

The Annual Quality Assurance Report (AQAR) of the IQAC

Narmada College of Science and Commerce

**Shuklatirth Road, Zadeshwar
Bharuch, Gujarat-392011**

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ANNUAL QUALITY ASSURANCE REPORT
OF
NARMADA COLLEGE OF SCIENCE AND COMMERCE
ZADESHWAR, BHARUCH (GUJARAT)
ACCREDITED B+ BY NAAC
(2010-11)

Part – A

Looking forward to attain a higher grade in NAAC reaccreditation to be conducted in 2012-13, the IQAC of Narmada College of science and Commerce has determined to put serious efforts in achieving the chalked out targets. Those initially prioritized benchmarks are as follows:

- 1. New academic programs to be initiated (UG & PG)*
- 2. Library services to be improved*
- 3. Office automation (computerization of administration and the process of admissions, exam results and issue of various certificates)*
- 4. Increase in the infrastructural facilities*
- 5. Technology upgradation*
- 6. Computer and internet access and training to teachers and students*
- 7. Research activities*
- 8. Best practices in the institution*

Out of these goals, the ones which were nearly achieved have been set apart and those which are still being worked upon have been short-listed.

A newly formed IQAC in 2010-11 is almost halved in the membership. The members are –

1. Dr. B. M. Rawal (Principal, Chairman)
2. Ms. K. S. Shah (co-ordinator)
3. Dr. D. M. Thakkar (member)
4. Dr. A. K. Singh (member)
5. Dr. K. G. Rawal (member)
6. Ms. Smita Nair (member)
7. Shree I. I. Patel (member)

The Cell has been working on the previously set and partially achieved objectives which are as following:

1. *Augmentation of library services through automation*
2. *Alumni Association*
3. *Website of the college to be updated*
4. *Self – appraisal of teachers*
5. *Incorporation of some healthy practices like*
 - i. *Remedial classes*
 - ii. *A schedule of events to be celebrated*
 - iii. *Extension activities with NGOs*

1. Automation of library services:

The SOUL software of INFLIBNET has already been purchased last year. There are around 16,000 books and the entry work is almost half way. So far the entries have been done by the students in their spare time voluntarily. The Adhoc staff is also given responsibility from time to time. The administrative staff of our office has also helped for this. It has been

illustrative of a healthy practice by the students. The aim is to complete the entries in the next six months.

2. Alumni Association:

Under the guidance of Ms. Smita Nair, head of the BBA Programme that already has a registered Alumni Association, the Narmada College also looks forward to its first Alumni meet very soon. Already collected data of ROOTS can be utilized and the data-bank can be further updated and enriched.

3. Website of the College:

Some changes have been made in the already existing website of the college. It is being updated time and again.

- Website updated
- Online admission procedure implemented since 2009.

4. Submissions of Reports:

- (i) The routine annual reports of the **self-appraisal** of the faculty members were submitted at the end of the academic year.
- (ii) The collection of the **feedback forms** from the outgoing students has been completed too.
- (iii) The annual report of the **SAPTADHARA** activities as prescribed by the state government has been submitted.
- (iv) The institute has been actively participating in the **extension activities** like ‘Narmada Samagra’, Food- Adulteration and Soil-Analysis. The reports of these projects have been under preparation and would be submitted soon.

5. Healthy Practices:

- (i) Remedial classes are being conducted in the subjects of Mathematics, Statistics, Biology and also in BBA Programme. It has been decided that the attendance record of these classes would be maintained and also parents' meeting can be conducted.
- (ii) The Academic Calendar prescribed by the University is being followed and coordinated with the extra-curricular activities of the college.
- (iii) As part of initiative of the Government of Gujarat for Quality Enhancement in Higher Education the college has taken part in various healthy practices as listed in the Annexure.

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PART – B

As per the guidelines of NAAC for AQAR the following parameters have been taken into account and narrated in detail regarding the academic year 2010-11:

1. Activities reflecting the goals and objectives of the institution:

The focus has always been on the value-based quality education as per the statements of the **VISION** and **MISSION** of the institute. The following activities were performed at various points of time during the last academic year:

- (i) Under the scheme of “Vanche Gujarat” by the state government there were many activities to inculcate and encourage the reading habit among the students. There was the launching of the project of the “Floating Library” in which the participants voluntarily donated the books which were circulated for reading. Reviews of the books read were invited for the “Best Review Contest”. Also the Book Review Presentations were made by some of the faculty members of the campus. The Mass Reading day and time was announced on ----- . A large number of students participated in this reading activity.(July 2010, Annexure)
- (ii) The college also participated in the “Gujarat Quiz Contest” organized by the state government. There were many rounds from local and zonal to state level. (January 2011)
- (iii) The year 2010-2011 had been celebrated as the centenary year of the renowned Jnanpeeth Laureate Gujarati poet Umashankar Joshi. There had been various programmes statewide commemorating him. Our college also organized the recitation of his poems by the students as well as the faculty members. There was a very good response from the students who were interested in Gujarati Literature despite being from the Science and Commerce streams. (December 2010)

(iv) Guest Lectures were organized time and again in the campus.

The details are as follows:

- Members of Bhrammakumari Kendra
- Dr. Rajesh Desai, young Engineer working with NASA
- Shree Shankarachariyaji of Kanchipuram Math, Jagnnanath Puri
- Workshop on personality development and on various management skill organized by the college

Overall Personality Development

Many extra-curricular activities throughout the year contribute towards the fulfillment of the goal of this institute to impart the value-based education for the all-round blooming and shaping of the students' characters.

2. New Academic Programmes:

SCOPE is the *Society for the Creation of Opportunity through Proficiency in English* launched by the Gujarat Government. Our college has been a registered centre for **SCOPE** exams since August, 2010. The coaching for these exams is provided in the **Digital Education and Language Laboratory** in the college. Last year, around 500 students were enrolled for this course and the enrollment for this year is going on batch wise. The certificate that the students get for this online computer based test is that of an international value from **CAMBRIDGE-ESOL** having recognition that is equivalent to **IELTS**. For the Govt. jobs within

Gujarat the candidates who have passed SCOPE get 5 points enhancing their eligibility and employability.

3. Innovations in Curricular Design and Transaction:

From this year onwards the university has introduced the **Choice Based Credit System (CBCS)** as per the guidelines of **UGC**. Accordingly, the semester system has been introduced from the first year of all streams.

4. Inter-disciplinary Programmes Started: Nil

5. Examinations Reforms Initiated:

The university has implemented the CBCS at UG as well as PG level too and hence the semester system. There is one internal test prior to the semester's external exam. The practice of blinding the answer-books to eschew any malpractice is continued. Dummy numbers are given before the assessment and the examiners prepare their mark sheets based on that. A full proof system has been established for the last few years to achieve transparency.

6. Candidates Qualified: NET/SLET/GATE:

The teachers appearing for NET/SLET this year are—

1. Ms. Smita Nair
2. Ms. Rachana Vyas
3. Ms. Krishna Kapadia
4. Ma. Minal Dave
5. Ms. Gyanmoyee Mohapatra
6. Mr. Bhavin Chauhan

7. Initiative towards Faculty Development Programme:

Ms. K. S. Shah, an Assistant Professor in English has submitted her Ph. D. thesis in Oct. 2010 availing the UGC Teacher Fellowship under Faculty Improvement Programme of the XIth plan.

8. Total no. of Seminars/Workshops Conducted:

A district level workshop of two days on **ICT based education** was conducted in the college from 01/03/11 to 02/03/11. Its thrust was on the capacity building of the college teachers. It was sponsored by the Knowledge Consortium of Gujarat under the scheme of Knowledge Management Programme.

9. Research Projects:

- (i) **Dr. T. S. Rao**, Head, Physics Dept. and **Dr. Lily Rao**, Associate Professor, Electronics Dept. have received the grant of around Rs. 1 lac for their UGC project on an interdisciplinary area commencing from 6 March, 2009. The title of their project is *“Crystallization Kinetics of Magnetically Soft Metallic Glasses”*.
- (ii) Another minor research project has been received by **Shri J. P. Gandhi**, Associate Professor, Electronics Dept. as the principal investigator. The co-investigator is **Dr. Vibhulikumar Joshi**, Reader and I/C Head of USIL, VNSGU, Surat. The title of the project is *“Design and Development of Low Cost Learning Aids of the Microcontroller and its Simulation”*. This UGC sponsored project has got the financial assistance of Rs. 1,30,000/-.

10. **Patents generated, if any:** Nil

11. **New collaborative Research Programmes:** Nil

12. Research Grants received from various agencies:

- (i) The Knowledge Consortium of Gujarat has granted Rs. 56,000/- for the purpose of Capacity Building.
- (ii) The UDISHA CLUB, a placement cell receives Rs. 5000/- per annum from the state government.

13. Research Scholars:

The following faculty members have been pursuing their research:

- **Ms. B. B. Kulkarni**, a part-time teacher in the Dept. of English has submitted her dissertation for M. Phil. on "*The one-act plays of Anton Chekhov*".
- **Ms. A. R. Rana**, the Associate Professor in the department of Commerce has been pursuing her Ph.D. on "*Green Practices in the Industries*".
- There are a few students already registered for M.Phil. and Ph.D. under **Dr. D.M.Vashi**, **Dr. D.K.Verma** and **Dr. P.N.Mishra**. There is one more student, Hardik Joshi for Ph.D. under **Dr. Verma**.
- **Dr. P.S. Patel** in Chemistry has two students, Shrikant Gohil and Vijay Patel, pursuing M. Phil. Vivek Patel and Pratiksha Patel have been doing their Ph.D. under him.

NARMADA COLLEGE OF SCIENCE AND COMMERCE
ZADESHWAR, BHARUCH(GUJARAT) 392 011

Departmentwise Faculty Members

Sr.	Name (S/Shri)	Designation	Remarks
Department of Chemistry			
1	Dr. B M Rawal	Principal	
2	Dr. D M Thakkar (HoD)	Asso Prof. in Chemistry	
3	Dr. T B Trivedi	Asso Prof. in Chemistry	
4	Dr. D M Vashi	Asso Prof. in Chemistry	
5	Dr. G C Sharma	Asso Prof. in Chemistry	
6	Shri P J Rajgadhi	Asso Prof. in Chemistry	
7	Dr. P S Patel	Asst Prof. in Chemistry	
Department of Electronics			
1	Dr.K G Raval (HOD)	Asso Prof. in Electronics	
2	Shri J P Gandhi	Asso Prof. in Electronics	
3	Dr. Lilly Shankar Rao	Asso Prof. in Electronics	
4	Shri M Awasthi	Asso Prof. in Electronics	
5	Shri K J Mahajan	Asso Prof. in Electronics	
6	Shri B J Lad	Asst Prof. in Electronics	
Department of Computer Science			
1	Smt.A D Prabhakumari (HoD)	Asso Prof. in Comp.Sci.	
2	Shri K B Bahaliwala	Asst Prof. in Comp.Sci.	
3	Shri B K Saraswat	Asst Prof. in Comp.Sci.	
Department of Physics			
1	Dr. T Shankar Rao	Asso Prof. in Physics	
2	Dr. M C Bhavsar	Asso Prof. in Physics	
3	Dr. N S Rao	Asso Prof. in Physics	
4	Shri H K Patel	Asso Prof. in Physics	

Department of Bio Science			
1	Shri P T Chelvan	Asso Prof. in Biology	
Department of Mathematics			
1	Dr.P N Mishra (HOD)	Asso Prof. in Maths	
2	Dr. Dinesh Kumar	Asso Prof. in Maths	
Department of Commerce			
1	Smt. Anita Rana (HOD)	Asso Prof. in Commerce	
2	Dr. D M Patel	Asso Prof. in Commerce	
Department of Accountancy			
1	Shri N K Patel	Asso Prof. in Accountancy	
Department of Statistics			
1	Dr. A K Singh	Asso Prof. in Statistics	
Department of English			
1	Ms. Kalika S Shah	Asst Prof. in English	
Department of Physical Education			
1	Shri K S Chauhan	Asso Prof. in Phy.Edu.	
Self-Financed BBA Programme			
1	Ms. Smita Nair	Asst Prof. in Management	
2	Ms. Rachana Vyas	Asst Prof. in Accountancy	
3	Shri S Bandopadhyay	Asst Prof. in Management	
4	Ms. Purvi Shah	Asst Prof. in Management	
Visiting Faculty Members			
1	<i>Ms. Krishna Kapadia</i>	<i>Vis. Prof. (Accountancy)</i>	SF Commerce/M.Com.
2	<i>Ms. Sunita Warli</i>	<i>Vis. Prof. (Phy. Edu.)</i>	SF Commerce/BCA/BBA
3	<i>Ms. Sukriti Sharma</i>	<i>Vis. Prof. (Commerce)</i>	SF Commerce/M.Com.
4	<i>Shri Bhavin Chauhan</i>	<i>Vis. Prof. (English)</i>	SF Commerce/BCA/BBA
5	<i>Dr. Minal Patel</i>	<i>Vis. Prof. (Commerce)</i>	SF Commerce/M.Com.
6	<i>Ms. Gyanmayee Mahapatro</i>	<i>Vis. Prof. (Economics)</i>	SF Commerce/M.Com.
7	<i>Shri Vinayak Veen</i>	<i>Vis. Prof. (M.Law)</i>	SF Commerce/GIA Comm.
8	<i>Ms. Sneha Ramchandani</i>	<i>Vis. Prof. (Management)</i>	BBA/BCA

9	<i>Ms. Hima Bhatt</i>	<i>Vis. Prof. (Management)</i>	BBA
10	<i>Ms. Sheetal Pandey</i>	<i>Vis. Prof. (BCA)</i>	BCA/B.Sc. Cop.Sc.
11	<i>Ms. Darshana Modi</i>	<i>Vis. Prof. (BCA)</i>	BCA/B.Sc. Cop.Sc.
12	<i>Shri Chetan Parmar</i>	<i>Vis. Prof. (BCA)</i>	BCA/B.Sc. Cop.Sc.
13	<i>Ms. Bindu Patel</i>	<i>Vis. Prof. (BCA)</i>	BCA
14	<i>Shri Vipul Chauhan</i>	<i>Vis. Prof. (BCA)</i>	BCA

15. Honors/Awards to the faculty: Nil

16. Internal resources generated:

The college has been adding to its fund through-

- (i) Self-financed courses in B.Com. B.B.A. and B.C.A.
- (ii) SCOPE courses
- (iii) 40% of the enrollment in the Babasaheb Ambedkar Open University's courses
- (iv) The higher payment seats in M.Sc./ M.Com. courses
- (v) Internal Resources generated by BBA

17. Details of departments getting SAP/COSIST/DST/FIST etc. assistance/recognition: Nil

18. Community Services:

- (i) An annual project of Food and Drugs Administration for doing survey and sample-analysis.
- (ii) The college works in support of "Narmada Samagra", an international level NGO taking care of the rivers. It undertakes ecological projects, cleanliness drive, tree-plantation on both sides of the river right from its root.
- (iii) An MOU would be signed by the college with this NGO for soil/water and microbial analysis of the river-side areas.

19. Teachers and Officers newly recruited:

List of newly appointed Teachers for the A.Y. 2010-11.			
1	<i>Ms. Krishna Kapadia</i>	<i>Vis. Prof. (Accountancy)</i>	SF Commerce/M.Com.
2	<i>Ms. Sunita Warli</i>	<i>Vis. Prof. (Phy. Edu.)</i>	SF Commerce/BCA/BBA
3	<i>Ms. Sukriti Sharma</i>	<i>Vis. Prof. (Commerce)</i>	SF Commerce/M.Com.
4	<i>Shri Bhavin Chauhan</i>	<i>Vis. Prof. (English)</i>	SF Commerce/BCA/BBA
5	<i>Dr. Minal Patel</i>	<i>Vis. Prof. (Commerce)</i>	SF Commerce/M.Com.
6	<i>Ms. Gyanmayee Mahapatro</i>	<i>Vis. Prof. (Economics)</i>	SF Commerce/M.Com.
7	<i>Shri Vinayak Veen</i>	<i>Vis. Prof. (M.Law)</i>	SF Commerce/GIA Comm.
8	<i>Ms. Sneha Ramchandani</i>	<i>Vis. Prof. (Management)</i>	BBA/BCA
9	<i>Ms. Hima Bhatt</i>	<i>Vis. Prof. (Management)</i>	BBA
10	<i>Ms. Sheetal Pandey</i>	<i>Vis. Prof. (BCA)</i>	BCA/B.Sc. Cop.Sc.
11	<i>Ms. Darshana Modi</i>	<i>Vis. Prof. (BCA)</i>	BCA/B.Sc. Cop.Sc.
12	<i>Shri Chetan Parmar</i>	<i>Vis. Prof. (BCA)</i>	BCA/B.Sc. Cop.Sc.
13	<i>Ms. Bindu Patel</i>	<i>Vis. Prof. (BCA)</i>	BCA
14	<i>Shri Vipul Chauhan</i>	<i>Vis. Prof. (BCA)</i>	BCA

20. Teaching – Non-teaching staff ratio:

- 3:2 – Grants-in-Aid College.
- 3:4 – Self-Financed Courses

21. Improvement in the Library Services:

Apart from the reference facilities provided by the library, it conducts orientation programme for students. There is also the provision of reservation of books on demand and the inter-library loan of books for the students. The libraries of MCA, BBA and Narmada College function under one roof and work in co-ordination. The library keeps the record of the syllabi, question-papers of internal as well as external exams and newspaper clippings. It also issues the CDs and DVDs of books and periodicals. It sees to it that the career-oriented news and advertisements are displayed on the notice-board for the benefit of students. New arrivals are also displayed. Above all, it has the full-time internet facility for students and faculties.

Some new facilities are added to these routine ones. They are

- (i) The N- List programme of INFLIBNET has been subscribed for last two years.
- (ii) EBSCO database has been subscribed since 2007-08.
- (iii) SOUL 2.0 software of INFLIBNET has been purchased and the data entry of 7500 books has been done. It is to be completed this year.

The following plans are in pipeline for the near future:

- (i) 'OPAC' services
- (ii) E – library
- (iii) A.C. reading room with new chairs/tables/cubicles
- (iv) Computer terminals with internet facility and the necessary paraphernalia, i.e. printer, anti-virus etc.

BBA:

- (i) Classification of books done as per Dewey decimal classification schedule
- (ii) All books are spine labeled
- (iii) Latest CDs and magazines are issued for 1 day
- (iv) Records of Project / summer training reports are maintained
- (v) Binding of magazines is done every year
- (vi) Library Automation is under consideration

The measures listed under sub points (a) and (b) will aid in library automation.

22. New books/journals subscribed and their costs:

Year	Books	Amt.Rs.	Magazines	Amt. Rs.	Total Amt. Rs.
2006-07	597	153531	27	16251	169782
2007-08	720	183168	26	12804	195972
2008-09	333	99121	24	13208	112329
2009-10	253	69373	24	18360	87733
2010-11	575	117137	26	27082	144219
		622330		87705	710035

BBA:

Books	157	40,728/-
Magazines/Journal	17	6,542/-
Newspaper	3	1,932/-

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback: Nil

24. Unit cost of education:

- For Grants-in-Aid Courses: (Number of Students: 750)
 - Rs. 2838/- Without Salary component
 - Rs. 23232/- With Salary component
- For Self-Financed Courses: (Number of Students: 325)
 - Rs. 1510/- Without Salary component
 - Rs. 6442/- With Salary component

BBA:

- 8,583 per student for the year 2010-11

(figures are approximate i.e. based on unaudited accounts)

25. Computerization of administration and the process of admissions and examination results, issue of certificates:

The process of admission has been online for the last three years. The details of the admissions are put up on the website of the college. The institute is looking forward to make its administrative office paperless and fully computerized in a year or two.

Most of the work related to the examination except the assessment has been computerized. The GLOBEARENA software firm had a meeting with the college staff to inform about the software package for computerized assessment. The principal has given a thought towards this direction and considered its viability.

26. Increase in the infrastructural facilities:

- (i) Under the state government's project the college has been allotted the equipments for the Digital Education and Language Laboratory. The lab has been established in the college building and functions successfully. It runs courses for SCOPE, the government launched programme that imparts the certificates from Cambridge-ESOL. The lab has 24 computers and a server connected through LAN. The college has got the approval from the management to make the lab air-conditioned. The lab has also got internet connections with UPS facility and the LCD projector is in the offing.
- (ii) **BBA:** Part of the BBA wing has been constructed in the year 2006-07. The remaining portion will be constructed based on management approval of the same, which has also been reflected in the budget.

- (iii) The expansion of campus is in the offing. The proposal for new building to accommodate the PG and the self financed courses has been sanctioned in principle.

27. Technology Upgradation:

1. 10 Broadband connections are installed in the DEL Lab by the State Govt. under the program of SCOPE. This has helped in conducting online SCOPE exams for the students of all the colleges in Bharuch Dist.
2. Automated Biometric attendance system has been installed.
3. CCTV Cameras have been installed for Campus Surveillance.
4. The college participates in the government's program of SANDHAN through video conferencing for educational and administrative purpose.

28. Computer and internet access and training to teachers & students:

1. All the departments have got the computers and the internet connections.
2. The office staff has got trained in the use of computers.
3. A district level workshop sponsored by the state government had been organized for teachers to enhance their soft skills in ICT.

Total computers with BBA 36 viz: computer laboratory 30 (for students)
Main computer in server area: 02 (One shifted to office) Faculty computers: 03 (shifted to 3 Classrooms for teaching purpose) Office computer: 01

Students can access computer facilities any time for preparing their assignments, project reports, etc during working hours of the BBA programme excluding lecture timings. They are also highly encouraged to use the faculty computers shifted in the classrooms for presentations.

Teachers also have an access to these computers.

Internet access:

BSNL Broad Band internet facility is available in Computer Lab, Classrooms & office.

Computer training: 3 papers of Computer Applications are part of the syllabus of the BBA students which are taught in Semester I, IV and V respectively.

29. Financial aid to students: Nil

30. Support from the Alumni Association and its activities:

- The data-collection for the Alumni groups is going on department wise and very soon the first Alumni Meet of Science and Commerce departments can be called.
- An informal meet of the alumni of the chemistry dept had been held. The interaction would help them plan for the formation of the association.
- An Alumni association called, BBA Alumni Association has been formed in the year 2010. Two annual meetings have so far been conducted on 18th April, 2010 and 6th February, 2011 respectively.
- Passed-out students are invited to counsel and guide the existing students on how to prepare for entrance examinations.

31. Support from the Parent-Teacher Association and its activities:

BBA: As such no formal association. However in few cases of summer training placement the parents are also requested to follow-up for confirmations in their respective companies.

32. Health services:

- (i) It is mandatory for the students of First Year to undergo the health check-up with the assistance of the (GNFC) Narmadanagar Hospital.
- (ii) A medical camp was organized with the sponsorship of the Lions' Club of Bharuch in Feb. '11 for the test of Thalesemia and it received a wide response from the students. Sixty NSS volunteers assisted in creating the awareness and testing of Thalesemia. Those found positive are being followed up and imparted counseling and treatment.
- (iii) Group Health Insurance facility is provided to students by the State.
- (iv) Government on enrolment with the VNSGU, Surat.

33. Performance in Sports activities:

Apart from the inter-class and inter-departmental tournaments of the college, the following students have attained special achievements in the sports and have won laurels for the college:

- (i) Vaishali Bariya from S. Y. B. Com. represented the country in the World University Badminton Tournament at China in Aug. 2010.
- (ii) She was awarded 2nd Prize during Khel Mahakumbh in the Swarnim Gujarat Badminton Tournament.
- (iii) She also won the Gold Medal in the All India Inter-University Badminton Tournament held in Jan., '11.
- (iv) Keyur Soni from M. Sc. Participated in the All India Badminton Tournament.
- (v) Arpit Patel from S. Y. B. Com. participated in the Inter-University Chess Tournament, 2011 at Satyabhama University.

34. **Incentives to outstanding sport persons:**

Admissions in sports quota are given as per university norms.

35. **Students' achievements and awards:**

1. Rifhat Malik from Commerce participated in an All India Essay-Writing competition on the topic: "Self-respect and Self-confidence can shape one's character".
2. Gajendra Pansuria stood first in the Veer Narmad South Gujarat University for M.Sc. Sem-1 examinations.

36. **Activities of the Guidance and Counseling Cell:**

The goals of "Disha" the Guidance, Counseling and Placement cell of the college are in tune with those of "UDISHA" the state government's initiative.

The following activities have been conducted by the cell:

- Students of BBA and M Com are given training and guidance by experts from **SEBI**.
- **Mock GCET** conducted by IIM graduates for the students of the college.
- **NASSCOM's** Competence tests are being planned for this year.
- Industrial visits are organized every year for the students of science at UG and PG level.
- Passed out BBA students are invited from time to time to conduct counseling sessions. These sessions normally are on the various courses after BBA, including preparations for various Entrance Examinations, importance of speaking in English language.

37. Placement Services provided to students:

The objectives of “**Disha**”, the placement cell of the college are now onwards backed up by the objectives of “**Udisha**” a program of Knowledge Consortium of Gujarat to promote the activities of placement and enhancing the employability for the students

The major focus of the cell would be to

- Provide the skills sets that increase the employability
- Establish link between industry and Institution and organize campus placements.

Placement:

- Participation at University Job fair
- List of outgoing students is provided every year to District placement centre
- Companies of National level and Multinationals conduct Campus interviews and test for placement. So far the following companies have conducted campus interviews:
 1. Tata Consultancy Services
 2. Wipro
 3. HCL
 4. Reliance Communications
 5. GNFC
 6. ESSAR
 7. Samsung
 8. Asian Paints
 9. Rallies India
 10. Collabera
 11. Jordyne Group Ltd.
 12. Sun Pharma
 13. Cadila Health Care
 14. Landmark Chemicals
 15. Various Insurance companies
 16. Bank of Baroda

Placement and training activities by BBA program:

- a) Project placement.

- b) As part of their curriculum students of TY BBA (Semester VI) are required to undergo 8 weeks of project which could either be an independent project or which could be done at any organization. Placement is provided by the department.
- c) Summer training placement.
- d) As part of their curriculum students of SY BBA (Semester IV) are required to undergo 8 weeks of summer training at any organization during vacation period. Placement is provided by the department. This year 114 students have been placed in various companies based in Baroda, Bharuch, Dahej, Jhagadia, Kosamba and Ankleshwar.
- e) Job Placements.
- f) Majority of our student pursue higher studies. However few interested students are placed every year through campus interviews or by coordinating with concerned organisations having such vacancies.

38. **Development programme for non-teaching staff:** Nil

39. **Best Practices of the Institution:**

1. The morning sessions of the college commence with the prayer in the assembly.
2. The students are active in volunteering the campus welfare activities like campus cleanliness, plantation, lawn-mopping and data-entries in the library.
3. Remedial classes are conducted in the subjects of Maths, Statistics and Biology.
4. Attendance records of the students have been maintained by the teachers.
5. The teachers readily counsel and provide the necessary guidelines to students as and when needed.

(Annexure)

40. Linkages developed with national/international, academic/research bodies:

- I. There has been an **MOU between IBM and NCSC** to work together to offer the university programme for software development. The primary aim of this partnership is to aid NCSC in establishing a high quality people repository in software technologies. This will help NCSC teach and train their students on strategic technology and to position them to **India's IT initiative**.
- II. The Chemistry Department of the college works in collaboration with the Education and the Agricultural departments of the State Government on the project of **soil-testing**. 10942 no. of the soil samples have been analyzed so far.

41. Any other relevant information:

The Government of Gujarat has formed the Knowledge Consortium of Gujarat to enhance the all round development of the students. Various programs are being taken up by the college under this scheme.

Part C

The institute has the following plans in the offing for the next year:-

1. New Courses:

The status of the new courses remains the same as like last year. The following courses are still under process of approval-

- a. B.Com. (E-Commerce)
- b. M Sc Evening Course
- c. Certificate / Diploma / Advanced diploma in science and commerce
- d. Add-on courses in Chemistry / Environment Audit / Medical Lab Technology

2. Infrastructural development:

- a. The proposal for a new convention hall in the premises of the institute has been sanctioned and very soon the plan will be implemented.
- b. The proposal for new building for the upcoming new courses is in process of approval.
- c. NARDES, a wing of GNFC for community service, sets up a school in the campus and its construction has already taken place.

3. Library Services:

The augmentation of the library services is in progress. The aim is to make it centralized, more organized and digitally equipped.

4. Online examination:

There is a planning to introduce the online examination for the internal evaluation which the student can take at his own convenience.

5. Alumni Association:

- a. The proposal for the registration of the alumni association is in process and will be completed soon.
- b. The online registration on the college website is facilitated to the students.
- c. Efforts are made to raise the support system from the alumni.

6. Good practices:

Some more good practices are to be initiated -

- a. The thrust should be on the ICT aided teaching and learning. Constant efforts have been made by the faculty members to bring change in their teaching methods and make use of more and more digital teaching aids.
- b. The extension of the medical services from the GNFC medical centre to the surrounding villages with the help our students is under planning.
- c. It has been proposed by the Government of India that the ‘Ganga Samagra Project’ project be carried out by the project team of ‘Narmada Samagra’ that has received active involvement of the college.

7. e-Campus:

The proposal has been made for **paperless administration** with a **payment gateway system** for financial transactions. Complete transparency can be achieved by this technological upgradation. The college has made the **process of admission completely online**. Much of the administrative works are computerized.

Best Practices:

1. **Safai Abhiyaan:** In order to maintain a clean campus, BBA Students willingly participated in the Cleanliness Drive Safai Abhiyaan. The entire back side of the campus was cleaned in 2 to 3 days.



2. **Tree Plantation:** Following the Cleanliness drive, tree plantation activity was carried out. BBA Students actively participated in the same to make it successful.



3. Students of the college participating in the State level book reading activity announced by the Govt. of Gujarat under the Vanche Gujarat Abhiyan