



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		NARMADA COLLEGE OF SCIENCE AND COMMERCE
Name of the head of the Institution		Dr Arun Kumar Singh
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02642231930
Mobile no.		9429187495
Registered Email		principal@narmadacollege.ac.in
Alternate Email		narmada_college@yahoo.co.in
Address		Shuklatirth Road, Zadeshwar
City/Town		Bharuch
State/UT		Gujarat
Pincode		392011
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Shri. Jayesh P. Gandhi
Phone no/Alternate Phone no.	02642231930
Mobile no.	9427110496
Registered Email	principal@narmadacollege.ac.in
Alternate Email	ncscjpg@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.narmadacollege.ac.in/upload/IQAC/AQAR%202016-17.pdf
4. Whether Academic Calendar prepared during the year	No

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	79	2007	31-Mar-2007	30-Mar-2012
2	A	3.25	2016	29-Dec-2016	28-Mar-2021

6. Date of Establishment of IQAC	01-Jan-2008
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
continue with Cashless Campus	02-Sep-2017 180	1500
Promotion of extracurricular and co-curricular activities	08-Aug-2017 180	325

starting new academic program	28-Jul-2017 180	100
use of ICT	07-Jul-2017 180	1000
No Files Uploaded !!!		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Saptadhara	KCG	2017 365	60000
Institution	UDISHA	KCG	2017 365	5000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

M Sc Electronics New Course started from this academic year

Promotion of Cashless campus

Increase Student Participation in extracurricular and co curricular activities

Use of Modern ICT technology

up gradation of IT infrastructure

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Motivate students to participate in various activities	Many inter college and inter class competitions organised and number of students participated
Up gradation of IT infrastructure	Purchase of new computers for computer lab
Promoting 100 percent cashless campus	the practice of cassless culture promoted and practiced
extend the use of ICT for teaching learning etc....	ICT practiced by many students
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

22-Feb-2018

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

• EMahavidyalaya 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.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Narmada College of Science and Commerce is an affiliated college of Veer Narmad South Gujarat University, and as such follows a pre-determined syllabus. However, 7 faculty members are the members of Board of Studies -Syllabus Revision Committee in their respective subjects. Many faculty members are paper setters, examiners and moderators at the University level. To make the delivery of curriculum effective, the faculty regularly updates its knowledge with the support of the college. Faculty members are encouraged to attend Orientation/Refresher courses, workshops and present papers in seminars conducted by the affiliating and other Universities. Class wise Timetable is drafted and finalized well ahead of the commencement of the semester. The papers/options are allotted after careful consideration of the qualifications, subject specializations, experience and performance of the teachers. Faculty is encouraged to prepare an active plan for their classroom teaching of each semester even before the academic year commences. The preparation of such a plan helps with effective distribution of syllabus, clarity of curriculum and timely completion of the course. Continuous evaluation is maintained throughout the year by conducting Internal tests after completion of syllabus. The minimum number of working days as stipulated by the university is adhered to every year. For fostering global competencies among students, Classroom teaching is supplemented with seminars, storytelling, quiz, short films, workshops, special lectures, group discussions, Tutorials, Departmental Quiz, paper presentation by the students, projects, individual/group assignments, term papers, educational tours, field trips and industrial visits in a well-planned manner. The marking system is well structured. For example, a 100 marks paper has 30 marks for internal evaluation where separate marks are allotted for attendance, assignments and unit test. In the same way 70 marks paper has 20 marks for internal evaluation. The College organizes interdisciplinary competitions, events, etc. Along with the traditional chalk and talk method, use of ICT based learning has been incorporated in all departments for communication with students to make the teaching learning process more learner centric. The college enjoys technologically enabled and inclusive infrastructure including a well-equipped library, which makes it possible for the students to participate in a modern teaching-learning process. All the laboratories are replenished every year as per the requirement of the curriculum. Record of the regular attendance, award lists and progress of the students is maintained and preserved by the respective teachers. Proper attendance is ensured by giving warning to the defaulters and by sending timely letters to the parents. Feedback on syllabus is taken from all stakeholders including students, alumni,

and corporate employers, and the same is shared with the members of Board of Studies for necessary action. New strategies and programmes are devised to address the issues flagged by stakeholders. The NCC/ NSS unit of the college strives to establish a bond with the community at large through camps/ awareness rallies on current social issues. Syllabus of various programs have undergone revision from the year 2017. New syllabus in commerce, Science, Computer Science, Mathematics etc... have been redesigned to meet the current requirements.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
PhD or DPhil	Commerce	15/06/2017
MSc	Electronics	15/06/2017
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
CPT(Cambridge Placement Test)	15/06/2017	25
View File		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Summer Training	24
BBA	Winter Projects	40
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
The feedback is obtained by the college through google forms from students of the college at the end of the academic year. The student feedback is obtained on their experience regarding the course, teacher interaction, infrastructure, examination, library services, Laboratories etc... Based on the feedback analysis institution makes a course correction so that the delivery of curriculum, regularity, updates in teaching learning techniques etc... the feedback about the infrastructure facility of the college is also analyzed, this helps in maintenance and up-gradation of infrastructure and creating new infrastructure facility. The received feedback is discussed by the Principal with the staff members for better and upgraded environment. The feedback is taken on a scale of 1 to 5 where 5 being the excellent and 1 being the lowest.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MSc	Nill	50	Nill	34
MCom	Nill	70	Nill	62
BCom	Nill	275	Nill	225
BBA	Nill	150	Nill	161
BCA	Nill	75	Nill	68
BSc	Computer Science	Nill	Nill	78
BSc	Nill	225	Nill	158

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	1735	224	25	0	12

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used

	Resources)				
38	28	10	10	0	4
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The system of mentoring the students has been available in the institution since its inception. Apart from the regular courses of Commerce and Chemistry, Computer Science and Electronics in Science, there are other self-financed professional courses of BCA and BBA in the college. Hence the requirement of monitoring and guiding the students for their grooming which will provide them the edge professionally in future. All the teachers work as mentors for their students. This is the ongoing process till the end of the academic careers of the students who ought to feel confident and be able to share any issue or problem with their mentors and seek their counseling and guidance. The objectives of this system of students mentoring are --- 1. To enhance the students' academic performance by augmenting their focus/attention, regularity and discipline 2. To improve the student-teacher relationship 3. To help the students shape their prospective professional careers In academics, this system is desirable to be implemented as part of their curricula for the final year undergraduate and postgraduate students.

For their project work, the small groups of students are formed ranging from 5 to 20 students in one group depending on the total number of students in the class and the nature of the project. These groups report to the particular teachers and the work is first assigned and explained to them. In Computer Science course, the students come forward with the subjects/topics selected by them. The mentees have to interact with their mentors a number of times as decided and prepare the reports at the end. In Electronics, the students do a major project in the third year and a minor one in the fourth semester as part of laboratory work. The synopsis of the major project is submitted and evaluated in the fifth semester. Along with the project in working condition, a detailed project report is examined in the sixth semester. Apart from the mentoring system in the curricular activities, this system runs through the co-curricular and extra-curricular activities too. These activities are NSS, NCC, Sports and Saptadhara. The groups are formed and mentees are trained and groomed as per the requirement of the specific activity prescribed. Due to this kind of mentoring, the mentees perform very well in the activities/competitions/tournaments at the intercollegiate/university/state/national levels and sometimes at the international level too. In Saptadhara, there are seven types of extra-curricular activities focused upon. Gyandhara deals with honing the elocution, debating and also creative writing skills of the students. There are the other dharas like Natyadhara, GeetSangeethdara, Nrityadhara, Sarjanatmak Abhiviyaktidhara, khelkooddhara and so on. Various activities are conducted and the selected students are sent to participate in the events outside the college. Workshops are also conducted in order to develop the special abilities of the students and groom their personalities. In 2017-18, a one-day workshop on language skills was organized by the then coordinator of Gyandhara and a guest expert from eStation language lab from Rajkot had conducted the sessions.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1959	37	1 : 53

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
38	28	10	10	15

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
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No Data Entered/Not Applicable !!!

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As per the university norms, the internal evaluation is done by the college and its weighted to 30. The college conducts various assessment activities to continuously evaluate the students. An internal test of 50 marks is conducted at the end of each semester. The assessed answer books are shown by faculty members to the students and the queries are addressed immediately, the student is asked to sign the answer book after he is completely satisfied. Other activities like library assignments, class assignments, quiz, presentations, fieldwork, project work, summer training are various methods for continuous internal evaluation of students. The university has also made attendance compulsory and hence attendance is also a part of internal evaluation. Students falling short of attendance are intimated by the faculty members to cover the shortfall of attendance. Specifically the BBA department generates a monthly attendance record and displays it on the notice board. In case of large shortfall, a letter is also sent to the parents and parents' meeting is also held. The overall internal evaluation mark sheet is displayed on the notice board for verification by students to address any discrepancies.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Our college being an affiliated college of Veer Narmad South Gujarat University, Surat follows the academic calendar prepared by university for each academic year. University prepares the examination schedule semester wise for each course which is available on the university website. The students are told to periodically view the website. At the same time the schedule is also shared with the students. The College strictly adheres to the schedule fixed by university for examination and all other related matters. As per the tentative dates suggested by the university for internal examination the college prepares its own schedule to conduct internal examination which is communicated to the students through college notice board.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.narmadacollege.ac.in/program_outcomes.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nil	BSc	Electronics	14	12	93.85%

Nill	BSc	Chemistry	133	121	90.98%
Nill	BSc	Computer Science	53	50	94.33%
Nill	BCom	A/c & Auditing	297	226	76.09%
Nill	MCom	F&M A/c	38	38	100%
Nill	BBA	Nill	59	43	72.88%
Nill	BCA	Nill	39	35	89.74%
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.narmadacollege.ac.in/upload/feedbackform/student%20feedback%202017-18.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Chemistry	2

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	1	4
International	Commerce	1	8
International	Electronics	5	4
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Biology	1
Chemistry	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Investigation of structural, morphological and optical properties of cadmium sulphide (CdS) thin films at different Cd/S concentration deposited by chemical technique	Pandya, Samir Raval, Kamlesh	JOURNAL OF MATERIALS SCIENCE-MATERIALS IN ELECTRONICS	2017	1.67	Narmada College	10
Monoazo Styryl Quinazolinone Reactive Dyes: Their Synthesis, Application and Density Function	Patel, Divyesh R. Bilimoriya, Jignesh T. Patel, Bhavesh M. Patel, Paresh S. Mehta, Kalpesh M. Patel,	PROCEEDINGS OF THE NATIONAL ACADEMY OF SCIENCES INDIA SECTION A-PHYSICAL SCIENCES	2017	0.17	Narmada College	1

Theory (DFT) Calculation	Shreyas A. Patel, Keshav C. Patel, Bhavesh S. Sahoo, Suban K.					
Analysis of Power Quality Disturbances using M-band Wavelet Packet Transform	Kumawat, Pashmi Zaveri, Naimish Verma, Dinshkumar	PROCEEDINGS OF 2017 IEEE INTERNATIONAL CONFERENCE ON SIGNAL PROCESSING AND COMMUNICATION (ICSPC17)	2017	0.17	Narmada College	1
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Investigation of structural, morphological and optical properties of cadmium sulphide (CdS) thin films at different Cd/S concentration deposited by chemical technique	Pandya, Samir Raval, Kamlesh	JOURNAL OF MATERIALS SCIENCE-MATERIALS IN ELECTRONICS	2017	Nil	10	Narmada College
Monoazo Styryl Quinazolinone Reactive Dyes: Their Synthesis, Application and Density Function Theory (DFT) Calculation	Monoazo Styryl Quinazolinone Reactive Dyes: Their Synthesis, Application and Density Function Theory (DFT) Calculation	PROCEEDINGS OF THE NATIONAL ACADEMY OF SCIENCES INDIA SECTION A-PHYSICAL SCIENCES	2017	Nil	1	Narmada College

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Analysis of Power Quality Disturbances using M-band Wavelet Packet Transform	Analysis of Power Quality Disturbances using M-band Wavelet Packet Transform	PROCEEDINGS OF 2017 IEEE INTERNATIONAL CONFERENCE ON SIGNAL PROCESSING AND COMMUNICATION (ICSP17)	2017	Nil	1	Narmada College
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	0	0	0
Presented papers	0	3	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			

No file uploaded.

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
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No Data Entered/Not Applicable !!!

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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No Data Entered/Not Applicable !!!

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3.24	3.24

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Fully	2.0	2009

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	24105	4073611	205	85276	24310	4158887
Reference Books	4034	279570	Nill	Nill	4034	279570
e-Books	3165409	Nill	Nill	Nill	3165409	Nill
Journals	Nill	Nill	22	40350	22	40350
e-	6095	Nill	Nill	Nill	6095	Nill

Journals						
CD & Video	444	Nil	1	Nil	445	Nil
Weeding (hard & soft)	1094	119744	62	9895	1156	129639
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	174	3	10	1	0	1	11	5	0
Added	6	0	0	0	0	0	0	0	0
Total	180	3	10	1	0	1	11	5	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

5 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Creation of E-Content on YouTube by Shri Jayesh P Gandhi	https://www.youtube.com/user/jayeshpg/videos

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
3	274630	10	1072492

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>The college has set procedures and maintenance policy for the various facilities in the college. LABORATORIES: laboratories of various departments are under the supervision of head of the concerned departments and they are responsible for cleaning, up gradation and maintenance of the department</p>
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facilities. Students using the Laboratory facilities are oriented in the beginning of the year about the policies of the departments. LIBRARY: Library facility of the college is regulated by the permanent librarian of the college Shri Sapan Shah along with his subordinate staff. the library facility is computerized and fully automated. Students are issued two library tickets to avail the facility of issuing books. The rules for issue and return of library books are mentioned on the library ticket, library notice board and also a web page separately maintained by librarian. Orientation of new students in small group of 25 students is carried out by the librarian to make the students aware about the library facilities. A library committee consisting of the heads of the various departments is coordinating with the librarian about purchase of new books journals and up grade other library facilities. SPORTS COMPLEX: The college has a ground of 3 acres of land for sports activity. The ground is regularly maintained by the sports faculty of the college. A separate budget is allocated for sports activities from the students counsel fund. A sports committee is formed in the beginning of the year to help the sports department. Students participate in intra college, inter college(university level) and National and level competitions. COMPUTERS: The college has well equipped computer labs for the BSc Computer Science and BCA students, A digital English language lab and a computer lab for BBA students. apart form this the administrative staff and the faculty members of all other departments are also provided with computers. The college library also has adequate computer facility for automation and maintenance of records. The maintenances of computers is done through an annual maintenances contract. up gradation of computers is done from time to time as and when required. CLASSROOM: The college has adequate number of classrooms to carryout the teaching work efficiently. All the classrooms have adequate facilities like benches, blackboards, LCD projectors with computers etc...

<http://www.narmadacollege.ac.in/facility.php>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	State and Central Government Scholarship	333	3161480
b)International	Nill	Nill	Nill
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Weekly (Saturdays) Yoga Session	15/06/2017	100	NSS
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
SLET	1
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Elocution	College, Organised and sponsored by Prohibition and Excise Department of Gujarat	8
Music Hour on Monsoon /Savan ke geet	College	50
Essay Writing	College	25
Elocution	College	27

Poetry Competition	College	20
Poetry Recitation	College	24
Short Story Writing	College	18
Elocution	College, Organised and sponsored by Prohibition and Excise Department of Gujarat	8
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student council is formed every year by the college. Election is conducted by the college as per the rules of Veer Narmad South Gujarat University and Government rules. the elected students then constitute the council and elect one of them for the post of General Secretary(GS). The GS then forms the eight main committees of the council which include the Finance Committee, Cultural Committee, Gymkhana committee, Educational Tours committee, Magazine committee, Debate and elocution committee, Planning Forum. Students are made the members of these committees according to their interest. Immediately a meeting of student council is conducted to finalize the budget to be allotted to various activities as per rules of VNSGU. Chairperson to all the committees and a few other members from the faculty are nominated by the Principal for the guidance of the students to plan and organize the activities of the committee. Each committee conduct meeting and plan their activity. cultural activities like Essay writing competition, Elocution competition, Poetry Completion competition, Poetry recitation competition, short story writing competition, inter collegiate elocution competition, Mehandi competition making best from waste etc... are conducted in the form of competitions at the college level. in sports inter class competitions for cricket, badminton, chess, volleyball, kabadi etc are conducted. winning participants are also allowed to participate at the inter college university competitions and at state level and national level competitions. A grand annual function is organized where students participate in various cultural activities like solo dance, group dance, singing etc... Before the cultural program the prize distribution ceremony is conducted where Meritorious students are awarded with Gold and Silver Medals, cash prize. Winners of inter class competitions are awarded with certificates on this occasion by the chief guest of the annual function.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college governance and management is done through plenipotentiary committees constituted for the different activities to be carried out like Admission, Exams, Time-table, purchase, grant utilization, library, placement etc.. each committees have a senior faculty member as chairperson who guides and executes various functions of the committees. As a result this committees help the Principal in the management and administration of the college. The list of the committees is circulated to all the staff members so that they know the role they have to play in the committees where they are nominated by the Principal. The committee chairperson conduct the meeting from time to time and execute the various activities of the college. Some committees are statutory as per the government rules like the Women development cell, SC ST Cell, Anti ragging committee etc... The list of committees is hosted on the website of the institute so that the stake holders can approach them for their work. On the other hand for the academic activity of the college and effective curriculum delivery Head of the departments are given autonomy to conduct the activities of their departments The senior most member of the department heads the department as per norms. The HODs in the beginning of the year allot the subjects to all the faculty members along with the individual weekly time tables so that the teaching work can be started immediately as soon as the term commences. Schedule for the practical and lab work is also decided by the HOD.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Summer training of students is carried out at various industries to get an exposure of industry and learn the various aspects of the industrial systems. some experts from the industry also come for an invited talk to guide the students about industrial atmosphere. students are taken for industrial tour.
Curriculum Development	Many faculty members are members of board of studies at the VNSGU. The board of studies decides the syllabus of the different courses. The board also forms a subcommittee to make the syllabus for various courses some

	<p>faculty members are also members of syllabus framing committee</p>
Human Resource Management	<p>The selection of faculty members is done strictly on the guidelines of the university, UGC and Gujarat Government norms implemented from time to time. The faculty members are given complete academic freedom for their teaching and learning work. the faculty members are motivated to carry out research work.</p> <p>faculty members are allowed to participate in the orientation and refresher course to update their knowledge from time to time. There is a cooperative society in the college to look after the welfare of the staff members. administrative staff of the college is trained and guided from time to time for the use of computers etc.</p>
Teaching and Learning	<p>The teaching and learning is planned at the department level and by individual teacher. The teachers orient the students in the beginning of the semester about the course curriculum and plan of execution. They also discuss the examination marks distribution and the structure of examination. Assignments, term test, presentations, quiz, projects are conducted to enhance teaching and learning.</p>
Examination and Evaluation	<p>An examination committee is in place to plan and execute the examination at college level. The college conducts the internal examination centrally through the examination committee. Attendance and assignment are also components of internal evaluation. The evaluation of the student's internal component is done by the teacher who teaches the subject. After the assessment of answer book the teacher allows the student to view the answer book and the quarries if any are solved immediately and the student after complete satisfaction sign the answer book. The external examination is conducted by the university for each semester.</p>
Research and Development	<p>The Principal of the college gives complete freedom to the faculty members to carry out the research work in the college. the institute motivates the faculty members to write research papers and present them. the faculty members are provided with TADA for travel and registration fees of the</p>

	conference and granted duty leave so that they can present the research papers in the conferences.
Library, ICT and Physical Infrastructure / Instrumentation	The library service of the college is fully automated with the LMS SOUL 2.0. Library subscribes E-resources N-List so that the students and faculty members can browse a pool of e-books, e-journals. The college has adequate ICT infrastructure to impart using the modern IT tools. each class is having an installation of LCD projector, a computer and other required infrastructure the faculty members use Internet tools like google classroom, YouTube, Blogs for e-content delivery. the laboratory infrastructure is equipped with most modern equipment required for teaching learning and research
Industry Interaction / Collaboration	Summer training of students is carried out at various industries to get an exposure of industry and learn the various aspects of the industrial systems. some experts from the industry also come for an invited talk to guide the students about industrial atmosphere. students are taken for industrial tour.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Examination	The university is in process of developing an ERP which has various modules for examination. very soon the process of examinations will be through the university ERP. At present the listing of students, hall ticket generation, entry of external examination marks etc. are done through the university ERP
Planning and Development	Financial planning is done by preparing the annual budget which is approved by the management
Administration	The college ERP developed by the college alumni is used for college administration at various levels. records for granting admissions, promotion of students to the upper class, sending sms for fees payments, online fees collection, maintaining student records.
Finance and Accounts	Financial accounting and management is done with the Tally Software.
Student Admission and Support	Admission of students is completely

automated and transparent. The college ERP is used for admission purpose. The student fill the admission forms online and make the payment of registration fees online. The schedule for admission process is announced well in advance on the college website and college notice board and the schedule is followed strictly. The merit list is displayed on the college website and the college notice board and an SMS is sent to the student informing about his admission and the last day to complete the process and pay the fees.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr A K Singh	International Faculty Development Programme	British Deputy High Commission, Ahmedabad and Education Department Government of Gujarat	1500
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
National Ethos in Bharatiya Tradition of Education and	1	04/11/2017	05/11/2017	01

Contemporary Context				
International Faculty Development Programme	1	01/03/2018	03/03/2018	03
Orientation Programme	1	21/05/2018	17/06/2018	28
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
There is a cooperative society in the college to look after the welfare of the staff members	There is a cooperative society in the college to look after the welfare of the staff members	ten percent of the student council fund is reserved for student welfare fund

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The financial management is done through the Tally Software. The account section of the college prepares the trial balance and balance sheets after 31st March and keep the documents ready for the final audit. The account section also maintains bills and vouchers in the sequence as entered in the Tally Software. All the financial accounts are audited by Chartered Accountant who is the external auditor. Separate accounts are maintained for GIA and SF courses, UGC, NSS, Students Council, etc., Further the Government of Gujarat, Department of Higher Education also audits the accounts for the release of block grants.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

16213403

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	No	Null
Administrative	No	Null	No	Null

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

No Data Entered/Not Applicable !!!

6.5.3 – Development programmes for support staff (at least three)

1) Training for use of college ERP System 2) Training by state government for implementation of E-Gyan Portal

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) Enhancement of IT Infrastructure 2) Starting new academic program 3) Modernization of Library

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Cashless Campus	01/07/2017	01/07/2017	31/03/2018	1500
2017	Promotion of extra-curricular and co500curricular activities	01/07/2017	08/08/2017	01/02/2018	200
2017	Starting new academic program M SC Electronics from this year	01/07/2017	28/07/2017	31/05/2018	15
Nill	Use of ICT	01/07/2017	01/07/2017	01/05/2018	500
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness of Beti Bachav Beti Padhav in the tribal villages Kabirgram and Motia	24/03/2018	24/03/2018	15	21

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Efforts are made by the student and staff of the college for environment consciousness. The college has a green campus in the lap of river Narmada one of the biggest rivers of Gujarat. Tree plantation programs are conducted from time to time to enhance the greenery in the campus. Many trees have medicinal values and are being nurtured by the college. For maintenance of the trees and its longer life every year NSS students conducts one day program to paint the trees with lime and geru. Due to the green campus a lot of birds also visit / stay in the campus. The college has no renewable energy gears installed in the campus however efforts are being made on the prevention of energy in the campus. The energy friendly LED lights are replacing the conventional tube lights in the campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	5
Braille Software/facilities	No	Nil
Rest Rooms	No	Nil
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	Nil	1	14/10/2017	1	Cashless mode of payment by BHIM app	Students trained shopkeepers to use BHIM app for cashless transactions in the village where they stay	58
2017	Nil	1	05/12/2017	1	Voter Awareness	Demonstration of Ballet unit, control unit and	100

						VVPAT machine by district election officer	
2018	Nil	1	28/01/2018	1	Special Olympic	Volunteering special child of Kalrav Chheritable Trust to participate in Olympic	52
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Nasha Mukti Abhiyan	27/09/2017	27/09/2017	30
Sanskriti Swadhyay Kasauti	29/07/2017	30/07/2017	107
International Yoga Day	21/06/2017	21/06/2017	282
Awareness through Rally in Rural Area about Beti Bachavo - Beti Padhavo, Mat dan aaj Shreshth Dan, Ghar Ghar Sauchalay and Vyasan Mukti	24/03/2018	24/03/2018	36
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Plantation of new trees the campus currently has around 500 trees of various kinds
Maintenance of old trees by painting them with geru and lime stone water chuna powder by NSS students
Use of LED lights. The old tube lights are being replaced by LED lights
Earthen pots filled with water are kept at various points in campus for birds regularly. The campus has around 50 different species of birds
The flora and fauna of the campus is maintained by use of flowerpots on both side of road
The campus is situated near the river Narmada one of the major rivers of

Gujarat near the NH 48. The campus is lush green having around 500 trees. the following are the efforts of the institute. The banyan tree at the campus entry point is around 300 years old.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 : Cashless Transaction Awareness and Promotion Best Practice 2 : Use of ICT in Teaching Learning and Evaluation Please refer the following link of more details

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://www.narmadacollege.ac.in/upload/best_practice/Best%20Practices%202017-18.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Refer link given below

Provide the weblink of the institution

<http://www.narmadacollege.ac.in/upload/pdf/7.3.1%20Institutional%20Distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

To evaluate possibility of imparting skill based education to the students. Creating learning centric environment through ICT and enhance the IT infrastructure accordingly. Faculty members are motivated to generate e-content through blogs and YouTube videos. With increase of availability of E-resources need is felt to increase the knowledge repository and e-resource center. Need is felt that the faculty development would upgrade the standard of teachers and teaching so faculty members should be motivated to carry out research work, present papers in renowned journals, attend and conduct workshops. for all round development of the student encourage more students to join NSS, NCC, Sports and extracurricular activities. Development and maintenance of infrastructure.