Impact of ICT on Public Library Services”, Research Metrix, Junagadh, Feb2016,P No,52-55,ISSN2321-7073.

Annexure - 4

Co-Curricular Activities 2015-2016				
1	15/06/2015 To 19/06/2015	Yoga Training	Students	NCC /Sports
2	20/06/2015	Yoga Orientation	Students	NCC /Sports
3	21/06/2015	International Yoga Day	Students	NCC /Sports
4	05/07/2015	One Day Camp At College	Students	NSS
5	27/06/2015 To 06/07/2015	CATC Camp Vadodara	Cadets	NCC
6	09/07/2015	CATC Camp- Vadodara	Cadets	NCC /Sports
7	15/07/2015	Tree Plantation	Students	NSS
8	14/07/2015	Red Cross Society And Blood Donation Camp(51 Bottle Collected)	Students	NSS
9	26/07/2015	One Day Camp At College	Students	NSS
10	23/07/2015 To 06/08/2015	Army Camp Jamnagar	Cadets	NCC
11	01/08/2015 To 14/08/2015	Mahila Sashaktikaran Week - Mahila Sanman - Carrier Guidance - Mahila Suraxa - Training Karate	Prof. N. K. Naik Prof. R. B. Naik Prof. D. P. Patel Prof. J. B. Patel Dr. A.J.Adeshra Prof. M. R. Desai Prof. D.S.Rathod Prof.Dr. J. S. Naik	Saptadhara
12	14/08/2015	Desh Bhakti Geet Comp.	Prof. N. K. Naik Prof. D. P. Patel	Prof. N. K. Naik Geet Sangit Nrutya Dhara

			Prof.I.B.Patel	
13	15/08/2015	Independence Day	Staff ,Management &Students	NCC&NSS
14	16/08/2015	One Day Camp At College	Students	NSS
15	06/09/2015	One Day Camp At College	Students	NSS
16	09/09/2015	Teacher's Day	Prof. N. K. Naik Prof. R. B. Naik Students	Cultural Committee
17	11/10/2015	Mega Medical Camp Organised By Sharda Foundation Chikhli (3250 Women Have Taken Benefit Of This Camp)	Dist.Collector. Miss.Remya Mohan Shri Praful Shukla & Doctors	Sharda Foundation & College Family
18	14/10/2015	Navaratri Garba Mahotsav	Staff & Students	Cultural Committee
19	01/01/2016	Sangeet-Nrutya Taleem	Prof. N. K. Naik Prof. R. B. Naik	Cultural Committee Saptadhara
20	04/01/2016	Shibir	Prof. N. K. Naik Prof. R. B. Naik	Cultural Committee Saptadhara
21	09/01/2016 To 10/01/2016	University Youth Festival	Prof. N. K. Naik Prof. R. B. Naik	Cultural Committee Saptadhara
22	10/01/2016	One Day Workshop	Prof. R. B. Naik	Udisha Cell
23	15/01/2016 To 21/01/2016	❖ Day Celebration ❖ Social awareness and charity. ❖ Voting awareness programme ❖ Sports Competition	Prof. N. K. Naik Prof. R. B. Naik	Cultural Committee Saptadhara Akshaypatra Yojana

24	26/01/2016	Republic Day	Staff ,Management & Students	NCC /Sports/NSS
25	28/01/2016	Guest Lecture on Upanishad	Dr.Bhavana Chanpaneri, M.T.B. College ,Surat	Gyandhara
26	28/01/2016	Sandhan	Prin.Dr Sanjaybhai Patel,Khergam College.	Prof. N. K. Naik Prof.Chetan Patel
27	11/02/2016	Chitra Spardha/ Rangoli Spardha	Prof.I.B. Patel Prof. N. K. Naik Prof. R. B. Naik Students	Rangkalakaushalyadhara
28	13/02/2016	Guest Lecture (Prof. B.B.Bhandari,Vadiya Womens Colleg, Surat)	Prof. D. P. Patel Dr.Y. J.Desai	Gyandhara
29	14/02/2016 To 20/02/2016	Annual Special Camp NSS Shri Shiv Shakti Dham P.T.C. Mahila College ,Chapaldhara.	Dr.Sharad Patel Shri Bhadresh Naik Shri Pratapsihn Solanki Shri D.K.Patel(IOC,Bank) Shri R.C.Patel	NSS
30	20/02/2016	Seminar for career guidance and student counseling.	Saurabh Desai Charitable Trust Rina Desai and Antrix parmar	Udisha Cell
31	19/03/2016	National Seminar on 'Sanskrit Sahitya me Yugbodh'	Dr.Harshadev Madhav Dr.Sudesha Ahuja Dr.Ravindra Khandwala Dr.Pragyna Joshi Dr.Nirnjan Patel Dr.Naresh Bhatt	Sanskrit Department

			Brhmakumari Aashaben	
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Annexure - 5

Best Practice in Our College –I

(I) Sharda Foundation and Akshay Patra Yojana

- The context

We have made a humble attempt to serve the society by our Akshay Patra Yojana and Sharda Foundation collaborative activities. We function and execute our plans and the activities by donations and funds from aaminities. We collect the funds from our well-wishers if they aspire to serve.

We started the Akshay Patra Yojana in 2004-05 we have four sections in Akshay Patra Yojana.

(i) Annapatra:

Those willing to donate food place one handful of grains in one utensil everyday and must work towards the building of “Progressive India”. Donate the food and see that nobody remains unfeed in your surroundings.

(ii) Maanpatra:

Everyday note down the good thoughts that you hear or read and make a collection of such thoughts, do share it with others. Give it to your teachers and elders and ask them to publish it if possible.

(iii) Tanpatra:

Collect the clothes that are not in use from your house and from the surrounding and distribute it among the poor and needy in remote tribal villages.

(iv) Dhaanpatra:

Collect the amount as per the economic status of the family and donate the collection for well-being and welfare of needy, sick and suffering people.

ACTIVITIES

Along with Akshay Patra Yojana we have made a humble attempt to contribute to Sharda Foundation started by our Management to serve the society. We started the activities of Sharda Foundation in 2009-10.

Goals of the practice

- (a) To serve the poor and needy.
- (b) To provide comprehensive habitation measures to needy and pioneering efforts for enriching the lives of women and children.
- (a) To provide medical and therapeutic assistance for women and children of the tribal belt.
- (d) To create necessary support for deprived, needy, women and children so that they can lead the life of independence and dignity.
- (e) We firmly believe that the human beings are never as tall as when they kneel to serve the disadvantaged, needy women and children.

The Practice

We started Akshay Parta Yojana long back in 2004-05. We paid fees of many poor students under this project. We regularly distribute food, clothes and other grocery to the remote villages of tribal area. On an average we distribute 290 to 300 kg food grains to the villagers. Our students develop the values like serving others, kindness, compassion, patience etc, which is important for the holistic development of our students.

Under the aegis of Sharda Foundation we regularly organize tree plantation programs and blood donation camps. In 2015 we organized free medical check up camp for women and children. We donated ambulance to animal saving group. We provide pure drinking water to people in summer by setting up temporary water huts in public places like bus-stands. We distribute sweets and fire crackers to poor children during the festival of diwali. We cater to poor students of standard 10th by giving them free coaching. The coaching is provided free of charge by the faculty on our campus.

Problems Encountered and Resources Required

We need more financial resources to cater to the larger groups and wider mass. Sometimes there is lack of awareness among the beneficiaries. First time we approach for a

formal meeting, we convince them and explain that we are there to help them. We need more work force to reach greater number of people. Sometimes we are short of time as we do these activities along with our regular work. We need more young and enthusiastic faculty to launch more social service activities, bring new innovative ideas and to take challenges with smile.

Resources Required

- Financial Resources
- Separate office rooms
- Computers, furniture, fixtures.
- Doctor on call and Health centre
- Committed leadership from young faculty and students who aspire to work voluntarily.

Evidence of success

We have catered to number of needy people. We have distributed on an average grains and other things worth rupees thirty to thirty thousand rupees. Our medical check up camps were good success as more than five hundred women took advantage of the program. Through these programs we develop the value of social service in our students and that is important factor in develop good citizenry and Nation building.

Contact Persons

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II. Baba Saheb Open University Centre:

Context:

BAOU was established in 1994 and we started BAOU study centre in 1998 to cater to the students from remote areas and the in service employees. It was first of its kind in our tribal belt. Our institution's mission is maximum literacy in tribal area and BAOU study centre to fulfill our institutional mission.

Goals of the practice

- To impart education and to provide educational opportunities to different sections of society, who are unable to pursue their studies due to circumstances and other commitments?
- To Democrat education by starting distance learning study centre.
- To cater to individuals who are unable to get enrolled in Universities of State.
- To facilitate, house wives, in service employees, people belonging to schedule caste, tribes and socially and economically weaker sections.
- To caters to individuals who wish to improve their professional skills.
- To offer programs for less educated, educated and highly educated individuals.
- To provide educational opportunities to larger segment of society in tune with our institutional mission of maximum educational opportunities to the tribal belt.
- To promote educational well-being of the society.

The practice

The BAOU was established in 1994 and we started the BAOU study centre in 1998 for the people of our tribal belt. We started with limited resources and few students in 1998 we enrolled increasing number of students each year. We have co-ordinator Dr J.S.Naik of the centre we have clerical staff they work under the guidance of the head of the institution.

Problems Encountered and Resources Required

We need two way video conferencing like EDUSAT of IGNOU for facilitating learning of our students. We need more clerical staff and equipments and grants by BAOU,

Ahmadabad. We need more exam supervisors and superintendents and special watch during the examinations, they must be appointed from the Baba Saheb Open University, Ahmadabad. We need reorganization at state level as well functioning study centre, this will motivate us to work more zestfully.

Resources Required

- More staff
- Modern equipments from the BAOU University
- More financial support from the BAOU University
- Furniture and fixtures
- Two way conferencing system for students
- Meeting and training schedules by university for people working for BAOU study centre.

Evidence of success

Our BAOU study centre is a boon to the tribal belt. Since our establishment in 1998 nearly 7000 students are benefited by the centre till 2016. We have a separate unit, building for BAOU study centre. We offer 10 UG, 03 PG and 19 Certificate courses. In 2013 we had 1060 students, in 2014 we enrolled 248 students and in 2015 we facilitated 918 students at our BAOU study centre.

The strength in our regular courses is in between 900 to 1000 and we enrol nearly number of students in our BAOU study centre.

We believe that a good quality education is one that provides our tribal students with capabilities they require to become economically independent, develop sustainable livelihoods, contribute to peaceful and democratic societies and enhance individual well-being. The learning outcomes that are required vary according to context but at the end of the basic education cycle must include threshold levels of literacy and numeracy, basic scientific knowledge and life skills including awareness and prevention of disease. Capacity development to improve the quality of teachers and other education stakeholders is crucial throughout this process.

Swami Vivekananda says that the end of all education, all training, should be man-making. The end and aim of all training is to make the man grow. The training, by which the current and expression of will are brought under control and become fruitful, is called education. What our country now wants are muscles of iron and nerves of steel, gigantic wills which nothing can resist, which can penetrate into the mysteries and secrets of the universe and will

accomplish their purpose in any fashion, even if it means going down to the bottom of the ocean, meeting death face to face.

It is man-making religion that we want & it is man-making theories that we want.



(III) Aids Awareness and Red Cross Activities

Our NSS and NCC units regularly organized experts lectures for Aids Awareness. Our students organized rally on “Aids Awareness” ,it create awareness in youth. Our Assit.Prof.Minuben Desai, actively organized “Aids Awareness” program through “Red Cross Society”. They organized sickle cell, anaemia, blood grouping camp in our campus for the students beneficiaries. Through “Red Cross Society” we organized various competition for respective subjects like ,Debate , Elocution, Drawing etc. It helps students to expose their ideas for respective subject, it may help the youth.

(IV) Sports Activities

Our PTI Prof. Dr. Jaymal Naik tried to give his knowledge and experience to sports students. Our Principal and Management give full facilities to sports students.

Our students Sarita Gayakwad and her team stud first in every athletic meet at University Level, Khel Mahakumbh, Rajiv Gandhi Khel Abhiyan. Our student Sarita Gayakwad “Vanful” is a Adivasi Girl, from very poor family & remote village of Dang District. She achieved GOLD MEDALS IN 200 M , 400 M, 400 M Hurdles, 4 X 400 M Relay

SILVER MEDALS IN 4X100 MT. RELAY

All India Inter University Athletics Championship. Organized By: Punjabi University, Patiyala 400 Mt. Run

Rajiv Gandhi Khel Abhiyan National Level women’s Athletic Championship Organized By: Ministry of Youth Welfare & Sports and Govt. of Jammu-Kashmir

Our students achieved Bronze, Silver medals and championship in many plays like kho-kho, badminton, cycling, Volleyball Cricket meet.