



Yearly Status Report - 2019-2020

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 Bhaskar M Rawal
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02642231930
Mobile no.		9327295433
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%2018-19%20final.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-Dec-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
Self Defense for Girls - Mission Sahashi for girls	27-Dec-2019 2	100
Recovering blank pages from old assignment and distributing in seva vasti	23-Feb-2020 1	35

L::asset('/', 'public').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'. \$instdata->upload_special_status))}

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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	2019 365	60000
Institution	UDISHA	KCG	2019 365	5000
Institution	RUSA	KCG	2019 730	20000000

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

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)

Maintenance of infrastructure from RUSA Grants

Creation of new ICT facilities

Skill development Program for outgoing students

Value based activities and programs

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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	Achivements/Outcomes
Maintenance of infrastructure from RUSA Grants	From the RUSA grants in the first phase maintenance of infrastructure was taken up
Creation of new ICT facilities	Smart classroom device purchased
Skill development Program for outgoing students	The Government of Gujarat program for Finishing School was postponed due to COVID
Value based activities and programs	Smart classroom device purchased for smart board application
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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	2020
Date of Submission	29-Jan-2020
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)	<ul style="list-style-type: none"> • 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.

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
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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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
Nil	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	0	0

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)	15/06/2019	9
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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	105
BBA	Winter Projects	43
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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
BSc	Chemistry/Electronics	225	0	133
BSc	Computer Science	75	0	30
BCA	Computer Applications	75	0	61
BBA	HR/Finance/Marketing	150	0	145
BCom	Commerce	300	0	246
MCom	Commerce	70	0	61
MSc	Chemistry	80	0	48

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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
2019	1718	164	28	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-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
42	32	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, GeetSangeetdhara, Nrityadhara, Sarjanatmak Abhivyaktidhara, 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
1882	41	1 : 46

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
42	28	14	13	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
Nil	NIL	Nil	NIL
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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-	Date of declaration of results of semester-
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			end examination	end/ year- end examination
Nill	COVID-19	NIL	Nill	Nill
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The internal evaluation structure and marks component is prescribed by the university. For majority of the courses the university pattern prescribes internal test, assignment and regular class attendance. In professional courses additional components like presentations also form a part of internal evaluation. Students are encouraged to actively participate in the class discussion and they are even evaluated based on their active participation. In the academic year 2019-20 the university proposed conducting MCQ based test along with the ongoing components of internal.

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 through the class whatsapp group. 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 as well as by sharing through common class whatsapp group.

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
BSc	BSc	Chemistry	136	118	86.76
BSc	BSc	Computer Science	64	60	93.75
BCom	BCom	Commerce	198	115	58.08
BBA	BBA	HR/Finance /Marketing	100	90	90
BCA	BCA	Computer Applications	53	44	83.01
MCom	MCom	Commerce	41	34	82.93
MSc	MSc	Chemistry	40	35	87.50
MSc	MSc	Electronics	5	5	100

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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%202019-20.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
Nil	0	NIL	0	0
No file uploaded.				

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
NIL	NIL	

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
NIL	NIL	NIL	Nil	NIL
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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
NIL	NIL	NIL	NIL	NIL	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Electronics	1

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	4	4.79
International	Commerce	4	2.15
International	Electronics	1	0

[View Uploaded File](#)

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	2
Chemistry	1

[View Uploaded 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
NIL	NIL	NIL	Nil	0	NIL	0

No file uploaded.

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
NIL	NIL	NIL	Nil	0	0	NIL

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
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
Unnat Bharat Abhiyan	MHRD, Govt. of India	2	15
Plantation in nearby adopted village Tavra	Narmada Jal Pravah Bachao Samiti	2	50
Self Defense training to Girls Students	Mission Sahshi - 2019	2	100
Special Khel Mahakumbh	Government of Gujarat	2	65
Voter Registration Drive	ARO, Bharuch	2	250

Rashtriya Matdar Divas	Collector, Bharuch	2	175
Distribution of 650 fullscape notebooks of 200 pages each to Seva Vasti. Pages recovered from old assignments	NSS	3	35
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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
NIL	NIL	NIL	0
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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
Unnat Bharat Abhiyan	MHRD, Govt. of India	5 day Visit to Mulad, Kansiya, Suklatirth, Kavitha, Tavera villages for the UBA survey	2	15
Plantation in nearby adopted village Tavra	Narmada Jal Pravah Bachao Samiti	Plantation of 225 plant in nearby adopted village Tavra	2	50
Self Defense training to Girls Students	Mission Sahshi - 2019	Self Defense training is given to the girls students of the campus	2	100
Special Khel Mahakumbh	Government of Gujarat	Valunteering to help special child in Special Khel Mahakumbh	2	65
Voter Registration Drive	ARO, Bharuch	Form filling for Voter ID Card of New Entrants	2	250
Rashtriya Matdar Divas	Collector, Bharuch	NSS Volunteers took part in various programs held by District	2	175

Election
Officer and
Collector,
Bharuch

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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
NIL	NIL	NIL	0
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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
NIL	NIL	NIL	Nil	Nil	NIL
No file uploaded.					

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
NIL	Nil	NIL	0
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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
2	1.92

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	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
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SOUL	Fully	2.0	2009
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4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	24527	4224912	270	83809	24797	4308721
Reference Books	4034	279570	0	0	4034	279570
e-Books	3164309	0	0	0	3164309	0
Journals	0	0	21	31940	21	31940
e-Journals	6150	0	0	0	6150	0
CD & Video	445	0	4	0	449	0
Weeding (hard & soft)	1160	131050	9	1587	1169	132637

[View File](#)

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
NIL	NIL	NIL	Nil

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	180	3	11	1	0	1	11	6	0
Added	0	0	0	0	0	0	0	0	0
Total	180	3	11	1	0	1	11	6	0

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

6 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
0.5	49323	20	1918416

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)

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 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	NIL	0	0
Financial Support from Other Sources			

a) National	State and Central Government Scholarship	338	1894661
b) International	NIL	0	0
View File			

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
NIL	Nil	0	NIL
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
Nil	NIL	0	0	0	0
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
1	1	2

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
Torrent Pharma, Arti Industries	74	14	Lupin Laboratories	8	3
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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
2020	26	BSc	Chemistry	--	MSc
2020	9	B Com	Commerce	--	MCom/MBA
2020	3	BCA	Computer Application	--	MCA/MBA/MSc (IT)

2020	11	MSc	Chemistry	--	--
2020	6	MCom	Commerce	--	--
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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
NET	1
SLET	1
CAT	2
Any Other	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Essay writing	Intercollege competition organised by Vivekanand memorial trust Vadodara	1
Talk(Health and Fitness based on Human Aura)	Campus Organised by Sai Kruna Mission Research Team, Mumbai	150
Poetry Recitation	College	20
Poetry Completion	College	15
Essay writing	Participation by student in intercollege competition organised at National Level	1
Quiz	Participation by Students organized by Yogoda Satsang Kendra Bharuch Chapter	60
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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
Nil	NIL	Nil	Nil	Nil	NIL	NIL
No file uploaded.						

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:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

NIL

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
Teaching and Learning	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.
Examination and Evaluation	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.
Research and Development	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 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 bourse 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.

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 faculty members are also members of syllabus framing committee

Human Resource Management

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. 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.

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

E-governance area	Details
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.
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

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
Nill	NIL	NIL	NIL	0
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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)
Nill	NIL	NIL	Nill	Nill	Nill	Nill
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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
SWAYAM ARPIT Online	1	01/09/2019	31/12/2019	112
Short term Training Programme	1	02/03/2020	06/03/2020	5
International FDP	1	12/05/2020	18/05/2020	7
Important Hallmarks of Scientific and Technical Writing	1	14/05/2020	14/05/2020	1
Online FDP on skills for Librarianship	1	16/05/2020	20/06/2020	35
MatLab based teaching learning in Mathematics Science Technology	1	18/05/2020	22/05/2020	5
Mathematics Modeling in Multidisciplinary Domain(International)	1	01/06/2020	07/06/2020	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

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
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6.4 – Financial Management and Resource Mobilization

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

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.

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
NIL	0	NIL
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6.4.3 – Total corpus fund generated

9800000

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	NIL	No	NIL
Administrative	No	NIL	No	NIL

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

NIL

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

1) Training of Admission Module of VNSGU ERP System for centralized admission process by University 2) Training of Exam Module of VNSGU ERP System by University

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

1) Maintenance and up-gradation of infrastructure 2) Up-gradation of ICT facility 3) Proposing new courses

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
2019	Self Defense training to Girls Students	Nill	27/12/2019	27/12/2019	100
2020	Distribution of 650 fullscape notebooks of 200 pages each to Seva Vasti. Pages recovered from old assignments	Nill	23/02/2020	23/02/2020	35

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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
Self Defense Training	27/12/2019	28/12/2019	100	0

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
Ramp/Rails	Yes	5
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
2019	1	1	14/07/2019	1	Distribution of 650 fullscape notebooks of 200 pages each to Seva Vasti. Pages recovered from old assignments	Plantation of 225 plants in nearby adopted village Tawra	52
2020	1	1	10/01/2020	7	Voter Registration Drive	Form filling for Voter ID Card of New Entrants	252
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)
NIL	Nil	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Unnat Bharat Abhiyan	04/06/2019	04/06/2019	15
Essay Writing competition on Yuva Day	11/01/2020	11/01/2020	40
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

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

Plantation of new trees the campus currently has around 500 trees of various kinds

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 : Creating a Student Centered Learning Environment
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_Practice_2019-20.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 Below link

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

The end of academic year 2019-20 has brought about a big challenge before the mankind in form of COVID-19. The virus causes a constraint on assembly of persons due to its heavy contagious nature. This in turn has paused a great challenge before educational institution to conduct their teaching, learning and evaluation process. On 23rd March 2020, the Prime Minister announced a total lock down in the country. All the assessment work at the end of the even semester came to a stand still. This requires a drastic change in the teaching, learning and evaluation process and action plan for the same needs to be in place. The good news was that all the students and the teachers were virtually connected through social media platforms like WhatsApp. It was decided by the college that as soon as the situation improves, the pending assessment work be completed and after the commencement of the new term online teaching should be started.