

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

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

## Part – A

AQAR for the year (for example 2013-14)

2014-15

### I. Details of the Institution

1.1 Name of the Institution

Shri Gosar Hansraj Gosrani Commerce &  
Shri Dharamshi Devraj Nagda BBA College

1.2 Address Line 1

Shah BhagwanjiKacharabhai Education  
complex

Address Line 2

Ahead of Oshwal  
Circle,Nr.Gokulnagar,Indira Marg

City/Town

Jamnagar

State

Gujarat

Pin Code

361004

Institution e-mail address

Info.ghgbcom@oshwaleducationtrust.org  
Info.ddnbba@oshwaleducationtrust.org

Contact Nos.

02882563885/86

Name of the Head of the Institution:

Snehal Kotak Palan

0288-3291156

## Tel. No. with STD Code:

Mobile:

9998001596

Name of the IQAC Co-ordinator:

Sandra Moss

Mobile:

09426901890

IQAC e-mail address:

iqac@oshwaleducationtrust.org

1.3 NAAC Track ID (For ex. MHCOGN 18879)

GJCOGN12849

**OR**

1.4 NAAC Executive Committee No. & Date:

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

ghgddn.oshwaleducationtrust.org

1.5 Website address:

Web-link of the AQAR:

For ex.

<http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

Ghgddn.oshwaleducationtrust.org/pdf/AQAR2011-12.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	71.10	17.10.2006	05 years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

08/01/2007.

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

i. AQAR	2007-08	19.02.2009
ii. AQAR	2008-09	30.11.2009
iii. AQAR	2009-10	21.12.2012
iv. AQAR	2010-11	18.04.2013
v. AQAR	2011-12	03.05.2013
vi. AQAR	2012-13	05.08.2015
vii. AQAR	2013-14	19.8.2015

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  C2(f)  UGC 12B

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

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

2.1 No. of Teachers	<input type="text" value="04"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="04"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="02"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="02"/>
2.10 No. of IQAC meetings held	<input type="text" value="20"/>

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

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Meeting parents.
- Enhancing communication facilities to students and parents.
- Preparation of college Prospectus.
- Improving Teaching Learning process

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<b>Academics</b>	
<ul style="list-style-type: none"> <li>• To relate theory with practical life.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching learning became more effective and interesting.</li> <li>• Greater involvement of students.</li> </ul>
<b>Activities</b>	
To organise something new like: <ul style="list-style-type: none"> <li>• Master cook OET.</li> <li>• Talent O Fiesta- Inter college/school activity.</li> <li>• Introduced Day Concept.</li> </ul>	<ul style="list-style-type: none"> <li>• The new activities introduced, made the students more anxious to participate.</li> <li>• We received over whelming response from schools for the Talent o fiesta.</li> <li>• The management Day Concept was a great success among the students.</li> </ul>
<b>Career Development</b>	

<ul style="list-style-type: none"> <li>Motivational seminars organised.</li> <li>Seminar on 'study Abroad'.</li> <li>Facing the Interview.</li> </ul>	<ul style="list-style-type: none"> <li>The seminars and the practical session of facing the interview helped to change the perspective of the students gave them a new direction to face life.</li> </ul>
<b>Social Out reach</b>	
<ul style="list-style-type: none"> <li>Training for NSS officer.</li> <li>More social Activities.</li> </ul>	<ul style="list-style-type: none"> <li>The NSS officer attended the Seven-day training programme.</li> <li>The college increased the social activities by the NSS and the society for social Care club.</li> </ul>
<b>Publication of Spectrum</b>	
	<ul style="list-style-type: none"> <li>Published the half yearly Bulletin-Spectrum -to record all event of the clubs and college.</li> </ul>

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

2.15 Whether the AQAR was placed in statutory body      Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

<p>The Management suggested:</p> <ul style="list-style-type: none"> <li>To move towards more paperless work.</li> <li>To enhance the use of ICT.</li> <li>To enrich the website.</li> </ul>
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## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	2			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	<b>2</b>			

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	2
Trimester	
Annual	

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

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

*\*Please provide an analysis of the feedback in the Annexure2*

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

No

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

- 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
33	20	05		08

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

03

- 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
						04		04	

- 2.4 No. of Guest and Visiting faculty and Temporary faculty

03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		03	
Presented papers	04	04	
Resource Persons			

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

- Relating management strategies with mythology.
- Enhanced use of blended learning.
- Strengthen the use of more Collaborative

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

183

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

Online attendance  
Online MCQ  
On line faculty feedback

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

01

2.10 Average percentage of attendance of students

49.34

2.11 Course/Programme wise distribution of pass percentage:

Class	Total No.of Students	Total Student Appear	First Class & Districition/SGPA 6+	Second Class / SGPA 5-6	Pass Class/ SGPA 4-5	Fail-ATKT / SGPA -4	RESULT (%)
<b>BCOM SEM-1</b>	255	255	69	457	0	62	75.69
<b>BCOM SEM-2</b>	246	246	80	92	0	74	69.92
<b>BCOM SEM-3</b>	267	267	100	114	0	53	80.15
<b>BCOM SEM-4</b>	262	262	122	103		37	85.88
<b>BCOM SEM-5</b>	235	235	119	86	3	28	88.51
<b>BCOM SEM-6</b>	234	234	144	49	0	40	82.48



<b>BBA SEM-1</b>	149	149	35	62	0	52	65.11
<b>BBA SEM-2</b>	144	144	37	51	0	26	61.11
<b>BBA SEM-3</b>	121	121	32	46	5	38	68.60
<b>BBA SEM-4</b>	112	112	45	31	0	36	67.86
<b>BBA SEM-5</b>	116	116	64	41	1	10	91.38
<b>BBA SEM-6</b>	116	116	68	36	2	10	<b>81.9</b>

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

- Time table is strictly adhered to.
- Ensure completion of syllabus.
- Transparency in Evaluation of papers.
- Student feedback is taken at the end of each semester and a follow up conducted.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14			
Technical Staff	4			

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Encouraged faculty to initiate research work.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NA			
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NA			
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications

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

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NA			
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

(Disbursed Rs. 7290/= for those who attended or presented papers)

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

### 3.25 No. of Extension activities organized

University forum  College forum   
NCC  02 NSS  08 Any other  03

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

- Helping hand to the differently challenged.
- Acknowledging the efforts of the unsung Heroes (support staff of the college)
- Visit to the slums and donated woollen clothes.
- Tree plantation.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10 acres		self	10 acres
Class rooms	28			28
Laboratories	05			05
Seminar Halls	01			01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

Use of SOUL INFLIBNET
Webmail

## 4.3 Library services:

2014-15

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15	5105	6	480	21	5585
Reference Books	3526	442338	520	75200	4046	517538
e-Books	4	284062	1	68000	5	352062
Journals	190	170147	30	36560	220	206707
e-Journals	4	284062	1	150000	5	434062
Digital Database	08	8734	08	9692	16	18424
CD & Video	452					
Others (specify)	298	105126	47	17532	345	122658

## 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	336	05	40mbps	5 labs	318	02		16
Added	60	-----	2mbps		60	0		23
Total	396	05	42mbps		378	02		39

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

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## 4.6 Amount spent on maintenance in lakhs :

i) ICT	85639
ii) Campus Infrastructure and facilities	1659869
iii) Equipments	32366
iv) Others	---24830-
<b>Total :</b>	<b>1802704</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The prospectus is given to all new students and this acts as a handy tool to apprise the students about all services provided by the college.
- The college website is another arena for accessing information about the college by the students, parents and Alumni.
- A data bank of MCQ's for the students' reference.

#### 5.2 Efforts made by the institution for tracking the progression

- Updates on college website
- Personal contacts through phones.
- Counselling students and parents after the Preliminary exams.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1164	-	-	-

#### (b) No. of students outside the state

97

#### (c) No. of international students

-0

Men	No	%	Women	No	%

Last Year 2013-14						This Year 2014-15					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
975	15	04	241	--	1235	925	18	08	213	----	1164

Demand ratio: 1.8:1

Dropout %:4.63

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

Organised a seminar on how to crack the bank exam.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- Seminar on Bank exams
- Motivational seminar by Kinnary Kundalia
- Seminar on 'Study in Canada '
- Workshop on Basics of MS Office

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
07	229	02	05

5.8 Details of gender sensitization programmes

Conveyed the message of "Save the girl child "during the annual Day celebration.

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level



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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Students' grievances	Measures to redress
Thefts of money and mobile phones were reported.	With the help of CCTV cameras, we were able to nab the malefactor and offered counselling.

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

**Vision:** Our vision is to develop this college into an excellent centre to provide quality education in commerce and management to the students to make them mature and balanced persons who can meet the challenges of this dynamic world and play their roles in creating a better world.  
**Mission:** Moulding minds is our mission

## 6.2 Does the Institution has a management Information System

- Yes, Library- SOUL INFLIBNET
- ERP software
- Complaint Management system
- Feedback portal
- Webmail facility

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

### 6.3.1 Curriculum Development

As ours is an institution affiliated to Saurashtra University, we follow the course structure as designed by the University.

The prescribed course is embellished with inputs by the faculty through innovative teaching methods such as presentations, collaborative learning and blended learning.

### 6.3.2 Teaching and Learning

- Group learning, Aural learning
- Collaborative learning, blended learning.

### 6.3.3 Examination and Evaluation

- Power point multimedia presentations
- On line MCQ on indigenously prepared software
- Periodical tests

### 6.3.4 Research and Development

- Motivated to attend seminar and conferences.
- Granting leave and funding support for attending seminars and conferences.

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

- Creation of Library blog
- Monitoring the campus through CCTV
- Efficient utilization of software as OPAC.

### 6.3.6 Human Resource Management

- After every major college event the staff and student volunteers are provided meals or refreshments.
- After every major college event, which requires the staff to stay long hours beyond the college hours, a day's holiday is given to the students and the staff.

### 6.3.7 Faculty and Staff recruitment

- Selection based on scholastic grades.
- Through advertisements, demo lectures and feedback of students.

### 6.3.8 Industry Interaction / Collaboration

- Organising visits by students to Industries.
- Placement opportunities through contacts with industries.

### 6.3.9 Admission of Students

- Fixing the percentage for admission.
- Preparing Merit list
- Counselling to students along with parents.
- Organising Parents' Meet

### 6.4 Welfare schemes for

Teaching	Providing laptops
Non-teaching	Help in kind through the Social Service Club of the college.
Students	50% concession to students with A1 grade.

### 6.5 Total corpus fund generated

70527501

### 6.6 Whether annual financial audit has been done

Yes

No

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

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

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

For UG Programmes      Yes     No

For PG Programmes      Yes     No

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

- Ours is a self-financed college affiliated to the Saurashtra University.

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

- Autonomy:
- In conducting and Evaluating Internal Exams.
  - In organising industrial visits and preparing project reports.

6.11 Activities and support from the Alumni Association

- Industrial training to students in industries headed by Alumni
- Making their Alma Mater their career builder by joining as faculty of the college.
- Helping during exams as supervisors.
- Regular feedback
- Participation in mega events of the college

6.12 Activities and support from the Parent – Teacher Association

- Regular updates to parents about wards attendance.
- Orientation for parents
- Personal counselling if need arises.

6.13 Development programmes for support staff

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

- Reduce the use of paper.
  - Every year tree plantation programmes in the city
  - Campus cleaning by the students.
  - Discourage the use of plastic bags.

## Criterion – VII

### **7. Innovations and Best Practices**

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

- Enhanced our pedagogy

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

- Proper planning for the timely completion of syllabus.
  - Adherence to the Academic planner.
  - Timely completion of activities as given in the prospectus.

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

Given in Annexure( ii)

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

7.4 Contribution to environmental awareness / protection

- Cycle Rally-A Save Fuel campaign.
- Tree plantation and cleanliness drive.
- Move towards paperless environment.
- Solar powered lights installed.
- Waste water management for gardening.

7.5 Whether environmental audit was conducted? Yes  No

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

Given in Annexure (iii)

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

Academic : To start M.Com  
Infrastructure : to construct an annexure building to house the library& Gym

Name : Mrs Sandra Moss

Name : Mrs Snehal KotakPalan

\_\_\_\_\_  
Signature of the Coordinator, IQAC

\_\_\_\_\_  
Signature of the Chairperson, IQAC

\_\_\_\_\_\*\*\*\_\_\_\_\_

**Annexure I**

<b>ACADEMIC PLANNER 2014-15</b>	
<b>Month</b>	<b>Activities</b>
June	College Reopens, Parents' Meet, Induction Programme
July	All Club Activities Begin Submission of Assignments (Internal Evaluation)
August	Students' Counselling Presentations (Internal Evaluation) FDP
September	Talent-O-Fiesta MCQ Test (Internal Evaluation) Declaration of Results of Internal Evaluation Performance Appraisal of Faculties by the Students Submission of Project Reports (B.B.A. Sem V) Filling up of Exam Forms of the Students of Sem III & V Collection of Exam Fees & Issuing of Fee Receipts of III & V
October	Preliminary Examinations Declaration of Results of Preliminary Examinations Diwali Vacation Begins
November	College Reopens Filling up of Exam Forms of the Students of Sem I Collection of Exam Fees & Issuing of Fee Receipts of Sem I University Examinations
December	University Examinations
January	Industrial Visit by the Students of B.B.A. Sem II Submission of Assignment (Internal Evaluation)
February	Presentations (Internal Evaluations) Filling up of Exam Forms of the Students of Sem II, IV & VI Collection of Exam Fees & Issuing of Fee Receipts of Sem II, IV and VI
March	MCQ Test (Internal Evaluations) Performance Appraisal of Faculties by the Students Declaration of Results of Internal Evaluation Submission of Project Reports (B.B.A. Sem II, IV & VI) Preliminary Examinations Declaration of Results of Preliminary Examinations Viva Voce FDP University Examinations
April	University Examinations
May	Summer Vacation

## CLUB PLANNER 2014-15

<b>Clubs</b>	<b>Arts &amp; Cultural Club</b> (Kala Kaushalaya - Natya Dhara)	<b>Funderstanding Eduteria</b> (Gyana Dhara)	<b>Economic Association</b> (Sarjanatmak Abhivyakti)	<b>ECGC</b> (Udisha)
<b>Month</b>				
<b>June</b>	Investiture Ceremony			
<b>July</b>	Traditional Day, Drawing & Painting, Photography, Poster Making, Clay Modeling	Word war-Battle of Alphabets. Diction-Quest of an Orator	Business Quiz	Mock Online Bank Exam Investothon
<b>Aug</b>	Independence Day Celebration			
	Friendship Day, Friendship & Rakhi Making Competition Cartooning, Creative Art Collage, Handicraft	Adoholic - An advertisement game	Business Baazigar	Business Idea Competition Auction House
	Talent O Fiesta			
<b>Sep</b>	Rangoli, Teachers' Day Solo Dance	Filmania - Improvising writing skills	Motivational Seminar	"Mock Bank" - Conference Cum Drama. Career Guidance Seminar
<b>Oct</b>	Navratri	Queen's Demand - Get on your toes		
<b>Nov</b>				
<b>Dec</b>			Industrial Visit	Seminar on Resume Writing
<b>Jan</b>	Mehndi, Salad Making Chaat Making	Innovertex - Kindling Creativity, Facing an interview seminar cum competition	Management Day	Resume Writing Competition
	Republic Day Celebration			
<b>Feb</b>	Annual Function			
	Twist - An end with a difference			Campaign against addiction



## CLUB PLANNER 2014-15

Clubs	NSS & Society for Social Care (Samudayik Seva Dhara)	Music Club (Geet Sangeet - Nritya Dhara)	Nature & Adventure Club	Sports Club (Vyayam - Yog - Khel Kud Dhara)	Computer Club
Month					
June	Investiture Ceremony				
July	Let's be a helping hand to differently challenged.	Morning Mantra Audition for Youth Festival	Nature Day Camping (One Night)	Carrom Chess	Basic Knowledge of Hardware & Software Knowledge of Office 2007
Aug	Independence Day Celebration				
	Give & Get Environment Motherland movement - Patriotic Song Competition	Patriotic Song Competition Music Mania	Tree Plantation & Env. Quiz	Badminton Volley Ball	How to Remove Viruses. How to Create effective PPT.
	Talent O Fiesta				
Sep	SAVE Towards hygiene Blood Donation Visit to Slum area	Music Tambola. Musical Night	Environment Campus Cleaning Programme. Narara Visit	Basket ball Handball	IT Quiz Drafting an Application & CV
Oct				Cricket Football	Workshop on basic knowledge of website and how it works. Sharing IT Knowledge with other students.
Nov					Best use of Google. Photoshop & Corel Draw Workshop
Dec	Health Awareness Programme		Trekking Visit to Khijadiya	OET Tennis Ball Cricket Tournament	Workshop on Networking How to install software
Jan	Visit to an Orphanage , Essay/ drawing competition	Antakshari	Get-to-gether	Annual Sports Meet.	Workshop on Tricks & tips of computer Workshop on Shortcut Keys.
	Republic Day Celebration				
	Annual Function				
Feb	Autumn Camp Campaign against addiction				How to create Webpage Workshop for Teachers

## **Best Practice I**

### **1 Title of the Practice**

#### **Feedback of Faculty by students**

### **2 Goal**

'A true teacher is a learner' the feedback of students is a feed- forward towards improving and refining teaching. As we believe that small steps in the right direction can make a big difference.

### **3 The context**

Times are changing and the needs of the students and methodology of teaching should also change with the times. A feedback from the students helps the faculty to hear the concerns of the students and helps the faculty to cater to the changing times.

### **4 The Practice**

The students give their feedback on line in an anonymous form and they grade the faculty on a ten point scale. The feedback is analysed and a comparative study made by the principal. The principal then has a one to one interaction with each faculty and the shortcomings are discussed and the strengths are highlighted .This also acts as one of the parameters for the performance based incentive .

### **5 Evidence of success**

The evidence of success of the feedback form is seen every year with one or the other faculty topping the list by his/her concerted efforts to reach a better level. This feedback system has also helped us to identify the good practices in teaching and using the same for our betterment.

### **6 Problems encountered and resources required**

To some this system may prove to be a demoralising factor as there could be chances of being biased or the feedback given may be done in a random way. However, on the whole to the majority of the staff it was a step towards improvement.

### **7 Notes**

This feedback system is a good effort towards excellence.

## Best practice II

### 1 Title of the practice

## **Towards a Techno powered institution**

### 2 Goal

Today technology is moving at the speed of light, since technology is moving at a superfast rate we too have to be tech savvy. so our efforts are on maximising the use of technology.

### 3 The Context

Being tech savvy helps learners to access various learning portals and gives the teacher and learner access to innovative content around the clock and maximises knowledge intake. In short it opens more doors for learning

### 4 The Practice

We have introduced the Online MCQ system, we have also introduced taking feedback on line. A data bank of MCQ questions are uploaded on the college website for the ready reference of the students in each subject. Every student has to have an email ID. All college events are uploaded on the college website moreover, the mega events of the college are streamed live.

### 5 Evidence of success

The use of technology in our day to day dealings in professional life is no longer an option. The younger generation are more tech friendly so this change from traditional way of working to being tech enabled was welcomed by the students.

The students use ICT services to enhance their presentations in the class, so it has brought in a new wave of competition in the academics.

Productivity has also increased, as all marks entry and uploading of marks, question paper printing is all done with the help of technology.

### 6 Problems encountered and resources required

Now we have reached a stage where we feel handicapped without the help of technology. So if it should be considered a problem, it may be mentioned that we have become dependent on technology. Besides the other problems are the usual technical glitches that hamper our work.

### 7 Notes

Being tech savvy is the present day requirement.

**SWOT Analysis**

**Strength:**

- Ideal location with good infrastructure.
- Provides a holistic educational experience
- Qualified and dedicated faculty with strong commitment to students.
- Well planned mentoring system.
- Excellent library facilities.
- Strong support staff.
- A healthy liaison with external stakeholders.

**Weakness:**

- Limited number of certificate course.
- Limited interaction with parents from rural areas.
- Learned experts not available in nearby districts .

**Opportunities:**

- Opportunities to launch certificate courses.

**Threats/Challenges:**

- Too much focus on marks rather than on building a well-rounded personality.
- To change the perception of students on education especially those coming from business background.

## Feedback Analysis

FEEDBACK - Consolidated 2014-2015																											
AttributeDetail	SANDRA MOSS	USHA PANCHOLI	AMISHA RANA	THOONKUZHIYIL MATHEW	CHINTAN VORA	SNEHAL KOTAK	KHUSHBOO MALDE	SHILPA BHATT	NISHA PUNJANI	AQSA KHATRI	GAURAV MEHTA	VIJAY PARMAR	SNEHA SUMARIA	JAYESH GORI	KRUPA TRIVEDI	JIGNA VYAS	NISHANT BAROT	GUNJAN SHUKLA	POORVEE MALDE	MITAL RAIHATHA	NIVYA VISARIYA	UMANGI SHAH	NIRAJ ZAVERI	UMA SHASHTRI	RADHIKA DAVE	KHUSHBOO SUMARIYA	HETAL GANDHECHA
Communication Skills (In terms of articulation and	8.41	6.7	8.2	6.43	7.8	7.6	7.66	7.3	7.2	8.7	7.5	7	8.4	8.2	7.4	7.2	8.9	6.5	8	7.7	7.3	8	6.9	7.8	7.9	7.1	6.64
Interest generated by the teacher on the subject	8.07	6.6	8.2	6.47	7.6	7.4	7.53	7.2	7.1	8.6	7.4	6.8	8.3	8	7.3	7.3	9	6.3	8	7.7	7.3	7.9	7	7.7	7.8	7.12	6.78
Knowledge base of the teacher (as perceived by you)	8.24	6.9	8.4	7.11	7.8	7.7	7.91	7.6	7.1	8.7	7.4	7.4	8.5	8.5	7.5	7.4	9	6.6	8.3	7.9	7.3	7.8	7.4	8.1	8.1	7.03	6.94
Sincerity / Commitment of the teacher	7.89	6.8	8.3	7.04	7.7	7.5	7.57	7.4	7.2	8.4	7.4	6.9	8.3	8	7.3	7.3	8.8	6.4	7.9	7.8	7.4	7.8	7.2	7.7	8	7.13	7.02
Punctuality of the teacher	7.53	6.7	8.3	7.2	7.7	7.4	7.56	7.4	7.1	8.4	7.3	6.9	8.3	7.8	7.2	7.3	8.7	6.5	7.9	7.7	7.2	7.9	7.2	7.8	7.9	7.15	7.01
Power to control the class	8.07	6.3	7.5	6.45	7.6	7.8	8.23	7.6	7.6	8.2	7.4	7.7	8.8	7.9	7.5	7	8.8	5.9	7.7	7.8	7	7.4	6.9	7.7	6.9	6.8	6.75
Ability to integrate course material with environment/other	7.8	6.5	7.9	6.52	7.5	7.3	7.17	7	7	8.2	7.4	6.7	7.9	7.8	7	7.2	8.9	6.4	7.8	7.6	7	7.6	7	7.6	7.5	6.99	6.87
Ability to relate theory into application skills	7.85	6.5	8	6.6	7.5	7.4	7.3	7	7	8.4	7.4	6.7	8	8	7.1	7.2	8.9	6.4	7.8	7.7	7.1	7.6	6.9	7.7	7.5	6.93	6.81
Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate outside class	7.63	6.6	8	6.64	7.5	7.1	7.06	7.1	6.8	8.4	7.5	6.5	7.8	7.9	7	7.4	8.8	6.4	7.9	7.6	7	7.8	6.8	7.6	7.7	7.03	6.88
Ability to design quizzes / examinations / assignments / projects to test understanding of the course	7.75	6.3	7.8	6.37	7.4	6.9	6.89	6.7	6.9	8.2	7.4	6.5	8	7.8	7	7.5	8.8	6.2	7.7	7.4	7	7.5	6.7	7.4	7.4	6.86	6.62
Provisions of sufficient timely feedback	7.86	6.6	8	6.73	7.6	7.3	7.14	7.3	6.9	8.4	7.4	6.7	8	8	7	7.2	8.8	6.2	7.9	7.6	7.1	7.8	7.1	7.6	7.7	6.96	6.85
Overall rating	8.23	6.8	8.3	7.16	7.9	7.3	7.62	7.7	7.1	8.8	7.6	6.9	8.4	8.2	7.5	7.5	9.1	6.4	8.2	7.8	7.3	7.9	7.3	7.9	8	7.15	7.13
TOTAL in %	79.4	66	81	67.3	76	74	74.7	73	71	85	74	69	82	80	72	73	89	64	79	77	72	77	70	77	77	70.2	68.6
OVERALL AVERAGE:	74.722																										

## Abbreviations:

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