



## Yearly Status Report - 2016-2017

### 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="http://ghgddn.oshwaleducationtrust.org/pdf/AQAR2015-16.PDF">http://ghgddn.oshwaleducationtrust.org/pdf/AQAR2015-16.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="http://ghgddn.oshwaleducationtrust.org/AcademicPlanner_201617.aspx">http://ghgddn.oshwaleducationtrust.org/AcademicPlanner_201617.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
MID-TERM PARENTS & TEACHERS MEET	19-Jun-2016 1	350
<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	2016 0	0
No Files Uploaded !!!				

**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)**

- Preparation of NAAC visit
- Launch of CS and M.Com programme

[View File](#)

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

Plan of Action	Achievements/Outcomes
• Planned several activities under the different clubs	• First of all, Students got a platform to showcase their talents. Moreover, as

	the student has organized various events on their own, they have learnt about "How to Manage Event"
• Encouraged Faculties to publish research papers	• All faculties have prepared two research papers.
• Initiated the process publishing our own Research Journal	• Work in Progress
<a href="#">View File</a>	
<b>14. Whether AQAR was placed before statutory body ?</b>	No
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes
Date of Visit	04-Aug-2016
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2017
Date of Submission	07-Jan-2017
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief descripton 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

The College has a coherent, sequenced plan for curriculum delivery that ensures consistent teaching and learning expectations and a clear reference for monitoring learning across the year. Teaching plan is embedded with teaching practices to which assessment procedures are aligned. The teaching practice has been changed, refined and adjusted from time to time. The purpose of teaching is to help students to - (a) Acquire, retain and be able to use knowledge (b) Understand, analyse and synthesize learning (c) Establish habits and (d) Develop attitudes. Thereby, keeping these in mind the faculties of the college follow a variety of mechanisms to make teaching and learning interesting and effective. The following points summarize the entire mechanism of our institute. (1) Syllabus - The syllabus is drawn up by the University and the college adheres to the syllabus but takes a degree higher by its delivery mechanism. (2) Allotment of subjects - The Principal allots the faculties the subjects according to each one's command over the subject in consultation with the faculty member. (3) Time table committee - It drafts the Time Table by allocating the assigned number of sessions for each subject, as per University norms. Each faculty member is given the Time Table and a master time table is also prepared. (4) Checking the syllabus - The subject faculty follows the syllabus which is being displayed on the university / college website. (5) Lesson Plan - Each faculty member draws out a lesson plan for the entire semester before the commencement of the new academic year. (6) Innovative Teaching methods - Teaching calls for an active participation of the learner, thus for teaching & learning to be effective, we have to ensure a joint teacher-learner-class activity based on variety of methods which creates room for effective and efficient mastery of the subject matter on the part of the learner. The teaching mechanisms used by our college are - • Blended Learning • Learner Centered Teaching • Discussion method • Demonstration method • Project method • Assignment Method • Academic games • Role playing method • Direct Instruction • Independent study • Quizzes • Seminars (7) Field Trips and Project reports - Field trips are organised for the BBA students, and in turn, student have to prepare a Project Report on the same. It helps students to learn from authentic experience and industrial realities are opened to the students. (8) Continuous Internal Evaluation - Different methods are employed to bolster students' preparedness such as, periodic tests, maintain and checking of note books, tests and MCQ's. (9) Internal Evaluation - A fair internal evaluation examination is held following University examination parameters like block number wise seating arrangement, CCTV surveillance etc. The date for the publication of marks is also announced, remedial tests are taken if necessary. (10) IQAC - The IQAC conducts periodic meeting to take

stock of the Teaching learning methodologies and its implementation. (11) Extra Lectures - Extra lectures are taken, whenever required, 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
Phonetics	Phonetics	04/07/2016	2	Focus on skill development	Focus on skill development

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MCom	Accounts	15/09/2016
<a href="#">View File</a>		

#### 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
MCom	Accounts	15/09/2016

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

	Certificate	Diploma Course
Number of Students	350	350

### 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	01/12/2016	Nil
No file uploaded.		

#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Management	169
BBA	Management	122
BBA	Management	116
<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	Yes

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

#### Feedback Obtained

(1) Feedback by students on faculty - It is articulately designed to conduct formative assessment of faculties containing 13 core-parameters based on teaching methodologies, classroom activities control over the subject / class. At the end of every semester, a brief orientation session is conducted, explaining the purpose of the feedback to the students, and thereafter, all the students are required to give the feedback to each subject faculty of their respective class, on all 13 core-parameters in the scale of 1 to 10. The feedback is taken on computer-based online system and the said mechanism is designed in way, whereby, it generates random number for every student to log-in with a view to keep the entire mechanism anonymous and bias-free.

--Utilization-- The Principal then summons each faculty member and holds one-to-one discussion, based on system generated consolidated student feedback report and discuss areas which need improvement. The summary of the feedback is given to each faculty.

-- Summative Assessment -- Performance based incentive is based on the feedback that is given by the students and the peers.

(2) Feedback by Peers - \_\_\_\_\_ . --Utilization-- A consolidated summary of the Peer review is generated and a consolidated individual report is also generated, then a one to one talk with the Principal helps to improve on our approach towards our teaching.

(3) Feedback by Parents - Feedback by Parents helps to know how the parents perceive the activities of the college and the areas to improve on. --Utilization-- Based on the feedback a report is prepared and changes and reform made where possible.

(4) Feedback by outgoing students - This is like an exit interview, where the students of the final year share their experiences during the last three years. They share their experiences in various areas such as academics, extra-curricular activities, sports facilities and many more.-- Utilization-- This helps us to improve on areas where there is a lacuna

(5) Feedback by external students - As our college is the center for exam for many external students, we take a feedback from them. -- Utilization -- This is to know their views about our arrangements and facilities provided.

(6) Feedback by Industry - Many companies approach the college to recruit youngsters for jobs in their companies. We have taken feedback from them -- Utilization -- Collecting views from the companies and industry helps us to know the strengths and weakness of our students. It also helps us to make our students more employable.

(7) Feedback by visitors - We have maintained a visitor's diary, to note their experience during their visit. -- Utilization -- Visitors views also helps us to improve or maintain some of our good policies.

## 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
MCom	Accounting	60	2	2
BBA	None	180	272	177
BCom	Accounting / Business Management	270	465	261

[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
2016	438	2	Nil	Nil	31

## 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
31	25	11	20	20	11
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

Dealing with adolescents the college has come to believe firmly that the youngsters entrusted to us need mentoring. By mentoring we mean to give the students a listening ear and a push in the right direction. The following are the ways the college goes about with the mentoring -- (1) Counselling at the time of admission -- (a) Being straight out of school, students need to be counselled about the various streams they can choose from. (b) The students are also told about the various opportunities available in Jamnagar City (c) Students are given a comparative study of the different college in Jamnagar city. (d) The mentors ask about their inclination and accordingly guide them in making the right choice of study. (2) Mentors for Sem-I students -- Two faculty members are assigned to be Mentors / Counsellors for the Sem-I students with a group of 30 students assigned to each of them. (3) Mentors for other classes -- Other classes have one Mentor each for the class. (4) Help in Choosing optional subjects -- The Mentors of Sem-I help the students in making choice of the optional subjects, based on their grades in the HSC as well as their inclination or liking for a particular subject. (5) Check on the attendance -- (a) As all faculty members take the on line attendance in the class, the Mentors keep a check on the students who have been absent for more than seven days (b) The absentees are brought to the notice of the Principal and a call is made to the parents to notify them about their wards absence from college. (6) Mentoring Drop outs -- Students who apply for NOC are again counselled before they take any steps, if need be parents are also called and counselled. (7) Mentoring to take on additional responsibilities -- The college has a Students' council comprising of a secretary Joint Secretary and coordinators for each of the 14 clubs, additionally we have an event management team, Chief student counsellor etc, Capable students are mentored into taking additional responsibilities as an extended hand of the college. (8) Constant touch with the students -- Mentors are in constant touch with the students in and out of the college for personal and professional help

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
440	31	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
3	3	Nil	3	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
2016	NIL	Lecturer	NIL
No file uploaded.			

## 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	28/11/2016	10/02/2017
BCom	13009	Sem-2	18/04/2017	21/06/2017
BCom	13009	Sem-3	16/11/2016	10/01/2017
BCom	13009	Sem-4	05/04/2017	13/05/2017
BCom	13009	Sem-5	21/10/2016	06/12/2016
BCom	13009	Sem-6	23/03/2017	16/04/2017
BBA	13009	Sem-1	28/11/2016	28/01/2017
BBA	13009	Sem-2	18/04/2017	15/06/2017
BBA	13009	Sem-3	16/11/2016	28/12/2016
BBA	13009	Sem-4	05/04/2017	14/05/2017
<a href="#">View File</a>				

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

The institute believes firmly in continuous evaluation of the students for their sustained performance. Hence a structured evaluation process has been designed by the University and the same is implemented by the institute. The tests are conducted as per the University examination pattern. The institute conducts tests, Prelim Exam, Online MCQ Tests and Preliminary exams appropriately as per the requirement of the concerned syllabi of different classes, as summarized as under - (1) Implementation of CBCS - The institute implemented the Choice Based credit system in 2011 the same year when the university adopted the CBCS system. (2) Examination Committee - (a) The college has an examination committee that prepares a plan for the CIE (b) The committee first ensures that all faculty members have completed their syllabus (c) The schedule is then prepared, approval of the faculty members taken and then given to the students and also uploaded on the college website (3) Internal Marks allocation - According to the University guidelines the Internal marks comprises of 30 marks: - (a) Presentation or Assignment - 10 marks (b) MCQ - 10 marks and (c) Test - 10 marks (4) Reforms in Presentation -- (a) The college has a well-structured form of conducting the Presentation (b) The schedule is prepared by the examination Committee, which contains time, date and subject (c) The topics for the Presentation are given by the subject teacher a fortnight before the presentation or sometimes the students are free to choose their own subject (d) The students form groups of five for the presentation (e) The Students prepare the presentation and for that purpose, they can use the computer labs even after college hours (f) On the day of the presentation students have to be punctual on time come in formals (g) The marks are uploaded

on the students Portal by the teacher. (5) Reforms in MCQ -- (a) For MCQ Internal exams, the college follows the fixed schedule prepared by the examination department for each class and each subject. (b) First the faculty members prepare a data bank of MCQ questions nearly 100 in each subject, which will be available to students through website for preparation (c) Each of the three computer labs of the college are used for conducting the MCQ exam (d) Students follow the schedule and have to take the MCQ at a fixed time, date and place only. (e) The marks are disclosed instantly to the students. (6) Assignments or Test - (a) It is faculty members' discretion to take an assignment or take a test (b) A date is fixed for the test or the assignment submission (c) The marks are uploaded on the assigned date by the subject teacher. (7) Dealing with absentees and late comers - For those, separate date time will be allotted and test will be taken accordingly. (8) Written test - If written test is taken, students are free to check their answer sheet and meet the concerned faculty member for any queries

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

Knowing and planning for the study sessions and activities sets us up for academic success as the students and the faculty both are aware of the forthcoming events and can plan their work accordingly. To enhance the quality of college the academic and club calendar is prepared with inputs from the IQAC team. Our college prepares following -- (1) Academic calendar -- The academic Calendar is prepared every year and the same is published in the prospectus. (2) Contents of Academic calendar -- The Academic planner gives all details month wise, related to -- filling up of forms, Student Counselling, internal exams, Industrial visit, project preparation, submission of Project report, viva schedule, MCQ test for Internal examination, Submission of Assignment for internal examination, Presentation for Internal examination, Feedback by students, University examination, Diwali vacation and other important information. (3) Club Planner -- The college also prepares a club planner. The college has 12 clubs and one unit each of NSS and NCC. The club planner is also published in the prospectus and also displayed on the college Notice board. Each club or Unit organizes several activities which are spanned throughout the year. (4) List of Awards - to promote better academic performance -- The Prospectus also has the list of awards a student win with a little effort in the right direction. The students can aim for securing highest marks in Maths, statistics, accounts and can better his performance. There are awards for good use of the Library, so students can make optimum use of the library and thus utilize the academic year in the best possible way. Awards for full attendance -promotes students to attend all the lectures and in course helps them to better their performance. The college makes every effort to adhere to the schedule planned.

**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/Program%20&%20Course%20Outcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage

13009	BBA	MANAGEMENT	113	85	75.22
13009	BCom	ACCOUNTING & MANAGEMENT	189	154	81.48
<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%202016.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	NA	0	0
No file uploaded.				

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	01/12/2016

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
NA	NA	NA	01/12/2016	NA
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
NA	NA	NA	NA	NA	01/12/2016
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
NIL	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)
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National	NA	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	34
Management	23
Others	6
<a href="#">View File</a>	

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
NA	NA	NA	2016	0	NA	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	2016	Nil	Nil	NA
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Presented papers	1	6	Nil	Nil
Attended/Seminars/Workshops	Nil	2	Nil	Nil
<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
Self Defense Workshop	Red Ribbon Club in collaboration with National Service Scheme	2	25
Awareness drive for rural India	National Service Scheme in collaboration with State Bank of India	1	12

	Bank of Baroda		
Jamnagar Establishment Day	National Service Scheme in collaboration with Jamnagar Municipal Corporation Jamnagar Police Department	1	19
Lyricing Demonetization - Singing competition	National Service Scheme in collaboration with Music club	3	47
Drawing and slogan writing competition	National Service Scheme	1	80
International Yoga Day	National Service Scheme	1	400
Health Check-Up Camp	Society for Social Care in collaboration with Dental College and Shri G. G. Hospital	3	174
Donation	Society for Social Care	3	45
Seminar on Thalassemia	Society for Social Care in collaboration with Red Cross Society	3	199
Thalassemia Check-Up Camp	Society for Social Care in collaboration with Red Cross Society	3	199
<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
NA	NA	NA	Nil
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swasth Bharat Abhiyan	Society for Social Care in collaboration with Red Cross Society	Thalassemia Check-Up Camp	3	199
Swasth Bharat	Society for	Seminar on	3	199

Abhiyan	Social Care in collaboration with Red Cross Society	Thalassemia		
Swasth Bharat Abhiyan	Society for Social Care in collaboration with Dental College and Shri G. G. Hospital	Health Check-Up Camp	3	174
No Scheme	National Service Scheme in collaboration with Jamnagar Municipal Corporation Jamnagar Police Department	Jamnagar Establishment Day	1	19
Financial Education - Going Digital	National Service Scheme in collaboration with State Bank of India Bank of Baroda	Awareness drive for rural India	1	12
Swachchh Bharat Abhiyan	Nature Adventure Club in collaboration with National Service Scheme	Clean India Campaign (Swachchh Bharat Abhiyan)	3	57
International Yoga Day	National Cadet Corps	International Yoga Day at Andhjan Talim Kendra	1	14
Go-Digital	National Cadet Corps	Digital Literacy Campaign	1	29
Go-Digital	National Cadet Corps	Digital Campaign Rally	1	21
<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
NA	0	NA	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	Duration From	Duration To	Participant

		/research lab with contact details			
NA	NA	NA	01/12/2016	01/12/2016	0
<a href="#">View File</a>					

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
Jamnagar international model united nations	30/09/2017	student conference	32
Shivam brass	13/07/2016	1)students training 2)industrial visit 3)benfit for teaching and research activity 4) conference and workshops 5)quality training by university faculties 6)access various program under skill development program	162
Rupam group of industries	12/08/2016	1)students training 2)industrial visit 3)benfit for teaching and research activity 4) conference and workshops 5)quality training by university faculties 6)access various program under skill development program	7
Jain education trust	23/07/2016	1)students training 2)industrial visit 3)benfit for teaching and research activity 4) conference and workshops 5)quality training by university faculties 6)access various program under skill development program	4

ICSI	06/10/2016	CS jamnagar study centre	15
E-tech global services gandhinagar	24/07/2017	1)students training 2)industrial visit 3)benfit for teaching and research activity 4) conference and workshops 5)quality training by university faculties 6)access various program under skill development program	2
<a href="#">View File</a>			

#### 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
12	11.67

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
<a href="#">View File</a>	

##### 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 patially)	Version	Year of automation
SOUL 2.0	Fully	2.0	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Others(s pecify)	345	122658	39	16534	384	139192
Text Books	21	5585	34	5346	55	10931
Reference Books	4046	517538	1178	139426	5224	656964



e-Books	3	352062	Nil	68700	3	420762
e-Journals	3	434062	Nil	218700	3	652762
CD & Video	452	Nil	148	Nil	600	Nil
Others( specify)	30	206707	Nil	46202	30	252909
Others( specify)	8	9808	Nil	10784	8	20592
<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	01/12/2016
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	103	1	103	1	0	0	1	10	0
Added	15	0	15	0	0	0	0	0	0
Total	118	1	118	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="http://ghgddn.oshwaleducationtrust.org/">http://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
11	10.18	1.5	1.48

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)

COMPUTER LAB --- (1) Placing orders -- For All orders for the Computer Lab Quotations are invited, approval of the Principal taken, then orders are placed. (2) 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. (3) Utilization -- (a) The Computer lab is used by the students during the IT Lecture and OAT lectures. (b) Conduct MCQ online examinations. (c) By students to give feedback to the faculty members, twice in an academic year. (d) To prepare Presentations as part of the Internal exams. (e) After college hours for academic purpose. LIBRARY -- The Library is headed by a Librarian and an assistant, who maintains the library and keeps it updated. (1) Procedure -- (a) The librarian collects the requirement of books (b) Presents the requirement before the Principal for approval (c) The quotations are invited, discussed with the Principal and the order is finally placed. (d) The same procedure is followed for ordering equipment for the library. (2) Maintenance -- (a) A stock register is maintained. (b) The library maintains a record of the No. of visitors to the library. (3) Utilization -- (a) An I card is issued to access the library. (b) Three books are issued to student for 15 days (c) Software used- Soul Infilbnet. (d) Students can check the availability of the books on the Student Portal SPORTS ROOM -- The Sports Department is headed by a PTI who conducts several sport activities during an academic year. (1) Procedure -- (a) The PTI gives his requirement to the Principal for sport equipment as and when needed (b) He then invites quotation and after discussing with the Principal the order is placed. (b) Maintenance -- (a) The PTI sees to the maintenance and utilization of the sports equipment. (b) Students are free to use the sports facility before and after college hours. (c) For team events we have a sports Uniform provided by the College. CLASSROOMS, CONFERENCE HALL, CENTRAL LAWN, PLAYGROUND, MUSIC ROOM, WOMENS ROOM, COUNSELLING ROOM, NSS ROOM, FIRE-EXTINGUISHERS, WATER TANKS, SOLAR ENERGY, PARKING-LOT, STORAGE ROOMS, DISPOSAL OF WASTE, IT ROOM, GARDEN TREES -- (1) Maintenance and Utilization -- (a) All the facilities are maintained by the House keeping Department and utilized by the students and faculty members. (b) 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. (c) 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. (d) There is an electrician, a Gardner and a Sweeper and other sweepers for the classrooms and the compound all work under the guidance of the Sr House Superintendent (e) For other repairs and maintenance there are personnel on contract basis.

<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	9	80850
Financial Support from Other Sources			
a) National	BCK - 6.1 - Post Metric Scholarship for Schedule Caste (SC) students	8	94720

b)International	0	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 implementation	Number of students enrolled	Agencies involved
Self Defence Workshop	28/07/2016	25	Red Ribbon club of our College
Seminar on Competitive exams	12/08/2016	200	ECGC of our college
Workshop on Culinary art	24/12/2016	30	Women's Cell of the college and Resource persons of the city
Grooming and Etiquettes	03/09/2016	60	Saurashtra university
<a href="#">View File</a>			

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
2016	Competitive Examinations	200	Nil	Nil	Nil
2016	Career Counselling - At the time of Admission	Nil	400	Nil	Nil
2016	Career Counselling - Personal	Nil	19	Nil	2
<a href="#">View File</a>					

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
12	12	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	84	84
<a href="#">View File</a>					

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
2017	3	B.Com	Accounting & Business Management	B. K. School - Ahmedabad	M.B.A.
2017	1	B.Com	Accounting & Business Management	NIFD - Rajkot	Fashion Designing
2017	1	B.Com	Accounting & Business Management	M. P. Shah - Jamnagar	L.L.B.
2017	2	B.Com	Accounting & Business Management	M. P. Shah - Jamnagar	M.Com
2017	1	B.Com	Accounting & Business Management	Atmiya - Rajkot	L.L.B.
2017	44	B.Com	Accounting & Business Management	JVIMS - Jamnagar	M.B.A.
2017	14	B.Com	Accounting & Business Management	GHG-DDN - Jamnagar	M. Com
2017	24	B.Com	Accounting & Business Management	External or Data not available	MBA, M.Com & Law
2017	1	B.Com	Accounting & Business Management	ICSI	CS
2017	3	B.Com	Accounting Business Management	ICAI	CA
<a href="#">View File</a>					

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
Anti addiction campaign	Institutional	200
Freshers Day	Institutional	400

Phonetics - 1st class	Institutional	35
Orientation seminar	Institutional	400
Treasure Hunt	Institutional	210
Investiture	Institutional	122
Traditional day	Institutional	485
Flash Mob	Institutional	121
Diction	Institutional	19
Self defense	Institutional	24
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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
2016	NOT APPLICABLE	National	Nil	Nil	NA	NA

No file uploaded.

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

FORMATION OF STUDENT COUNCIL -- The Student Council is formed of - (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. 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. 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. STUDENTS ASSISTING THE GOVERNMENT -- Students act as an extended arm of the Government by helping the civic authorities in creating awareness about -- (a) Swachhata App (b) Digital Marketing (c) Importance of Vote (d) Anti addiction (e) Green campaign (f) Rally against use of plastics (g) Prevention of misuse of National flag after National festivals.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

540

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

(1) To prepare the constitution of Alumni Association, one meeting was organized as on 30/09/2016.

## 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) Formation of Students' Council for Decentralization and Participative Management -- The formation of the students Council at the beginning of each year is an example of decentralization and participative Management. All the activities of the clubs in the College are managed and executed by the students' Council. Students' Council also lend a helping hand in managing College events Such as Traditional Day, Navratri celebration and Annual Day. The students of the Council are also entrusted the task for maintaining discipline in the College. (2) Formation of Committees and Cells (Staff) -- The college has divided the staff into various Committees and Cells who perform their duties accordingly. The college has Fifteen Committees besides the 13 clubs that run in the college. Each have their assigned duty which they have to perform during the year. The Committees in the college are : (a) IQAC Committee (b) Anti-Ragging Cell (c) Women's Cell (d) Admission Committee (e) Time-Table Committee (f) Discipline Committee (g) Industrial Project Committee (h) Examination Committee (i) Website Development Committee (j) Library Committee (k) Research and Publication committee (l) Career and Placement Committee (m) Grievances and Redressal Cell (n) Alumni Association Committee, and (o) Internal Audit Committee. Besides these committees, during any Mega College Event the staff is again divided into different committees as the demands of the Programme, for the smooth functioning and total involvement of the staff. Students are also involved in the work of the committees and Cells so the College work is completely decentralised and there is participation both by the staff and the students

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
Admission of Students	<ul style="list-style-type: none"><li>• The college invests the students into Students Council to carry on all the club and college activities.</li><li>• Alumni support welfare activities such as offering financial help to support staff.</li></ul>
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"><li>• Faculty members to upload lessons on the college website for the benefit of the students.</li></ul>
Research and Development	<ul style="list-style-type: none"><li>• All faculty members had to compulsorily submit one research paper at the end of the year.</li><li>• In order to</li></ul>

	find ways to improve quality the Trust had formed a Quality Improvement Committee.
Teaching and Learning	<ul style="list-style-type: none"> <li>• The College insists on enhancing teaching methodology, besides using Power point presentations, teaching is done through videos, industrial field trips, and role plays.</li> <li>• The college started the CS classes and is the first study Centre of Gujarat. Classes commenced on 4th July 2016.</li> <li>• First class in phonetics for the benefit of the students coming from the vernacular commenced on 4th July 2016.</li> </ul>

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

E-governance area	Details
Student Admission and Support	<ul style="list-style-type: none"> <li>• MCQ data Bank is uploaded on the college website.</li> <li>• The college uses SOULINFIBNET for Library.</li> <li>• All classrooms have Internet connection.</li> </ul>
Examination	<ul style="list-style-type: none"> <li>• Examination Question papers are submitted on line.</li> <li>• The internal exam marks are uploaded in the Student Portal.</li> </ul>
Planning and Development	<ul style="list-style-type: none"> <li>• All lesson plans are prepared and uploaded in the "Task Management System.</li> <li>• Attendance of students are taken on line.</li> <li>• Details of new courses introduced are uploaded on the college website.</li> <li>• Important notices are circulated through email.</li> <li>• All PPT is stored in FTP.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• College has its own Internet connection.</li> <li>• 'Complaint Management System' for infrastructure and ICT management.</li> </ul>
Finance and Accounts	<p>The entire finance accounts is being controlled and handled through a computerized software called TALLY ERP wherein the controller (i.e. Accountant) will have control through passwords. The trust college demotivate the cash-transactions and every finance transactions is being executed through online system for better control.</p>

### 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



2017	Ms. Nisha Punjani	Saurashtra University	Not Applicable	200
2017	Ms. Krupa Trivedi	Digital Transactions - Innovations, Opportunities Challenges	Not Applicable	300
2017	Ms. Aqsa Khatri	Digital Transactions - Innovations, Opportunities Challenges	Not Applicable	300
2017	Ms. Snehal Kotal Palan	Digital Transactions - Innovations, Opportunities Challenges	Not Applicable	300
2017	Ms. Nisha Punjani	Digital Transactions - Innovations, Opportunities Challenges	Not Applicable	300
2017	Ms. Krupa Trivedi	Think Beyond - Chalk Duster	Not Applicable	900
2017	Ms. Aqsa Khatri	Think Beyond - Chalk Duster	Not Applicable	900
<a href="#">View File</a>				

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)
2016	NIL	NIL	01/12/2016	01/12/2016	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
Live Webcasts on Accounts and Records Payment of Tax (Interest payable and	1	07/03/2017	07/03/2017	1



recoupable/ adjustment for excess/ Transitional Provisions) Tax Invoice, Supplementary Invoice, Debit and Credit Notes				
Live Webcasts on GST on Opportunities for CAs in Employment GST Case Study GST Impact Study	1	01/03/2017	01/03/2017	1
Training on Internal Audit (Including Data Analysis through MS Excel)	1	26/06/2016	26/06/2016	1
One Day Seminar on ICDS	1	19/06/2016	19/06/2016	1
Workshop on e- filing of ROI (A.Y. 2016-17)	1	04/06/2016	04/06/2016	1
TWO DAY SEMINAR ON STATUTORY BANK AUDIT	1	09/03/2017	10/12/2017	2
LECTURE MEETING ON INCOME TAX SCRUTINY ASSESSMENT	1	21/02/2017	21/02/2017	1
Live webcasts on GST- Important Legal Maxims (With Examples)	1	16/01/2017	16/01/2017	1
Issues in Section 68-69 Changes in IT Act post demonetization	1	27/12/2016	27/12/2016	1
Lecture Meeting on Trusts - Formation, Registration, Taxation other aspects	1	01/12/2016	01/12/2016	1

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

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

#### 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

### 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 growth 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 efficient Budgeting Controlled mechanism is done. Financial planning and review is done in 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 every financial transaction is recorded through computer based TALLY software. Financial Rules are in place in the Institute and "No Cash" Transaction System is followed. 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	86000	Various Purposes
<a href="#">View File</a>		

#### 6.4.3 – Total corpus fund generated

6198500

### 6.5 – Internal Quality Assurance System

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

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

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

We at GHG DDN have been fortunate enough to have a set of parents who are always supportive and involved with the institute's developmental activities. We consider them as an essential part and a pillar for the development of the child and the institution. The activities and support from the Parent-Teacher Association are as follows: - (1) Industrial Visit - One of our parents an Industrialist proposed to the College to allow students to visit his industry to get a first-hand information into the working of an industry. We accepted the invitation and the BBA students were taken for an industrial visit to the industry as part of their curriculum and thereafter they were asked to prepare a project report. (2) Parents' Meet - At GHG DDN we believe in staying in constant touch with the parents to discuss issues related their wards' development and to find the 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.

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

The institute provides monetary and non-monetary reorganization / rewards, which is over and above monthly salary to all the support staff members during various cultural function of the college.

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

(1) Teaching Learning and Evaluation - Measures were taken to enhance the teaching methodology. All faculty members were instructed to use at least two novel methods of imparting education to the students making maximum use of Technology. In order to formalize the entire idea a Quality Improvement Team was formed to oversee the progress (2) Feedback Mechanism Improved - The college had a feedback mechanism in place but the feedback system was improvised and Peer Review added and the outcome of both the student's feedback and the peer review was linked to the increment. (3) Initiatives to promote research - It was instructed to all faculty members to present at least two Research papers every year.

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
2016	Phonetics class	04/07/2016	04/07/2016	02/10/2016	70

2016	SDP Module II	03/08/2016	03/09/2016	03/09/2016	642
2017	Master Chef	25/01/2017	25/01/2017	25/01/2017	65
2017	Success story of the year	21/01/2017	21/01/2017	21/01/2017	19
2017	TechnoTeria	21/01/2017	21/01/2017	21/01/2017	47
2016	Satta Pe Satta	17/12/2016	17/12/2016	17/12/2016	70
2017	Auction House	24/01/2017	24/01/2017	24/01/2017	20
2016	Extembate	17/12/2016	17/12/2016	17/12/2016	10
2017	Business Bazigaar	03/02/2017	03/02/2017	03/02/2017	40
2016	Flashmob	20/07/2016	20/07/2016	20/07/2016	121
<a href="#">View File</a>					

## 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
NIL	01/12/2016	01/12/2016	Nil	Nil

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
(1) We emphasis on plastic-free campus. (2) Inter-departmental communication is through electronic media with a motive to save stationary paper and trees (3) Most of the Annual lighting power is being met by Governmental approved electricity-saver LED blubs. (4) The institute has canopy of trees and plants. We 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. (5) Double sided printing option is being used at all terminals with access to printers.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages	Number of initiatives taken to engage with and	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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	and disadvantages	contribute to local community					
2016	1	1	08/11/2016	4	Awareness drive for rural India	Cashless Transactions awareness	19
2016	1	1	21/06/2016	1	International Yoga Day	Physical fitness	22
2017	1	1	25/01/2017	4	Visit to School of Deaf Dumb	Donation	29
2016	1	1	13/08/2016	5	Primary School (Prathmik Shala) - Kharabera ja Village	Donation - School Bag	47

[View File](#)

#### 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
FlashMob	20/07/2016	20/07/2016	121

[View File](#)

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

The College campus is a haven for students and staff because of its Eco friendly and clean environment, which offers respite in an otherwise arid zone of Gujarat. The initiatives taken by the institution to keep the campus green are: -- (1) Area of green lawn - The 23,488.5 S/ft of lawn acts as an eye tonic. (2) No. of Trees - Nearly 350 trees around the campus keeps the area cool at all times. (3) Nature and Adventure club - The Nature and adventure club of the college engages in planting trees in the campus and outside in the city. (4) Trees as shed for the Parking lot - There are trees that act as a shed in the parking area for boys and girls (5) Personnel for care of green cover - The college has appointed personnel to take care of the green cover. (6) All classrooms are well ventilated - All classrooms are large and offers cross ventilation. (7) 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) Value based education - (a) Goals - To make education holistic and To inculcate in the students the basic value of integrity respect and social

responsibility (b) Context - In a world dominated by technology and living in a materialistic world, a student is caught up in a web of dilemma as values and spirituality take a back seat and the college through seminars and a series of value education talks tries to inculcate among the students the necessity of a strong value based life which will strengthen their personality (c) The Practice - Start the day with a prayer, Conduct regular value based lectures and Conduct seminars on value education. (d) Evidence of success - Students fervently take part in the prayer, Students are ready to admit their faults and the talks act as a deterrent to any malpractices or wrong doing (e) Problems encountered - Difficult to get students to attend value education lectures, Caught in a dilemma in what they see and what is right, Difficult to break their materialistic attitude and Value education lectures are taken as outdated. (2) Sharpening of soft skills - - (a) Goals - To develop a good command over English language and to make the students proficient in soft skills to procure good placements or pursue higher studies.(b) Context - As 80 of the students come from the vernacular it is necessary to make them feel comfortable in the classroom, so a crash course to help them get rid of the fear of a foreign language. (c) The practice - Special soft skills classes are conducted in the beginning of the academic session and Presentation skills are also taught to help students make a good presentation. (d) Evidence of success - Helps the students get rid of the initial fear/shyness, Helps the students to participate in classroom activities and Ultimately helps them in life. (e) Problems encountered - The practice is not continuous and progress is slow because reading is negligible.

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/Best%20Practices.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

Vision To shape versatile individuals with the right balance of wisdom, social responsibility and ethical values. 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. to shape versatile individuals 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. Thus, exposing them to event Management strategies. The College has 14 Clubs and Associations and 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 14 clubs of the College organize various activities -literary, musical, arts and cultural, Mock stock market, Marketing, cooking and social activities. These activities help students to showcase their talents and enhance their skills. Versatility in academics 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 centered learning and many other methods. Social Responsibility The social activities help to give students the first-hand experience of the society and its needs and instils in them a sense of social responsibility. The

social activities organized are • distribution of schoolbags to students. • Visit to deaf and dumb school and donating beds and food packets. Motivational talks to build ethical individuals Student Development Programme is organized to help build a better personality for our students.

Provide the weblink of the institution

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

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

(1) Curricular Aspects -- To enhance the curriculum framed by the Saurashtra University through additional curricular activities. (2) Teaching Learning and Evaluation -- Encourage the faculty members to use a variety of teaching tools to make classroom teaching more effective, participatory and interactive. (3) Research Innovation and Extension -- Encourage faculty members to pursue research studies. (4) Infrastructure Learning Resources -- To use more solar energy. (5) Student Support Progression --To make the Alumni Association more active and To register the Alumni Association (6) Institutional Values Best Practices -- Increasing the social outreach activities and Enhancing teaching learning Methods