



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		SHRI GOSAR HANSRAJ GOSRANI COM. AND SHRI D D NAGDA BBA COLLEGE
Name of the head of the Institution		MRS. SNEHAL KOTAK PALAN
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02882563885
Mobile no.		8320899599
Registered Email		info.ghgbcom@oshwaleducationtrust.org
Alternate Email		snehal.kotak@oshwaleducationtrust.org
Address		SHAH BHAGWANJI KACHARABHAI EDUCATION COMPLEX, AHEAD OF OSHWAL CIRCLE, NEAR GOKULNAGAR, INDIRA MARG
City/Town		JAMNAGAR
State/UT		Gujarat

Pincode	361004																								
<b>2. Institutional Status</b>																									
Affiliated / Constituent	Affiliated																								
Type of Institution	Co-education																								
Location	Urban																								
Financial Status	Self financed																								
Name of the IQAC co-ordinator/Director	MRS. SANDRA MOSS																								
Phone no/Alternate Phone no.	02882563886																								
Mobile no.	9426901890																								
Registered Email	sandra.moss@oshwaleducationtrust.org																								
Alternate Email	amit.khimasia@oshwaleducationtrust.org																								
<b>3. Website Address</b>																									
Web-link of the AQAR: (Previous Academic Year)	<a href="https://ghgddn.oshwaleducationtrust.org/pdf/AQAR-2016-17%20-%20FINAL.PDF">https://ghgddn.oshwaleducationtrust.org/pdf/AQAR-2016-17%20-%20FINAL.PDF</a>																								
<b>4. Whether Academic Calendar prepared during the year</b>	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://ghgddn.oshwaleducationtrust.org/AcademicPlanner_201718.aspx">https://ghgddn.oshwaleducationtrust.org/AcademicPlanner_201718.aspx</a>																								
<b>5. Accrediation Details</b>																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>71.10</td> <td>2006</td> <td>17-Oct-2006</td> <td>16-Oct-2011</td> </tr> <tr> <td>2</td> <td>A</td> <td>3.06</td> <td>2016</td> <td>16-Sep-2016</td> <td>15-Sep-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	71.10	2006	17-Oct-2006	16-Oct-2011	2	A	3.06	2016	16-Sep-2016	15-Sep-2021
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
				Period From	Period To																				
1	B	71.10	2006	17-Oct-2006	16-Oct-2011																				
2	A	3.06	2016	16-Sep-2016	15-Sep-2021																				
<b>6. Date of Establishment of IQAC</b>	08-Jan-2007																								
<b>7. Internal Quality Assurance System</b>																									

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
Alumni Meet	23-Dec-2017 1	250
Career Guidance Program	05-Jul-2017 1	150
Bank Exam Seminar	26-Sep-2017 1	72
Student Development Programme	12-Aug-2017 1	500
<a href="#">View File</a>		

**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
NIL	NIL	NIL	2017 0	0
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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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**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)**

(1) Free certificate course for Girls (1) Our College conducted 8 courses for the girls. (2) Organized an Alumni Meet (1) Our college organized Alumni meet on 23rd Dec 2017. (3) Organized workshop (1) Case study workshop was organized on 10th Jan 2018 (4) Seminar (1) career Guidance Seminar on 12th Jan 2018, (2) Entrepreneurship Orientation Programme on 10th Feb 2018 (5) Planned activities for the students (1) A host of activities were conducted by each club of the

college

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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
To start Free certificate course for Girls	The 8 courses for the girls of the college were well attended
To Organize an Alumni Meet	(1) Organized Alumni meet on 23rd Dec 2017, it was attended by 250 Alumni
To conduct a workshops and Seminars for students	(1) Students appreciated the workshop on Case study, (2) Career Guidance Seminar on 12th Jan 2018 was attended by 250 students and was appreciated. (3) Entrepreneurship Orientation Programme on 10th Feb 2018
A number of activities were planned under the different clubs of the college.	(1) Students got an opportunity to exhibit their talent, (2) Students got an opportunity to represent the college for intercollege activities at National level. (3) Students brought laurels for themselves and the college.
Faculty encouraged to use one new method of teaching	(1) New teaching method was adopted. (2) Introduced new ways of Assessment for internal Exams.
All faculty members to work on publication of Research papers	Research papers were prepared.
All faculty members to write reviews on articles.	Reviews were submitted.
<a href="#">View File</a>	

**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

15-Jan-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)

The institution has a website which comprises of 'Task Management System' (TMS) a "Complaint Management System" (CMS) and a student's Portal. The TMS is used for taking online attendance and publishing the Lesson Plan by the faculty members and for uploading Internal assessment marks. The Internal Assessment is taken in different ways such as test, Assignment and Presentations, all the marks are published in the TMS and the same is uploaded on the college website for the students. The students also have the facility to check their daily attendance, apply for leave and check their marks on the TMS. Besides the students can also check the status in the library like the availability of the books, can easily search for books and check the date of return of the books issued from the library. We also have an online registration for the Alumni. Besides, daily information is circulated to the students through Notices sent to each class. Urgent messages are communicated through the Public Address system. Instructions during examinations are also conveyed through the Public address system. There are also Notice boards and club notice boards conveying messages about different activities and university related information.

## 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

(1) Syllabus - The syllabus is given by the Saurashtra University and the same is uploaded on our college website and a copy kept in the library. (2) Allotment of subjects - Subjects are allotted to each faculty depending on the strengths of a faculty in a particular subject. The Principal discusses the allotment with each faculty. (3) Time table committee - The college has a Time Table committee who prepares the Time Table and ensures that each faculty gets the required number of lectures in each subject. (4) Checking the syllabus - Every faculty is instructed to check the syllabus the Question paper pattern and to adhere to the syllabus. (5) Lesson Plan - Each faculty has to prepare a lesson Plan for each subject in the Task Management System (TMS), at the beginning of each Semester. (6) Innovative Teaching methods - Each faculty uses various methods to help students comprehend and to make the teaching learning more interactive and interesting. (7) Field Trips and Project reports - Field trips and project Reports are prepared by BBA Students as Part of the curriculum. (8) Continuous Internal Evaluation - Evaluation of each student is

taken through Assignments, Presentations, MCQ and Class tests. (9) Internal Evaluation - Internal Evaluation is taken on Presentations, Assignments and Class test. Time table is prepared and published and the marks are displayed on the college website. In case of less than average performance, a retest is taken. (10) IQAC - The IQAC committee meets to decide on enhancing teaching methods. (11) Extra Lectures - Extra lectures are taken to complete the syllabus satisfactorily.

#### 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	01/12/2017	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	01/12/2017
No file uploaded.		

#### 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	01/12/2017

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

### 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
NIL	01/12/2017	Nil
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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	Management	161
BBA	Management	169
BBA	Management	118
<a href="#">View File</a>		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes

Alumni	Yes
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

We believe in improving .Feedback is one way to learn what we need to improve. Hence the college takes a feedback of all the students on each faculty every year. We have a structured feedback form and the feedback is taken online. (1) Feedback on Faculty members - (a) Every year an online feedback is taken by all the students for all the faculty members. The feedback form is based on 13 parameters. Students have to grade the faculty members on a scale of 10. (b) Analyzed - A consolidated data is prepared of The filled up form , then a summary for each faculty is prepared based on the feedback given by the students. (c) Utilized - The summary of the feedback received is prepared for each faculty members and the same is given to each faculty. The Principal has a one to one talk with each faculty highlighting the strengths and requesting the faculty member to work on the weaker areas. The feedback also form the basis for increment. (2) Peer Feedback - (a) We also have a peer feedback review taken. This is also taken online. (b) Analyzed - The peer review is analyzed and a summary is prepared. (c) Utilized - The Peer review also forms the basis for the deciding the increment. (3) Feedback by out going students - (a) This is like an exit interview taken in the form of an online anonymous feedback. (b) Analyzed - The opinion of the students is taken to improve the functioning and facilities to our stakeholders -our students. (c) Utilized - The College tries to find ways to work on the suggestions given by the students and tries to improve on our lacuna. (4) Feedback by Visitors - A visitors diary is maintained and the visitors share their views about the college or about the event they attended or merely visited the college

## 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
BCom	Accounting / Business Management	270	456	269
BBA	None	180	235	157
MCom	Accounting	60	36	28
Nil	ICAI - CS	100	30	30

[View File](#)

### 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	426	28	24	Nil	9

## 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
33	27	11	20	20	11

[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)

(1) Mentoring of students at the time of admission - Mentoring starts at the time of admission to help students to choose an academic career in B. Com or BBA. There are faculty members assigned to counsel students to help them make the right choice. (2) Mentors for each class - The college appoints Mentors for each class to help students with their problems during the academic year. The faculty members are open to counselling with academic or domestic problems. (3) Mentoring to choose optional subjects - Students are counselled to choose the optional subjects based on their inclination and interest. (4) Mentoring drop-outs - The principal conducts an exit interview for students discontinuing their studies, helps them to find other ways to continue studies. Sometimes parents are also called to guide them with regards to their wards future and to help them in making the right choice

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
454	33	1:14

## 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
2	2	Nil	2	Nil

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
2017	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-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	13009	Sem-1	20/11/2017	06/02/2018
BCom	13009	Sem-2	09/04/2018	20/07/2018
BCom	13009	Sem-3	08/11/2017	05/01/2018



BCom	13009	Sem-4	27/03/2018	12/05/2018
BCom	13009	Sem-5	12/10/2017	16/12/2017
BCom	13009	Sem-6	15/03/2018	18/04/2018
BBA	13009	Sem-1	20/11/2017	24/02/2018
BBA	13009	Sem-2	07/04/2018	19/05/2018
BBA	13009	Sem-3	08/11/2017	20/12/2017
BBA	13009	Sem-4	27/03/2018	03/05/2018

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

As our college is affiliated to Saurashtra University, Rajkot, we follow the evaluation norms set by the university. The Evaluation involves -- (a) Internal Evaluation (b) University Evaluation which includes assignment, power point presentation (PPT), Test and MCQ. A schedule is prepared for each of the exam for the submission of assignments or Power Point Presentations or MCQ Test. MCQ Test is conducted in our computer labs for all the students. For the Presentation, students work in teams or individually. The best of three presentations in each class is awarded during the Annual Function. Reforms - It was observed that Assignments were a mere copy of the text or copied from someone else's work. So, it was decided to have Internal evaluation on Power point presentation and MCQ test. Some of the faculty members even assign marks for maintaining note books for their particular subject.

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

The academic Calendar is prepared every year and published in the Prospectus. The academic calendar does not only have information about the examination but also about the several activities to be conducted during the year by the several clubs of the college. The Academic planner gives all details month wise, related to -- (a) filling up of forms (b) Student Counselling (c) internal exams (d) Industrial visit (e) project preparation (f) submission of Project report (g) viva voce (h) MCQ test for Internal examination (i) Submission of Assignment for internal examination (j) Presentation for Internal examination (k) Feedback by students (l) University examination (m) Diwali vacation. List of awards : - The Prospectus also has the list of awards a student can win with a little effort in the right direction. The students can win for highest marks in Maths, statistics, accounts and can better his performance besides 40 other awards. Adherence to the Calendar : - The adherence to the academic calendar depends to a large extent on the examination schedule of the University, accordingly, the college plans its Assessment of Internal exams. The syllabus is completed well on time to conduct the Internal Assessment. A schedule is prepared for all internal exams and the results published on a scheduled date. The extra-curricular activities are spaced out in each semester, without disturbing the academic schedule.

### 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)

<https://ghgddn.oshwaleducationtrust.org/pdf/Minutes/outcome%202017-18.pdf>

#### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students	Number of students passed	Pass Percentage
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			appeared in the final year examination	in final year examination	
13009	BBA	Management	118	86	72.88
13009	BCom	Accounting & Management	198	156	78.79
13009	MCom	Accounting	2	2	100
<a href="#">View File</a>					

## 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)

<https://ghgddn.oshwaleducationtrust.org/pdf/Minutes/SSR%20%202017.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
Any Other (Specify)	0	0	0	0
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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
NIL	NIL	01/12/2017

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	01/12/2017	NIL
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
NIL	NIL	NIL	NIL	NIL	01/12/2017
No file uploaded.					

### 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
00	Nil

### 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)
National	NIL	Nil	0
No file uploaded.			

### 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
Commerce	42
Management	20
Others	9
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### 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
0	0	0	2017	0	0	Nil
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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
0	0	0	2017	Nil	Nil	0
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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	4	Nil	Nil	Nil
Attended/Seminars/Workshops	Nil	1	Nil	6
<a href="#">View File</a>				

## 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
Essay Writing Competition	Red Ribbon Club	1	10
Spread Happiness - Musical program	National Service Scheme	1	19

at M. P. Shah old age home donation			
Awareness workshop on suicide elimination	National Service Scheme	1	130
Diction - The quest of an orator (Elocution competition)	National Service Scheme in collaboration with Funderstanding Eduteria	4	19
Motherland Moment - Patriotic song competition	National Service Scheme in collaboration with Music club	5	20
Poster making	National Service Scheme in collaboration with Red Ribben club	2	31
International Yoga Day	National Service Scheme in collaboration with Patanjali Yog Kendra	1	580
Health Check-Up Camp	Society for Social Care in collaboration with Dental College and Shri G. G. Hospital	4	220
Donation at Mental Hospital	Society for Social Care	2	31
Donation at Aandhjan Talim Kendra	Society for Social Care	2	30
<a href="#">View File</a>			

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	Nil
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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
Digital Literacy Campaign	National Cadet Corps in collaboration with M. P. Shah commerce	Digital Literacy Campaign	1	160

	college			
International Yoga Day	National Service Scheme	National Service Scheme in collaboration with Patanjali Yog Kendra	1	580
International Yoga Day	National Cadet Corps	International Yoga Day at Andhjan Talim Kendra	1	50
Financial Education - Going Digital	National Service Scheme in collaboration with State Bank of India Bank of Baroda	Awareness drive for rural India	1	12
<a href="#">View File</a>				

### 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
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
Project Work - Sem -2	Practical Studies	M/s Gopal Snacks Private Limited - Rajkot	04/01/2018	05/01/2018	158
Project Work - Sem -2	Practical Studies	M/s Sultan Fasteners Private Limited	04/01/2018	05/01/2018	1
Project Work - Sem -2	Practical Studies	M/s Madhusudhan Spices Private Limited	04/01/2018	05/01/2018	1
Project Work - Sem -4	Practical Studies	M/s AARUNI METAL INDUSTRIES	08/11/2017	22/11/2017	2
Project Work - Sem -4	Practical Studies	M/s ADINATH EXTRUSION	08/11/2017	22/11/2017	3

		PRIVATE LIMITED			
Project Work - Sem -4	Practical Studies	M/s ANKITA BRASS COMPONENTS PVT. LTD.	08/11/2017	22/11/2017	3
Project Work - Sem -4	Practical Studies	M/s APPLE INTERNATIONAL	08/11/2017	22/11/2017	3
Project Work - Sem -4	Practical Studies	M/s ASHAPURA MINECHEM LTD.	08/11/2017	22/11/2017	3
Project Work - Sem -4	Practical Studies	M/s ASHISH BRASS COMPONENTS PVT. LTD.	08/11/2017	22/11/2017	1
Project Work - Sem -4	Practical Studies	M/s ASHWANI METALS PVT. LTD.	08/11/2017	22/11/2017	1
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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
M/s Sonecha Amlani - Chartered Accountants	19/06/2017	1)students training 2)industrial visit 3)benefit for teaching and research activity 4) conference and workshops 5)quality training by university faculties 6)access various program under skill development program	92
Jamnagar international model united nations	30/09/2017	student conference	32
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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
8	7.88

#### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Campus Area	Existing
Class rooms	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
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
SOUL 2.0	Fully	2.0	2010

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
CD & Video	600	Nil	250	Nil	850	Nil
Others (specify)	384	139192	281	99691	665	238883
Text Books	55	10931	60	7500	115	18431
Reference Books	5224	656964	1580	244541	6804	901505
e-Books	3	420762	Nil	16500	3	437262
Journals	30	252909	13	49921	43	302830
e-Journals	3	652762	Nil	16500	3	669262
Others (specify)	8	20592	Nil	11976	8	32568
<a href="#">View File</a>						

##### 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	01/12/2017
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	111	1	111	1	0	0	1	10	0
Added	0	0	0	0	0	0	0	0	0
Total	111	1	111	1	0	0	1	10	0

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

10 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
NIL	<a href="https://ghgddn.oshwaleducationtrust.org/">https://ghgddn.oshwaleducationtrust.org/</a>

### 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
25	21.26	15	12.26

#### 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)

All departments raise purchase requisition. (1) Computer Lab -- (a) Placing orders - Quotations are invited approval of the Principal taken, then orders is placed. (b) Maintenance - The IT Department maintains a record of the computer labs. They see to the repairing and maintenance of the equipment - computers, CCTV cameras, projectors and sound system. They ensure proper disposal of IT waste. (c) Utilization -- For subject lectures and project work. To conduct MCQ online exams. To give feedback to the faculty members, twice in an academic year. To prepare Presentations as part of the internal exams. For academic purpose after college hours. (2) Library -- The Library is headed by a Librarian and an assistant, who maintains the library and keeps it updated. (a) Procedure - The quotations are invited, discussed with the Principal and the order is finally placed. The same procedure is followed for ordering equipment for the library. (b) Maintenance - A stock register is maintained. The library maintains a record of the No. of visitors to the library. (c) Utilization - Library can be accessed by using College I-Card. Three books are issued to student for 15 days. Software used- Soul Infilbnet. Students can check the availability of the books, Issue and Return dates on the Student Portal. (3) Sports Room -- The Sports Department is headed by a PTI who conducts several sport activities during an academic year. (a) Procedure - He invites quotation and after discussing with the Principal the order is placed. (b) Maintenance - The PTI sees to the maintenance and utilization of the sports equipment.



Students are free to use the sports facility before and after college hours. Register is maintained for the same. For team events we have a sports Uniform provided by the College. (4) Classrooms, Conference Hall, Central Lawn, Playground, Music Room, Women's Room. Counselling Room, NSS Room, Fire extinguishers, Water tanks, Solar energy, Parking lot, Storage Rooms, Disposal of waste, IT Room, Garden Trees -- (a) Mechanism - The maintenance, cleaning and repair of all the rooms including sports room, library and Computer Labs, playground, are seen to by the Sr House Superintendent. For any repair work if required the faculty members may write a complaint in the 'Complaint management system' or just call, and it will be attended to. There is an in-house electrician who works under the guidance of the Sr House Superintendent. External agencies appointed on AMC basis for work related to -- (i) Security (ii) Maintenance of Garden (iii) Cleanliness of Campus. (iv) Other repairs and maintenance such as the Air conditioners, Generator, Photocopier, Water Purifier etc. (b) Maintenance and Utilization - All the facilities are maintained by the House keeping Department and utilized by the students and faculty members.

<https://ghgddn.oshwaleducationtrust.org/pdf/Minutes/Procedures%20and%20Policies.pdf>

## 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	College Scholarship based on merit	10	97275
Financial Support from Other Sources			
a) National	BCK - 6.1 - Post Metric Scholarship for Schedule Caste (SC) students	7	63640
b) International	NIL	Nil	0

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#### 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
Trekking to Osum Hills (Patanvav - Gujarat)	03/08/2017	48	Nature Adventure club NSS club in association with Lakhota Nature Adventure club - Jamnagar
Yoga Training	15/06/2017	70	Patanjali Yoga Kendra in association with NCC NSS club of our college
Bank Exam Seminar	26/09/2017	72	ECGC of our college

Case Study Workshop	10/01/2018	60	Economic Association of our college in association with JVIMS college
Career Guidance Seminar	12/01/2018	250	Centre for Entrepreneurship Development
Seminar on Personality Development	05/02/2018	180	IQAC in association with Life Transformer training consultancy services private limited
Entrepreneurship Orientation Program	10/02/2018	85	ECGC of our college
Seminar on Importance of Grooming	23/02/2018	30	Krishna Education Foundation Trust
Career Guidance Seminar	05/07/2017	150	NCC of our college
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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
2017	Career Counselling - At the time of Admission	Nil	400	Nil	Nil
2018	Career Counselling - Personal	Nil	47	Nil	Nil
2017	Career Guidance Seminar - 1	Nil	150	Nil	Nil
2018	Career Guidance Seminar - 2	Nil	250	Nil	Nil
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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
---------------------------	--------------------------------	---

10

10

7

**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
NIL	Nil	Nil	Multiple	65	65
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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
2018	1	B.Com	Accounting & Business Management	External	MBA
2018	1	B.Com	Accounting & Business Management	M.S. University	Journalism
2018	1	B.Com	Accounting & Business Management	IGNOU	M.Com
2018	5	B.Com	Accounting & Business Management	ICAI	CA
2018	1	B.Com	Accounting & Business Management	Jaipur university	M.Com
2018	12	B.Com	Accounting & Business Management	GHG-DDN - Jamnagar	M.Com
2018	1	B.Com	Accounting & Business Management	NIFD - Jamnagar	Fashion Designing
2018	1	B.Com	Accounting & Business Management	Atmiya - Rajkot	LLB
2018	3	B.Com	Accounting & Business Management	B. K. School - Ahmedabad	MBA
2018	37	B.Com	Accounting Business Management	JVIMS - Jamnagar	MBA
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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
-------	---

Any Other	Nil
No file uploaded.	

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

Activity	Level	Number of Participants
Traditional Day	Institutional	290
Diction (Elocution)	Institutional	19
Antakshari	Institutional	50
Sur-taal competition	Institutional	20
Investiture Ceremony	Institutional	90
Magazine Review (FY B.Com)	Inter-Class	216
International Yoga Day	Institutional	580
Seminar - Aaa che siachen	Institutional	10
Essay Writing competition	Institutional	11
Yoga Training	Institutional	70
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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
2017	NIL	National	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 College has a well-established Students' Council that is selected every year and an Investiture Ceremony held to invest the students. The formation of the Students' Council gives students an opportunity to acquire skills of planning, delegation of work, organizing and taking responsibility. (1) Formation of Student Council - The Student Council is formed of the following -- (a) Secretary, (b) Joint Secretary (c) Two student Coordinators - for each of the 12 clubs of the College. In addition, we have the -- (a) Event Management Team (b) Chief Student Coordinators. We also have for each class a -- (a) Class Representatives (b) Sports Representatives. (2) Role of the Student Council - (a) The student Council helps in Planning and organizing the Club and college activities. (b) They conduct meetings and maintain the minutes of the meeting for their respective clubs. (c) They also lend a helping hand in organizing major College events such as Traditional Day, Navratri, Teachers' Day, Sports Day and the Annual Day. (d) The student Council engages in many social outreach activities like donations street plays, Rally and Flash Mob to create awareness. (3) Representation of students on Academic bodies - The college has -- (a) two student representatives on the IQAC board of members. (b) Two students Representatives in the Anti Ragging Cell. (c) Two students in the Women's Cell. (d) Student Ambassadors at the University level. (4) Students

assisting the Government - The student council extend their help in -- (a) Organizing the Thalassemia Camp (b) Best wishes programme to those taking the HSC exam (c) Farewell Party for outgoing students (d) "Gully Ganguly"- Helping hands by organizing games and snacks in the old age home.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

343

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

35000

5.4.4 – Meetings/activities organized by Alumni Association :

An in-house Alumni Association works actively to enrich their alma mater. The following activities were planned and conducted during the academic year 2017-18. (1) Pilot Meeting - It was organized on 25th November 2017 with a motive to plan organize grand Alumni Meet for all batches passed-out from 1998-99 to 2016-17. (2) Grand Alumni Meet - It was organized on 23rd of December 2017 wherein 250 alumni has participated from multiple passed-out batches of the institution.

### 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)

(1) Regular Meetings and Consultations - The head of the institution believes in conducting meetings encompassing all the members including teaching, administrative, library, Information Technology staff. This practice of participative decision making and management gives a sense of oneness and inputs and contribution from all helps to come at an appropriate decision after a brainstorming session. (2) Formation of Think Tank Committee - A Think Tank Committee has been formed in order to pool the innovative ideas and novelties of thoughts for the events and functions of the organization from the members. The meetings of the committee would also ponder over other quality initiatives that can be taken up by the institution.

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

Yes

#### 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
Examination and Evaluation	The Examination Procedures and Processes are -- (1) Continuous evaluation is done through various tests from time to time (2) Compulsory PPT by students is conducted as a part of internal evaluation to make them well-versed with technology. Multiple

	<p>Choice Questions (MCQ) tests are taken at the end of each semester to evaluate students performance in each subject in a specially designed computer based software. The software is so designed that, out of the data-bank for each subject, randomly 20 MCQs are asked to the each student</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>(1) The real time information about the status of books issued and to be returned is very helpful to the accesses. The library books have been supplemented with the short information about its contents. (2) Classrooms fitted with projectors and a computer desk -- All classrooms are fitted with a projector and a computer desk.</p>
<p>Research and Development</p>	<p>(1) The faculties of the institution are encouraged to write a research paper on different areas of study to enrich the culture of the research and development and to practice the conclusions out of study for overall improvement.</p>
<p>Teaching and Learning</p>	<p>(1) The faculties at GHG DDN use different pedagogies to supplement the theoretical knowledge. Role plays and Simulation are inculcated in the routine discussions to enrich the knowledge and justify the topic of study. (2) Various Co-curricular activities related to enhancing the knowledge are conducted like Magazine review, Manuscript Appraisal, IQ Test, PPT Making, Typing Test, Investothone, etc. are organized.</p>
<p>Admission of Students</p>	<p>Every year the college advertises the opening of the admissions through Newspaper, Banners and Hoardings. Once the HSC results are out, the admission process commences. The Prospective students have to personally collect the admission form along with the prospectus from the college which will be duly filled and submitted. The students securing above 60/70 percentages in English / Gujarati medium respectively can avail for spot-admission and get it confirmed after meeting with Principal. For the remaining applicants, a rank-mark based merit list will be prepared. Students from other Educational Boards have to submit a Provisional eligibility certificate issued by the university. Each student willing to take admission</p>

	<p>have to go through a scheduled one-to-one counselling session with senior faculties, which will be followed by meeting with Principal along with Parents and then the admission will be confirmed. The other formalities will be completed by admin department like signing the undertaking, payment of the fees etc. The colleges Alumni also assist parents / students to fill up the admission form and other admission procedure.</p>
Human Resource Management	<p>The institute has excellent norms for Human resource Management. It ensures that --- (1) Payroll is as per norms (2) Time and Attendance are monitored on a daily basis. A face recognition time attendance system is installed. (3) Performance appraisal is conducted (4) Faculty and Staff recruitment are always based on merit. (5) The college have well-defined HR policies like Leave Policy, Laptop Policy, Maternity leave policy etc. (6) IQAC creates awareness among faculty regarding quality initiation.</p>

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

E-governance area	Details
Examination	<p>E-Governance in the area of examination is implemented in the following ways -- (1) Updating of internal assessment marks, practical marks and project marks on Saurashtra University web-portal. (2) Planning and execution of internal examination. (3) Examination results is declared online for convenient access. (4) All important communication regarding examination schedules and results is displayed in the E-Notice board on the website and also available individually on student portal. (5) All internal marks are maintained on TMS as well as uploaded on website.</p>
Finance and Accounts	<p>(1) College use Tally ERP software for maintaining all financial and accounting records / transactions. (2) The finance and Accounts function is very transparent and needs approval from authorities for major transactions. (3) Regular audits as per the statutory norms are conducted by external professional firm to ensure books of accounts reflects True and Fair view. (4) All payments are made ONLY after approval from specific</p>

hierarchy and through banking channel.  
 (5) All statutory liability towards Provided Fund, Professional Tax, Income Tax etc. is calculated and paid with the help of external professional firm.  
 (6) Yearly Financial Statements are being sent to Heads of the institution and the Trustees.

Planning and Development

(1) The academic calendar is planned well in advance and the same is uploaded on web-site in due-course for the benefit of students. (2) Prospectus of each year is uploaded on college website which gives an overview of activities and achievements of previous academic year along with planning for the current academic year. (3) The I/c principal and management insist that extra and co-curricular activities are promptly displayed on college web-site. (4) The management is informed about every activities conducted in college through e-mail and whatsapp group. Moreover, for mega-events, the management committee is invited through personal invitation. (5) The board of trustees keeps in touch with the college principal for the continuous improvement and development of the college. (6) Teachers are asked to upload the lesson plan for their respective subject on the portal and after each lecture also upload the execution thereof

Administration

(1) All the students data / information is being maintained on digital platform. (2) Students physical attendance is monitored through data reports generated by customized electronic attendance system software. (3) Employee data are maintained in digital format. (4) Correspondence with various stakeholders is all done through e-mails. (5) The college has in-house customized software (Campus EYE) for entire vendor Management (Purchase Order / Work Order) and Stock Management. (6) E-Governance in the area of administration is implemented by making available the following application forms for duplicate I-Card / NOC / TC / Bonafide / Leave / refund of caution money deposit / transcript etc.

Student Admission and Support

(1) The admission process is automated from the time student acquires Admission Form cum prospectus



from college. The said automated portal generates the report on the seats allotment by super-admin. Out of the students who applied for seats, merit list is prepared and seats are allotted in the order of merit. Roll lists are also generated along with student profile creation. (2) Students can easily access information regarding rules, regulations, support services, extra and co-curricular activities and old question paper on the colleges web portal. (3) Students can access library SOUL 2.0 OPAC through colleges web portal. (4) An exclusive ANDROID based menu driven application is developed so as to keep our students updated with their academics (time table, attendance, library services, internal marks etc.) and they can also register for college events and apply for leave through the same. (5) WI-FI enabled campus.

### 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	Mr. Prabhanshu Awasthi	Issue and new idea in sports management	Not Applicable	800
2018	Mr. Prabhanshu Awasthi	Emerging Global Trends in Humanities, Science, Technology, Commerce and Management Education	Not Applicable	2000
2018	Ms. Aqsa Khatri	Emerging Global Trends in Humanities, Science, Technology, Commerce and Management Education	Not Applicable	2000
2018	Ms. Krupa Trivedi	Emerging Global Trends in Humanities, Science, Technology, Commerce and	Not Applicable	2000

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)
2017	NIL	NIL	01/12/2017	01/12/2017	Nil	Nil
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
Program on GST (Organized by JAMNAGAR BRANCH OF WIRC)	2	12/06/2017	17/06/2017	6
Seminar For Women Chartered Accountants (Organized by Committee for Members in Practice)	1	08/07/2017	08/07/2017	1
Live Webcast on Important amendments by Finance Act, 2018 (Organized by JAMNAGAR BRANCH OF WIRC)	1	28/03/2018	28/03/2018	1
Faculty Development Programme (Organized by JVIMS - Jamnagar)	5	12/01/2018	12/01/2018	1
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	2	5	5

### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Free transportation during the college hours, school-fee concession for the child / children of staff studying in trust managed schools / colleges, Purified Mineral water across the campus, Gymnasium and Yoga with Meditation hall	Free transportation during the college hours, school-fee concession for the child / children of staff studying in trust managed schools / colleges, Purified Mineral water across the campus, Gymnasium and Yoga with Meditation hall.	Subsidized Transportation, Purified Mineral water across the campus, Canteen Service with subsidized Rates, Financial assistance to the needy students

## 6.4 – Financial Management and Resource Mobilization

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

Financial planning ensures consistency of goals, aligning the growth objectives of the institute with its financial requirements. It also supports the strategic progress of the organization. To Begin with the End in Mind, the institute plans and accumulates the right amount of funds by gathering the inputs and requirements from its associated departments. Financial Planning is exercised well in advance for the organization and an efficient mechanism of controlling through budgets is in place. Financial planning and review is done at periodic intervals through Principal and Account Personnel. They review the income expenditure statements and suggest further action plan. Our college implemented a well-structured accounting financial section, which ensures that every financial transaction is recorded through computer based TALLY software. Financial policies are in place in the Institute and "Minimum Cash" Transaction System is encouraged. Flexible financial system allows spending more than the budget allocated as per the approved budget on the benefit of demands and requirement. Optimal utilization and execution of the budget is monitored through internal and external auditing. Internal audit is conducted on quarterly basis and the statutory external audit is conducted annually by professional practicing chartered accountant independently. An effective financial management system is in place and is helping the institution in overall growth.

### 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
Multiple as per the list attached	52200	Various Purposes as per the list attached.
<a href="#">View File</a>		

### 6.4.3 – Total corpus fund generated

6211300

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

We at GHG DDN have been fortunate enough to have a set of parents who are always supportive and involved with institutional development activities. We consider them as an essential part and pillar for the development of the child and ultimately institution itself. To narrate a few of such activities and support we hereby would like to make a worthy mention of following activities: -- (1) Industrial Visit - One of our parent while having conversation related to incorporation of practical insights to the theoretical knowledge offered an opportunity to let our students visit their industries and other ventures so as to provide them a practical exposure. (2) Parents' Meet - At GHG DDN we believe in staying in constant touch with the parents so as to discover and discuss issues related to child development and its best possible solutions. We also welcome parents' suggestions to improve the functioning of the institution. (3) Industrial Collaborations - As a part of industrial collaborations our parents who are industrialists offer their services and readiness to sign MOU with the institution which is helpful to students for the real life business acquaintance. (4) Best parents award is given every year.

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

GHG DDN as an institution is more like a family. Employees at all level are considered at par with due respect shown towards them. We believe employee empowerment and do our best for the same. We would hereby like to make a mention of some of them. (1) Recognition - On Teachers' Day the students pay a tribute to support staff on stage by paying a homage through some gifts in kind and acknowledge their inevitable role for the smooth functioning of the institution. (2) Educational Facility - As a part of development program to be extended to the support staff we believe empowering their families will do a great job. The institution provides free / concessional education to their children and help them avail best educational facilities. (3) Financial Assistance - Financial assistance in terms of loans are given to the support staff to help them meet their basic and urgent requirements. (4) Donated household items to support staff - Donated 10 idli makers and 2 non-stick pans to 12 support staff by BBA-Sem.-II students (5) The support staff was sent to attend Banking Awareness Seminar organized by ICSI-Rajkot Chapter with a motive to have basic knowledge of digital banking

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

The institution is always prominent in brainstorming the initiatives and working on them effectively. These are a few initiatives undertaken by the institution post accreditation. (1) Student Development Programme - On the 12th August, 2017 the city of Jamnagar was abuzz with around 500 students from 15 colleges across Jamnagar district for the Third Module of Student Development Programme, an initiative of Saurashtra University. Our college took the entire onus of organizing and efficiently executing the smooth functioning of the entire event. The expert speaker Dr. Anil Ambasana sent out an adrenaline rush among the students by speaking very emphatically and convincingly on the topic of "P2- Prepare to Present". A team of 8 Trainers came from Rajkot for Technical workshops conducted after the seminar. A Well appreciated response came from students who attended workshop. (2) Career Guidance Program - (a) Shri G. H. G. Commerce and D. D. Nagda BBA College organized a career guidance program on 5th July, 2017. This program was organized by NCC unit of the college. The chief guest for the program was commanding officer Col. L.A. Bisht and special guest Col. Ahluwalia. Principal - Snehal Kotak Palan, Vice Principal Sandra Moss and NCC Officer Lt. Prabhansu awasthi, NCC officer Asmita Zala along with NCC Cadets were present for the function. 150 NCC cadets of

various colleges of Jamnagar city attended this program (b) The second round of career guidance program was conducted on 12/01/2018 by Prof. J. M. Kalariya - Senior Prof. of K. K. Parekh Commerce college - Amreli, State faculty member for "Centre For Entrepreneurship Development". He gave detailed description about the various competitive exams open to students after clearing their SSC, HSC and Graduation examination. He also talked about how to prepare for these examinations and mentioned the job openings after such examinations for which they can apply for. (3) Skill Development Programs - As a part of skill development may novel activities and seminar are conducted with a view of all round development some such activities are - (a) Magazine review and Manuscript Appraisal, (b) Animated movie clipping, (c) Brain Spa, (d) Inter school-college Exposition and Disposition competition, (e) Educational tour (f) Business Baazigaar (g) Flashmob (h) Yoga training (i) Seminar on 'Aaa Che Siachen' (j) Seminar on Integrity by Lt. Abhay Nigam (k) Seminar on Importance of grooming (l) ICSI and RBI organized banking awareness seminar (m) Health checkup camp

#### 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	Yoga Training	10/06/2017	15/06/2017	21/06/2017	70
2017	Career Guidance Seminar - 1 (NCC)	05/07/2017	05/07/2017	05/07/2017	150
2017	SDP Module III	12/07/2017	12/08/2017	12/08/2017	500
2017	PPT Making	10/08/2017	10/08/2017	10/08/2017	23
2017	Brain Spa	21/08/2017	21/08/2017	21/08/2017	40
2017	Brain-Ninja	29/08/2017	29/08/2017	29/08/2017	50
2017	Flashmob	04/09/2017	04/09/2017	04/09/2017	30
2017	Seminar - Bank Exam	26/09/2017	26/09/2017	26/09/2017	72
2017	Satta Pe Satta	30/12/2017	30/12/2017	30/12/2017	54
2017	Master-Cook	04/01/2018	04/01/2018	09/01/2018	78
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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
<b>No Data Entered/Not Applicable !!!</b>				

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
<p>(1) Nature has gifted us with immense and beautiful treasure - TREES. If we shall not sustain trees, then we shall soon be living in a world that will not sustain people. We must inculcate the responsibility of conserving and growing maximum number of trees. To spread this awareness a tree plantation camp was organized by Nature Adventure Club on in which 55 college students planted nearly 50 saplings. (2) Solar lights have been installed in open-to-sky areas of the campus, so as to save power. Moreover, most of the Annual lighting power is being met by Governmental approved electricity-saver LED blubs. (3) The campus is blessed with a rain water storage capacity which stores the rain water for the annual consumption by the college. (4) At the institute all of us make it a point to use the resources judiciously and ensure minimum wastage and optimal usage. Inter-departmental communication is through electronic media with a motive to save stationary paper and trees. Double sided printing option is being used at all terminals with access to printers. (5) We emphasis on plastic-free campus.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Ramp/Rails	Yes	4

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	Nil	01/12/2017	00	Nil	Nil	Nil
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	01/12/2017	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	01/12/2017	01/12/2017	Nil
No file uploaded.			

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

(1) Trees and Greenery - The institute has a canopy of trees and plants. We
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have nearly 350 trees around the campus keeps the area cool at all times. Apart from the same, we have 23,488.5 Square feet of lawn acts as an eye tonic. (2) Personnel for care of green cover - The College has appointed personnel to take care of the green cover. (3) Litter free campus - The students and staff of the college has cultivated a habit of keeping the campus clean and green. We make use of garbage bins and do our part on the minimization of pollution. (4) Propagation - The institute believes in spreading the message to the society through different rallies that propagate ideas like save water, save fuel, save electricity etc. (5) No use of plastic - The canteen at the campus uses no plastic for serving the various dishes. This seems to be a great measure in keeping the campus eco-friendly. (6) Use of electronic media - Inter-departmental communication is through electronic media with a motive to save stationary paper and trees. (7) All classrooms are well ventilated - All classrooms are large and offers cross ventilation. (8) Proper disposal of waste - There are two dustbins one for dry waste and the other for wet waste which is disposed every alternate day by the Jamnagar Municipal corporation.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

(1) Institutional Social Responsibility -- (a) Goals - The objective is to help students to use their resources for humanitarian goals. (b) Context - In order to instil among the students, the attitude of growing together as a community, the college takes initiatives to expose students to the less privileged class of the society to awaken in them the need to help others. (c) The Practice - Students collect and distribute clothes, grains, stationery materials to the less privileged. (d) Evidence of success - There is a growing sense of responsibility among the student community who are willing to take up the challenge of giving to the society. (e) Problems encountered - Students still depend on their mentors. We wish that students take up the job entirely by themselves. (2) Enhanced teaching learning methods -- (a) Goals - Enhancing the teaching methodology to suit the changing times helps in providing proper implementation of the curriculum on the part of the teachers and learners. (b) Context - Change is constant and adapting to the change is a challenge. We take this challenge by finding ways to make classroom teaching interesting and innovative. (c) The Practice - By making maximum use of Technology for teaching and for internal exam -MCQ. (d) Evidence of success - Students make use of technology to improve on their presentation skills. As Presentation in all subjects is compulsory for the internal marks of 10 and students have shown good performance both in the use of technology and oral presentation. (e) Problems encountered - Some students who are not conversant with technology do face some problems, However on the other hand it helps the students to familiarize with technology.

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

<https://ghgddn.oshwaleducationtrust.org/pdf/Minutes/201718/BestPractices.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

(1) Vision - To shape versatile individuals with the right balance of wisdom, social responsibility and ethical values. (2) Mission - Our mission is to foster holistic development of our students, where learning is an amalgamation of academics, nurturing of talents, strengthening of personal values and extending learning beyond classrooms. Our endeavor is to champion the cause to build healthy, erudite and responsible citizens who can meet the challenges of

this dynamic world. We strive for continual evaluation, technological enhancement, innovative teaching and learning skills and empowerment of students. (3) Thrust - We give thrust to this area of shaping versatile individuals by offering students opportunities to perform various tasks, giving them responsibilities and offering opportunities to enhance their skills. The college has a "Student's Council", who shoulder the responsibility of executing the various events in the college, in this way, exposing the students to Event Management strategies. The College has 13 Clubs and Associations, in addition to NCC NSS units. Each club is headed Faculty members assisted by a group of students -the Office Bearers of the Club. They are responsible to see to the smooth functioning of the club activities. The 13 clubs of the College organize various activities like, Treasure Hunt, IQ test, Magazine Review, Art of library Factual, Vocabulary Antakshari, Manuscript Appraisal, Book Exhibition, Traditional Day, Raasotsav, Animated Movie Clipping, Need for Speed, PPT making, Typing test, Testy Besty food carnival, Brain spa, Photography, Satta pe Sattaa, IPL Auction House, Investothone, Business Baazigaar, Bol Bachchan, Bolly Freak, Flashmob, Jo Jeeta Wohi Sikandar, Poster Making etc. These activities help students to showcase their talents and enhance their skills. Furthermore, the importance of being a responsible citizen is cultivated by various social activities giving students the first-hand experience of the society and its needs and instills in them a sense of social responsibility. The professors make teaching and learning versatile by using various techniques of teaching by using experiential learning, Project method, role play method, academic games, learner cantered learning and many other methods.

Provide the weblink of the institution

<https://ghgddn.oshwaleducationtrust.org/>

### **8.Future Plans of Actions for Next Academic Year**

(1) Curricular Aspects - (a) To send proposals and suggestions to make the syllabus updated with recent changes in economy and technology. (b) To incorporate practical studies in various papers (2) Teaching Learning and Evaluation - (a) To include Case study, Quiz, Business Baazigaar, etc. as a part of teaching learning process to further enhance the understanding of the theoretical fundamental concepts. Learning by doing method and simulations would be of great help to students. (b) To foster student presentation practices so that they cultivate confidence, better understanding and team work, etc. (3) Research Innovation and Extension - (a) Encourage faculty members to pursue research studies. (b) To come up with innovative activities and competition under the aegis of different clubs and associations. (4) Infrastructure Learning Resources - (a) To develop the soft copy material for each subjects so as to make it easy for student references. (b) To make easy to learn videos for different concepts of various subjects. (5) Student Support Progression - (a) Conducting seminars such as How to crack bank exam, Countering exam stress, seminar on importance of grooming, etc. to help students in furthering their progress. (b) To provide scholarship or waiver of fees for the meritorious students. (c) To accord the toppers with Proficiency award. (6) Institutional Values Best Practices - (a) To conduct specific programs that cater to life skills, value education, business ethics and best practices which would help students go a long way to become better and happy individuals later in their life. (7) Expanding the avenues - (a) To offer Bachelor of Law program to the students of Jamnagar and add one more graduation degree to the ambit of courses offered by Oshwal Education Trust. (8) Innovative and practical learning package - (a) To come up with a short term course that imbibes practical knowhow in students along with certain important life skills being preached.