

## The Annual Quality Assurance Report (AQAR) of the IQAC 2015-16

### Part – A

AQAR for the year (for example 2013-14)

2015-16

#### I. Details of the Institution

1.1 Name of the Institution

*Narmada College of Science and Commerce*

1.2 Address Line 1

*Shuklatirth Road*

Address Line 2

*Zadeshwar*

City/Town

*Bharuch*

State

*Gujarat*

Pin Code

*392011*

Institution e-mail address

[principal@narmadacollege.ac.in](mailto:principal@narmadacollege.ac.in)

Contact Nos.

*+91 2642 231930*

Name of the Head of the Institution:

*Dr A K Singh*

- ***Dr B M Rawal is appointed as the Pro Vice Chancellor of Veer Narmad South Gujarat University, Surat from June 2016***

Tel. No. with STD Code:

*+91 2642 231930*

Mobile:

*94291 87491, 79906 40619*

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**OR**

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

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details: *The College is re-accredited with 'A' grade by NAAC on 29<sup>th</sup> March, 2016 for the 2<sup>nd</sup> Cycle.*

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	79.00	2007	5 Yrs
2	2 <sup>nd</sup> Cycle	A	3.25	2016	5 Yrs
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC:

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 submitted to NAAC on 29/01/2015
- ii. AQAR 2012-13 submitted to NAAC on 29/01/2015
- iii. AQAR 2013-14 submitted to NAAC on 29/01/2015
- iv. AQAR 2014-15 submitted to NAAC on 29/01/2015

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

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

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	NO	UGC-CPE	NO
DST Star Scheme	NO	UGC-CE	NO
UGC-Special Assistance Programme	NO	DST-FIST	NO
UGC-Innovative PG programmes	NO	Any other (Specify)	--
UGC-COP Programmes	NO		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	8 + 1 (Librarian)
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	4
2.4 No. of Management representatives	2
2.5 No. of Alumni	3
2.6 No. of any other stakeholder and Community representatives	1
2.7 No. of Employers/ Industrialists	--
2.8 No. of other External Experts	--
2.9 Total No. of members	21
2.10 No. of IQAC meetings held	04

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

2.14 Significant Activities and contributions made by IQAC

*The following activities were planned and considered for the institutional growth*

1. Preparation of RAR completed and submitted to NAAC in June 2015
2. Counselling the institutional stake holder for NAAC visit
3. Upgradation of Infrastructure
4. Upgradation of Library facilities
5. Support to research activities
6. Pre-NAAC visit preparation of departments
7. **As a result of the efforts of IQAC and cooperation of all the stake holders the college was awarded 'A' grade with 3.25 CGPA in March-2016.**

*The head of the institution in coordination with the various stakeholders had focused on the above-mentioned agenda of IQAC. This resulted in the fulfilment of the action plan.*

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
Preparation of RAR	<ul style="list-style-type: none"> <li>• Preparation of RAR-2015 completed and submitted to NAAC in June-2015.</li> </ul>
Preparing for NAAC visit	<ul style="list-style-type: none"> <li>• Various stake holders of the institution                             <ul style="list-style-type: none"> <li>○ Students</li> <li>○ Staff</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Administrative staff</li> <li>○ Management</li> <li>○ Parents</li> </ul> <p>were guided and made aware about various aspects of NAAC assessments by the ppts</p>
Upgradation of infrastructure	<ul style="list-style-type: none"> <li>● Renovation of computer lab approved and work in progress</li> <li>● Renovation of staff common room approved and work in progress</li> </ul>
Upgradation of library services	<ul style="list-style-type: none"> <li>● Data entry work for SOUL completed</li> <li>● Orientation given to Library patrons for use of N-List facility</li> <li>● Bar coding work is in progress and completed more than 70%</li> <li>● Created E-Resource access points for students</li> </ul>
Support to research activities	<ul style="list-style-type: none"> <li>● Ph D thesis submitted by 3 students</li> <li>● Motivation to staff to join Ph D program</li> <li>● Enrolment of research students (M Phil and Ph D) in various departments</li> </ul>
Pre-NAAC visit preparation of departments	<ul style="list-style-type: none"> <li>● Guiding the various departments' faculties to prepare PowerPoint presentations and present the department profile before the NAAC committee.</li> <li>● All the departments presented the department profile through PowerPoint presentation very effectively</li> </ul>
<p><b>As a result of the efforts of IQAC and cooperation of all the stake holders the college was awarded A grade with 3.25 CGPA in March-2016.</b></p>	

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body    Yes     No

Management     Syndicate     Any other body

Provide the details of the action taken

**Part – B**

**Criterion – I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	03	00	00	00
PG	02	00	00	00
UG	06	00	03	00
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	00	00	00	00
Others	00	00	00	00
<b>Total</b>	<b>11</b>	<b>00</b>	<b>03</b>	<b>00</b>
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	10
Trimester	00
Annual	00

- 1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
 (On all aspects)
- Mode of feedback : Online  Manual  Co-operating schools (for PEI)

\*Please provide an analysis of the feedback in the Annexure

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

Implementation of CBCS system in line with UGC / University guidelines

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

No

**Criterion – II**

**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty	<i>Total</i>	<i>Asst. Professors</i>	<i>Associate Professors</i>	<i>Professors</i>	<i>Others</i>
	30	02	28	NA	--

2.2 No. of permanent faculty with Ph.D. 16

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	<i>Asst. Professors</i>		<i>Associate Professors</i>		<i>Professors</i>		<i>Others</i>		<i>Total</i>	
	<i>R</i>	<i>V</i>	<i>R</i>	<i>V</i>	<i>R</i>	<i>V</i>	<i>R</i>	<i>V</i>	<i>R</i>	<i>V</i>
	0	2	0	0	0	0	0	0	0	2

2.4 No. of Guest and Visiting faculty and Temporary faculty 17 12  
Guest and visiting Temporary

2.5 Faculty participation in conferences and symposia:

<i>No. of Faculty</i>	<i>International level</i>	<i>National level</i>	<i>State level</i>
<i>Attended</i>	-	-	-
<i>Presented papers</i>	06	07	-
<i>Resource Persons</i>	-	-	-

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

- *Introduction of MOOCS courses as an innovation*
- *Participation of students in online courses offered by edX from Berkley, California*
- *Registration for Learn Chemistry Partnership for teachers and students to get connected to the world's leading chemistry community.*

2.7 Total No. of actual teaching days during this academic year 155

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Signature of the student taken on the corrected answer book shown after evaluation

2.9 No. of faculty members involved in curriculum restructuring/ revision/ syllabus development as member of Board of Study/Faculty/Curriculum Development Workshop 07 03 01



2.10 Average percentage of attendance of students

80% as per university norms

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc.	134	17	45	28	1	90
B.Com.	185	4	37	33	0	75
B.B.A.	37	16	30	27	8	81
B.C.A	36	28	36	3	0	67
M.Sc.	32	50	41	0	0	91
M.Com.	63	44	25	3	0	73

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

The IQAC meets regularly with the agenda chalked out in the beginning of the academic year and takes note of development therein. It also motivates and encourages the students and faculty members to get involved in the learning process. The Principal, also being the chairman of IQAC, initiates, supports and co-ordinates any such process.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	2	0	2
Technical Staff	4	2	0	2

**Criterion – III**

**3. Research, Consultancy and Extension**

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

- Promoting research has remained one of the most important functions of IQAC.
- Teachers have been motivated to enrol more students for M Phil and Ph D in various departments
- Teachers and students are inspired to present quality research and produce research papers in national and international journals
- Emphasis is laid on research papers generating higher impact factors
- Two students completed the Ph D in chemistry
- Paper publication details
 

1. Chemistry department	8
2. Commerce department	5
3. Biology department	3
4. Electronics department	1
Total	17

3.2 Details regarding major projects

	<i>Completed</i>	<i>Ongoing</i>	<i>Sanctioned</i>	<i>Submitted</i>
<i>Number</i>	00	01	00	00
<i>Outlay in Rs. Lakhs</i>	00	11,46,100/-	00	00

3.3 Details regarding minor projects

	<i>Completed</i>	<i>Ongoing</i>	<i>Sanctioned</i>	<i>Submitted</i>
<i>Number</i>	00	01	00	00
<i>Outlay in Rs. Lakhs</i>	00	1,55,000/-	00	00

3.4 Details on research publications

	<i>International</i>	<i>National</i>	<i>Others</i>
<i>Peer Review Journals</i>	17	0	
<i>Non-Peer Review Journals</i>	0	1	
<i>e-Journals</i>	0	0	
<i>Conference proceedings/ Books Published</i>	0	2	

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

<i>Nature of the Project</i>	<i>Duration Year</i>	<i>Name of the funding Agency</i>	<i>Total grant sanctioned</i>	<i>Received</i>
<i>Major projects</i>	<i>3 Year</i>	<i>UGC</i>	<i>11,46,100/-</i>	<i>11,46,100/-</i>
<i>Minor Projects</i>	<i>2 Years</i>	<i>UGC</i>	<i>1,55,000/-</i>	<i>1,55,000/-</i>
<i>Interdisciplinary Projects</i>				
<i>Industry sponsored</i>				
<i>Projects sponsored by the University/ College</i>				
<i>Students research projects (other than compulsory by the University)</i>				
<i>Any other (Specify)</i>				
<i>Total</i>				

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: NA

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

<i>Level</i>	<i>International</i>	<i>National</i>	<i>State</i>	<i>University</i>	<i>College</i>
<i>Number</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>
<i>Sponsoring agencies</i>					

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency	13 lac	From Management of University/College	Nil
Total	13 lac		

3.16 No. of patents received this year

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

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
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

06
11

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

03
----

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

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

3.21 No. of students Participated in NSS events:

University level	134	State level	59
National level	02	International level	Nil

3.22 No. of students participated in NCC events:

University level	Nil	State level	10
National level	11	International level	Nil

3.23 No. of Awards won in NSS:

University level	02	State level	00
National level	01	International level	00

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="00"/>	College forum	<input type="text" value="05"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="06"/>	Any other	<input type="text" value="00"/>

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

- *Voters Day awareness programme organized in which around 250 Boys and Girls took Oath regarding Free and Fair voting without biased by fear, Caste, Religion, Money etc.*
- *During Vacation, the college teachers and students participated in a project to spread awareness for collection of Neem Seeds in the interior villages of Bharuch. The collection of Neem Seeds was to be used for Neem Coating of Urea used for agriculture. This was one of the very ambitious project of the honourable Prime Minister.*
- *Under the “Ghar Ghar Sauchalaya” project of Government of Gujarat to spread awareness by demonstrating the making of “soak pit” for toilet, 100 volunteers from Narmada College actively participated.*
- *India’s goal for “Open Defecation free” was laid by the Prime Minister of India, NSS volunteers were assigned the task of “Swachchata Sainik” to monitor the effectiveness of “Ghar Ghar Sauchalaya” project and monitoring for proper use of toilets.*
- *The college hosted a district level NSS camp in co-ordination of NSS camp, VN S GU funded by Government of India under the ministry of youth and welfare for which an amount of Rs/ 1,00,000/- was given as a special grant to the college. Approximately 300 volunteers of various colleges and schools of the district participated. The duration of the camp was for three days during which the volunteers planted Neem trees in and around Bharuch.*

**Criterion – IV**

**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

<i>Facilities</i>	<i>Existing</i>	<i>Newly created</i>	<i>Source of Fund</i>	<i>Total</i>
<i>Campus area</i>	<i>16.4 acres</i>	<i>Nil</i>	<i>NA</i>	<i>16.4 acres</i>
<i>Class rooms</i>	<i>16</i>	<i>Nil</i>	<i>NA</i>	<i>16</i>
<i>Laboratories</i>	<i>12</i>	<i>Nil</i>	<i>NA</i>	<i>12</i>
<i>Seminar Halls</i>	<i>01</i>	<i>Nil</i>	<i>NA</i>	<i>01</i>
<i>No. of important equipments purchased (≥ 1-0 lakh) during the current year.</i>	<i>04</i>	<i>Nil</i>	<i>NA</i>	<i>04</i>
<i>Value of the equipment purchased during the year (Rs. in Lakhs)</i>	<i>8.5 Lac</i>	<i>7.28 Lac</i>	<i>NA</i>	<i>15.78 Lac</i>
<i>Others</i>		<i>6.36 Lac</i>	<i>NA</i>	<i>6.36 Lac</i>

4.2 Computerization of administration and library

- |   |
|---|
| <ul style="list-style-type: none"> <li>• <i>All administrative work including online admissions is computerised.</i></li> <li>• <i>Computerisation (SOUL software installed) of Library is in progress.</i></li> <li>• <i>Work of bar coding being carried out</i></li> </ul> |
|---|

4.3 Library services:

	<i>Existing</i>		<i>Newly added</i>		<i>Total</i>	
	<i>No.</i>	<i>Value</i>	<i>No.</i>	<i>Value</i>	<i>No.</i>	<i>Value</i>
<i>Text Books</i>	<i>22816</i>	<i>37,90,444</i>	<i>1021</i>	<i>1,95,867</i>	<i>23837</i>	<i>39,86,311</i>
<i>Reference Books</i>	<i>4034</i>	<i>2,79,570</i>	<i>00</i>	<i>00</i>	<i>4034</i>	<i>2,79,570</i>
<i>e-Books</i>	<i>139309</i>	<i>5,750</i>	<i>00</i>	<i>00</i>	<i>139309</i>	<i>5,750</i>
<i>Journals</i>	<i>18</i>	<i>31,680</i>	<i>00</i>	<i>00</i>	<i>18</i>	<i>31,680</i>
<i>e-Journals</i>	<i>6318</i>	<i>5,750</i>	<i>00</i>	<i>00</i>	<i>6318</i>	<i>5,750</i>
<i>Digital Database</i>	<i>--</i>	<i>--</i>	<i>--</i>	<i>--</i>	<i>--</i>	<i>--</i>
<i>CD &amp; Video</i>	<i>434</i>	<i>--</i>	<i>05</i>	<i>--</i>	<i>439</i>	<i>--</i>
<i>Others (specify)</i>						

4.4 Technology up gradation (overall)

	<i>Total Computers</i>	<i>Computer Labs</i>	<i>Internet</i>	<i>Browsing Centres</i>	<i>Computer Centres</i>	<i>Office</i>	<i>Depart-ments</i>	<i>Other s</i>
<i>Existing</i>	<i>159</i>	<i>03</i>	<i>10*512 Kbps</i>	<i>01</i>	<i>00</i>	<i>01</i>	<i>11</i>	<i>nil</i>
<i>Added</i>	<i>15</i>	<i>nil</i>	<i>nil</i>	<i>nil</i>	<i>Nil</i>	<i>nil</i>	<i>Nil</i>	<i>nil</i>
<i>Total</i>	<i>174</i>	<i>03</i>	<i>10*512 Kbps</i>	<i>01</i>	<i>00</i>	<i>01</i>	<i>11</i>	<i>nil</i>

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

- |  |
|--|
| <ul style="list-style-type: none"> <li><i>With the assistance of the computer department informal training sessions were organised from time to time.</i></li> </ul> |
|--|

4.6 Amount spent on maintenance in lakhs:

i) ICT	<i>1.22 lacs</i>
ii) Campus Infrastructure and facilities	<i>2.78 lacs</i>
iii) Equipments	<i>0.00 lacs</i>
iv) Others	<i>0.00 lacs</i>
<b>Total:</b>	<i>4.00 lacs</i>

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC takes care for getting the feedback of the outgoing students every year and based on this feedback the incoming batch is given orientation in the beginning of the year.
- IQAC motivates teachers and administrative staff to use computers and internet in teaching learning and administration of the college.

5.2 Efforts made by the institution for tracking the progression

- The institution has identified that the tracking of outgoing students can be done by a survey of transcripts issued, transfer certificates issued and placement data. Efforts are being made to document these data for record.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1644	199	11	--

(b) No. of students outside the state

15

(c) No. of international students

Nil

Men	No	%	Women	No	%
	604	33%		1239	67%

No	%
1239	67%

<i>Last Year</i>					<i>This Year</i>						
<i>General</i>	<i>SC</i>	<i>ST</i>	<i>OBC</i>	<i>Physically Challenged</i>	<i>Total</i>	<i>General</i>	<i>SC</i>	<i>ST</i>	<i>OB C</i>	<i>Physically Challenged</i>	<i>Total</i>
981	102	87	409		1579	1219	90	107	427		1843

Demand ratio: 3.5:1

Dropout: 16%



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

- *Expert lectures have been organized for orientation and preparation of preliminary examination of Company Secretary (CS), Cost and Management Accounting (CMA) and Chartered Accountancy (CA). Approximately 200 students benefited.*
- *Reference books and magazines for competitive exams are subscribed by the college library which students refer.*
- *Society for Creation of Opportunities through Proficiency in English (SCOPE) is an ambitious project of the government of Gujarat to enhance the proficiency of students especially in English language. The college enrolled 122 students for this*

No. of students beneficiaries

*Approximately 500 students*

5.5 No. of students qualified in these examinations: No formal data available

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

5.6 Details of student counselling and career guidance

- *Orientation and coaching of students for preparation of Company Secretary (CS)/ Cost and Management Accounting (CMA)/Common Admission Test for MBA (CAT) examination is conducted in collaboration with various outside agencies.*
- *The institution has a Career Guidance Centre named DISHA which orients the students for campus placement by grooming them for the campus interviews*
- *Students are informed about the available job opportunities.*

No. of students benefitted

*Approximately 350 students*

5.7 Details of campus placement

	<b>On campus</b>		<b>Off Campus</b>
<i>Number of Organizations Visited</i>	<i>Number of Students Participated</i>	<i>Number of Students Placed</i>	<i>Number of Students Placed</i>
04	145	15	22

5.8 Details of gender sensitization programmes

*Debate, Elocution, Rangoli, Poster making, Essay competition, Drama etc. are organised on the themes of gender sensitization by the debate and cultural committees of students' council and also saptadhara.*

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	<i>Number of students</i>	<i>Amount</i>
<i>Financial support from institution</i>	<i>Nil</i>	<i>Nil</i>
<i>Financial support from government</i>	<i>184</i>	<i>17,35,450</i>
<i>Financial support from other sources</i>	<i>Nil</i>	<i>Nil</i>
<i>Number of students who received International/ National recognitions</i>	<i>Nil</i>	<i>Nil</i>

#### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

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

## **Criterion – VI**

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

*Vision*

*Institute Par Excellence, poised to the aspirations of the 21<sup>st</sup> century in the field of Science, Technology and Commerce through value-based quality education.*

*Mission*

*To serve as a launching pad for the aspiring learners to fulfil the needs of the industries and the society by equipping them with requisite knowledge and skills through value-based education.*

#### 6.2 Does the Institution has a management Information System

*YES,*

- *E-Mahavidyalaya is an ambitious project taken up by the college Alumni under the guidelines of Principal Dr B M Rawal. This MIS has various modules like Students Management, Academic Management, Examination Management, Stock Management, Accounts, Admission Management and Transport Management.*
- *For accounting and financial management Tally ERP is used.*
- *For the purpose of library management college uses SOUL 2.0 Library Management Software.*
- *For keeping the records of the project training and management of BBA students' projects, it was felt necessary to develop an MIS for efficient management of records. The work was assigned to Ms Neha Purani. As a result of which an inhouse MIS was developed called "Training and Project Management" for the indexing of Students' Summer Training and Winter Project reports which generates reports for the company profile, year wise, faculty wise, company wise, specialization wise reports summary.*

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

##### 6.3.1 Curriculum Development

- *The curricula of various subjects are designed by the Board of Studies of the universities.*
- *Faculty members from various departments are chair persons/ members of the Board of Studies and Faculty of the university*

### 6.3.2 Teaching and Learning

- *Attendance is compulsory, and a part of internal evaluation*
- *The assignments, group assignments/projects, case-studies, seminars etc. are given to the students as a part of continuous evaluation.*
- *Exercise of mock interviews is conducted in the class*
- *Industrial visits are organised.*

### 6.3.3 Examination and Evaluation

*The examination and evaluation process is done as per norms of the university. However the college makes the internal assessment of the students which is a part of overall assessment. Following are the evaluation methods.*

- *Internal Test*
- *Assignments*
- *Group Discussion*
- *Presentations and Seminars*
- *Practical Examinations*
- *Viva Voce*

### 6.3.4 Research and Development

- *Teachers are actively involved in guiding the students for M. Phil and Ph D*
- *One minor research project is in progress*
- *One major research project is in progress*
- *The faculty members present and publish research papers*

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

- *The ICT based teaching and learning is encouraged and supported. Hence more class rooms are equipped with LCD projectors.*
- *SOUL software installation is completed and barcoding of books is in progress.*
- *N-list facility is developed and utilised by students and faculty members.*
- *E-Resource access is made available through Remote Access as well as from library E-Resource Node.*

### 6.3.6 Human Resource Management

- *Refresher Course attended by Mr Sapan Shah (Librarian).*
- *Faculties are encouraged to participate and present research papers.*
- *Ad-hoc teachers are hired wherever there is a need.*
- *Students are mentored by faculty members in various walks of life.*

6.3.7 Faculty and Staff recruitment

- *Staff recruitment is done as per the UGC and the affiliating norms.*
- *Visiting faculty members are recruited to fulfil the shortfall of faculty members in various departments as per norms and the salary is paid to them as per norms.*
- *Ad-hoc staff is appointed in office and labs for smooth functioning.*
- *Information about the shortfall is communicated to the state government from time to time.*
- *Government roster is strictly followed.*

6.3.8 Industry Interaction / Collaboration

- *Students of the various classes undergo summer and winter training in industry.*
- *Alumni working in various industries are invited to interact with students and students are acquainted with the industrial environment.*
- *The college organizes industry visits for the professional exposure to the students.*
- *People from the various industries are invited to deliver the lectures and conduct workshops.*
- *Various industries visit the campus for the purpose of placement.*

6.3.9 Admission of Students

- *Online admission system is being used.*
- *Reservation policy as per government rules is strictly followed.*
- *Merit list is strictly followed.*

6.4 Welfare schemes for

<i>Teaching</i>	<i>Co-Op society</i>
<i>Non teaching</i>	<i>Co-Op society</i>
<i>Students</i>	<i>Awards(cash +medals)</i>

6.5 Total corpus fund generated

1.2 Cr

6.6 Whether annual financial audit has been done

Yes

No

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

<i>Audit Type</i>	<i>External</i>		<i>Internal</i>	
	<i>Yes/No</i>	<i>Agency</i>	<i>Yes/No</i>	<i>Authority</i>
<i>Academic</i>	<i>No</i>	-	-	-
<i>Administrative</i>	<i>No</i>	-	-	-

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

For UG Programmes      Yes  No

For PG Programmes      Yes  No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

- *There is no registered Alumni Association.*
  - *Informal activities of Alumni Association are conducted under the banner of "ROOTS".*
  - *Alumni donate books to the library.*

6.12 Activities and support from the Parent – Teacher Association

NA

6.13 Development programmes for support staff

- *Allowed to attend the capacity building-programmes organised by university and state government.*
  - *Provided with the facilities of computer and internet.*
  - *Encouraged to attend the training programmes for which the registration fees are reimbursed*

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

- *Plantation done regularly*
  - *Energy audit by GNFC*

## 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.

- Use of ICT for teaching, learning and assessment of students
- Use of online resource by teachers and students through N-list consortia where eBooks and e-journals are hosted
- Committees are formed for the effective administration of various activities of college in terms of academic, extracurricular and co-curricular activities
- More outreach programs through the NSS activities of the college
- Inculcation of nationalism by the NCC Naval unit with activities like regular parade, sailing camp in Narmada River, participating in shooting camp, participating in cultural programs with themes promoting nationalist feelings and spirit.

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

- Preparation of RAR-2015 completed and submitted to NAAC in June-2015
- The NAAC peer team visited the college during 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> March, 2016 and the college is happy to get A Grade with 3.25/4.00 CGPA
- Renovation of Computer lab and staff common room approved by the management and work in progress
- Data entry work for SOUL completed
- Orientation given to Library patrons for use of N-List facility
- Bar coding work is in progress and completed more than 70%
- Created E-Resource access points for students
- Enrolment of research students (M Phil and Ph D) in various departments

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

- Promotion of ICT in teaching learning and administration. (Annexure I)
- Social Outreach programmes through National Service Scheme (Annexure I)

**\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)**

7.4 Contribution to environmental awareness / protection

- Tree plantation.
- 'Ghar Ghar Sauchalaya' project
- 'Open Defecation Free' Project

7.5 Whether environmental audit was conducted? Yes  No

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

Strengths

- The college under the leadership of Dr B M Rawal is accredited with 'A' grade by NAAC with CGPA 3.25.
- It is the pride of our institution that Dr B M Rawal, Principal of our college has been appointed as Pro-Vice Chancellor of the Veer Narmad South Gujarat University, Surat
- The good discipline of the campus is the noticeable strength of the institution.
- Most of the faculties are involved in some or the other research activities.
- The members of the BOS actively contributed in redesigning the syllabus from time to time.

Weaknesses

- No formal alumni association.
- Introduction of new courses

Opportunities

- The government of Gujarat has formed the Knowledge Consortium of Gujarat (KCG) to enhance the all-round development of the students and the institution. Various programs were taken up by the college under KCG

Challenges

- The institute has paid due heed to the quality enhancement in all respects and has been progressing steadily, though much is left to be done for technological, infrastructural as well as academic upgradation.

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

- Starting new courses
- Enhancing the internet connectivity by providing Wifi facility for the campus
- During the placement process, extensive deliberations with certain industries are likely to result into long term association as industry – academia interactions. It is therefore targeted to focus such deliberations and increase industry – academia interactions so as to result into the MOUs in future.
- Extensive efforts for library automation.
- Looking to the extensive use of e-resources by students there is requirement for enhancement of E-Resource Centre.



Dr. K S Shah  
Coordinator, IQAC



Dr. A K Singh  
Principal

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### **Promotion of ICT in teaching Learning and Administration**

ICT has remained the thrust area of the Government of India and the ambitious NMEICT project has been propagated through the country. Promotion of ICT has been one of the best practices in our college. The teaching and administrative staffs are excited using these tools.

More and more teachers have started using various ICT platforms as listed below to improve the teaching and learning process

- Google Classroom
- Google forms
- Gmail
- Blogs
- YouTube
- Some social media platforms

Other tools include

- Power point Presentation
- Learning through internet using platforms like hyper physics and others
- Online assignment submission etc...

Use of ICT in administration is also done by our college administrative staff. The college website is being hosted since 2012 and the stake holders use it in various forms.

The following modules are already implemented in the college administration through “e-Mahavidyalay” an ERP developed by the college alumni and his team

- Password issued to students to log on in the system for various activities
- On line fees payment
- Online Admission Management
- Online Fees module
- Various Students reports
- SMS being sent to students for fees payment admission purpose etc...
- Transcript of record also uses for the various personal records of the student

Accounts management of the college is done thorough Tally accounts software. All the financial reports are generated though this software.

#### **Academic Management Software developed in house for keeping Training and Project Management data:**

It was felt necessary to develop an MIS for efficient management of records for training and project management of BBA students. The work was assigned to Ms. Neha Purani of BBA program and an MIS was developed. Library and the department coordinate for the upkeeping the MIS.

## **Social Outreach Program through National Service Scheme**

### **GharGharSauchalay: July 16, 2015**

Under the “GharGharSauchalay” project of the Government of Gujarat, Ministry of Panchayat and Rural Housing Development, 100 volunteers of NSS from Narmada College and other college of the district jointly took part in making the “soak pit” for toilets and demonstrated to the villagers how to make the same, by the process created awareness in Karela village of Bharuch district, as a part of the ambitious project of the Honorable Prime Minister of India. Ms Jayanthi Ravi (IAS), Secretary of the ministry participated in the program. In continuation of the dream project of the Prime Minister our college Management (GNFC Ltd) adopted 30 villages for the construction of sauchalays for the deprived families of these villages. As a part of that our NSS unit along with staff of the college conducted an intensive survey to identify the “Labharthis” during the summer vacation. The report was submitted to the trust on the basis of which a grant of Rs 6 Cr was sanctioned by the GNFC Ltd. Around 3000 Toilets were constructed from this grant and the college volunteers supervised the activity from time to time.

### **Open Defecation Free:**

India’s Goal of 100% Open Defecation Free was laid by the Prime Minister of India after construction of Ghar Ghar Sauchalay, for monitoring of the proper use of toilets, volunteers were assigned the task of “Swatchta Sainik” and explained the importance of the use of toilet and maintain cleanliness. The volunteers of the college were assigned their own or nearby village for the continuous monitoring process. The participation volunteers dedicatedly performed this task.

### **Tree Plantation: July 20, 2015**

The college hosted a district level NSS camp in coordination with the NSS cell of VNSGU funded by **Government of India under the ministry of Youth and Welfare**, for which an amount of Rs 1 lac was given as a special grant to the college. Approximately 300 volunteers of various colleges and schools of the district participated. The duration of the camp was for three days during which the volunteers planted Neem Trees in and around Bharuch.

### **Health awareness and awareness on Nations building: Sept 3, 2015**

The cycle rally of Doctor's from Kutch to Valsad was welcomed at our college (Doctors of 72 years and 82 years were also participating in this rally which highly motivated our students). A seminar with Power Point was presented by Dr. Kamlesh Upadhyay, Professor in Medicine at Civil Hospital, Ahmedabad on Health awareness and awareness on Nations building in our college. The NSS Volunteers of the college joined the cycle rally from Bharuch to Valsad. **The Honourable Governor of Gujarat Shri O P Kohli Appreciated and felicitated the participants of this rally.**

The NSS unit of VNSGU Surat received Indira Gandhi NSS award for the outstanding activities performed at State and National level. These activities were done in coordination with NSS units of various colleges in the university region.