

**Shree Maharshi Dayanand Saraswati Kelavani Mandal, Visnagar**

**Manages**

**Smt. C. C. Mahila Arts & Sheth C. N. Commerce College**



**Re- accredited by NAAC with 'B' Grade**

**The Annual Quality Assurance Report (AQAR) of the IQAC  
Academic Year- 2014-15**

**Chair-Person of IQAC  
Prin. Dr. M.F. Patel**

**Co-ordinator of IQAC  
Shri R. B. Shrimali**

**Submitted to:  
National Assessment and Accreditation Council  
Bangalore-560072**

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

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

### Part – A

**AQAR for the year**

2014 - 2015

### 1. Details of the Institution

1.1 Name of the Institution

Smt. C. C. Mahila Arts & Sheth C. N. Commerce College

1.2 Address Line 1

Near Doshabhai Baug

Address Line 2

Station Road

City/Town

Visnagar

State

Gujarat

Pin Code

384315

Institution e-mail address

ccmcnc@yahoo.com

Contact Nos.

02765-220155

Name of the Head of the Institution:

Dr. M. F. Patel

Tel. No. with STD Code:

02765-220155

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

**OR**

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

1.5 Website address:

Web-link of the AQAR:

#### 1.6 Accreditation Details

S. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C	1.89	2008	2013
2	2 <sup>nd</sup> Cycle	B	2.17	2014	2019
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

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

- i. AQAR 2013-14 submitted to NAAC on 29/01/2019
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution: Co-education  Men  Women

Urban (Semi)  Rural  Tribal

Financial Status: Grant-in-aid  UGC 2(f)  UGC 12B

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law

TEI (Edu)  Engineering  Health Science  Management

PEI (Phys Edu)  Others (Specify) \_\_\_\_\_

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

Hemchandracharya North Gujarat University, PATAN

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

Autonomy by State/Central Govt. / University	<input type="text" value="---"/>		
University with Potential for Excellence	<input type="text" value="---"/>	UGC-CPE	<input type="text" value="---"/>
DST Star Scheme	<input type="text" value="---"/>	UGC-CE	<input type="text" value="---"/>
UGC-Special Assistance Programme	<input type="text" value="---"/>	DST-FIST	<input type="text" value="---"/>
UGC-Innovative PG programmes	<input type="text" value="---"/>	Any other ( <i>Specify</i> )	<input type="text" value="---"/>
UGC-COP Programmes	<input type="text" value="---"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="09"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="00"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="00"/>
2.9 Total No. of members	<input type="text" value="16"/>
2.10 No. of IQAC meetings held	<input type="text" value="02"/>

2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total No.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- By organizing various programmes with co-ordinations among different departments of the college through the academic year. (Annexure: I)

## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>➤ To inform regarding changes in syllabus</li> <li>➤ To form various committees and distribute the role and responsibilities</li> <li>➤ To purchase new reference books in library</li> <li>➤ To analyze the previous semester result and take some step for improvement</li> <li>➤ To raise N.C.C. unit</li> </ul>	<ul style="list-style-type: none"> <li>➤ Teachers were informed regarding changes in syllabus. They were teaching according new syllabus.</li> <li>➤ The co-ordinators of different committees actively did various activities during the year.</li> <li>➤ New reference books were purchased according to the list prepared by various faculties.</li> <li>➤ On the basis of the analyses, weaker students were found out and the teachers did more focus on those students.</li> <li>➤ Yet not allotted by Battalion</li> </ul>

Academic Calendar: Annexure: II

2.16 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  any other body

Provide the details of the action taken

Management studied the report and approved it with certain suggestions. All the suggestions were paid attention to and required changes were made to improve the quality.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	2		2	
UG	3			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	<b>5</b>		<b>2</b>	
Interdisciplinary				
Innovative				

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	5
Trimester	0
Annual	0

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

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

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

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

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

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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors (Principal)	Part Time
14	04	08	01	01

2.2 No. of permanent faculty with Ph.D.

07

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

Asst. Professors		Associate Professors		Professors (Principal)		Others (Part Time)		Total	
R	V	R	V	R	V	R	V	R	V
00	04	00	00	00	00	00	00	00	04

2.4 No. of Guest and Visiting faculty and Temporary faculty

---

03

06

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06	10	12
Presented papers	06	14	05
Resource Persons	02	02	01

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

- Teaching through power point presentations
- Displaying objects
- Organizing quiz
- Study projects to students in History Department.
- Preparing assignments and presentation by students in all subjects
- Arranging Guest lectures
- Encouragement to students to participate and present research papers at State and National level seminars

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

185

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

Assignment / Presentation / Unit Test

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 05

2.10 Average percentage of attendance of students > 80 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. A. in Gujarati	087	02 %	37 %	02 %	-	-
B. A. in History	091	11 %	44 %	07 %	-	-
B. COM.	189	07 %	37 %	04 %	-	-
M. A. in Gujarati	041	41 %	34 %	-	-	-
M.COM.	096	32 %	39 %	04 %	-	-

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

<ul style="list-style-type: none"> <li>• Planning and implementation of internal exam.</li> <li>• Preparing assignments and presentation by students in all subjects.</li> <li>• Recommends latest Books / Reference Books etc.</li> <li>• Encourage faculties for participating and present papers in seminar/conferences/workshops organized in other institutions.</li> <li>• IQAC presents the report of the year in the Prize Distribution Function at the end of the year. This report highlights the university exam results, achievements by students in sports, cultural programme, N.S.S. and other events at college, university, state and national level. And this report also highlights the achievements, research and publications by the faculties.</li> </ul>
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2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	---
UGC – Faculty Improvement Programme	---
HRD programmes	02
Orientation programmes	---
Faculty exchange programme	---
Staff training conducted by the university	---

Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	---
Others	---

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	13	00	02
Technical Staff	00	00	00	00

### Criterion – III

### 3. Research, Consultancy and Extension

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

- The IQAC monitors regularly to the research related issues of the college.
- Recommendation for latest reference books as well as online and offline resources in college library.
- Encouragement to faculty to apply for minor/major research work and to organize seminars, workshops and Conferences etc.
- The faculties are encouraged to participate and present papers in seminar/conferences/workshops organized in other institutions.
- Publication of Research works with ISBN/ISSN by the institution.
- Ensuring maximum use of SOUL/INFLIBNET by the faculty.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	01	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	09	03	-
Non-Peer Review Journals	-	-	-
e-Journals	01	-	-
Conference proceedings	04	-	-

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2014-15	UGC	1,00,000/-	Yes
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows

Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="07"/>	State level	<input type="text" value="04"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="05"/>	Any other	<input type="text" value="01"/>

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

- AIDS awareness programmes
- Thalassaemia prevention test
- Saptadhara activities
- N.S.S. activities
- Celebration of various days
- Women empowerment programmes
- Public awareness lectures and rallies
- Blood donation camp
- Cloth distribution program for poor people in society

## Criterion – IV

### 4. Infrastructure and Learning Resources

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

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4933.41 sq.mts	-	Local Management	
Class rooms	18	-	Local Management	
Laboratories	02	-	Govt. + Local Management	
Seminar Halls	02	-	UGC + Local Management	
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-		
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-		
Others	-	-		

#### 4.2 Computerization of administration and library

- Fully computerised administrative office and library.
- The admission process, examination process and maintaining financial accounts are all done by computer and soft wares.
- Facilities like photocopy/scan/print
- Online enrolment, online exam form filing and results
- Display important news / instructions on digital screen.
- In Library SOUL and INFLIBNET are used.
- Computers having net/N-list service in library for searching books
- Build up IT zone including 05 Computers with Wi-Fi connectivity in Library are available for students.
- CCTV has been established in administrative office and library for security purpose.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2076	278479	36	3145	2112	281624
Reference Books	1452	1297563	35	7815	1487	1305378
e-Books	---	---	---	---	---	---
Journals / Magazines	414	54980	43	20438	457	75418
e-Journals	---	---	---	---	---	---
Digital Database	---	---	---	---	---	---
CD & Video	---	---	---	---	---	---
Others (specify) / News Paper	08	8564	08	14295	16	22859

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	72	26	21	05	32	3	3	3
Added	---	---	---	---	---	---	---	---
Total	72	26	21	05	32	3	3	3

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

- Orientation of the students and faculties regarding computer and net access.
- Wi-Fi campus and broadband internet facility.
- Advise to select Computer as a subject to the students.
- Maximum utilization of DELL. ( Digital English Language Laboratory)
- Computerized College Library with Wi-Fi and Broad band facility for free online E-list of journals from INFLIBNET and from websites.
- 2 sets for watching “SANDHAN – An Integrated Class Room” with two way communication.
- College provides Laptop of high configuration to all regular faculties.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	0.07
ii) Campus Infrastructure and facilities	0.8
iii) Equipments	0.2



iv) Others

-

**Total:**

1.07

## Criterion – V

### 5. Student Support and Progression

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

- Orientation program regarding NSS, Sports activities, cultural, extracurricular activities and Saptadhara - Initiative of Higher Education Department of Gujarat.
- Students with best performance in sports, cultural activities, NSS and Educational Achievements are felicitated in the annual function of the college with prizes and medals.
- S.T. Bus concession facilities made available in college.
- Provide information about various scholarship/free-ship offered by Government for SC, ST and OBC students.
- Book exhibition is held in library.
- Provide free books for the economically backward students
- IT zone is available in Library and DELL lab for students.

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

- Implementation of academic calendar and timely evaluation of different activities.
- Continuous evaluation through Unit Tests, Assignment, Presentation and Internal exams etc.
- Budget allocation for co-curricular and extra activities.
- Monitoring and encouraging the students and staff involved in different activities

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

UG	PG	Ph. D.	Others
1326	297	-	-

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	539	33.21		1084	66.79

Last Year							This Year						
General	SC	ST	OBC	NT/DNT	Physically Challenged	Total	General	SC	ST	OBC	NT/DNT	Physically Challenged	Total
816	151	04	621	49	01	1642	730	178	06	673	34	02	1623

Demand ratio  Dropout %

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

- Career Guidance cell and UDISHA Placement cell etc. are actively functioning in the college
- Advertisement of various competitive exams on display/notice boards
- Proper guidance and Online form filling facility
- Expert lectures
- G.K. Tests
- Job Oriented Guidance/coaching
- Motivation/coaching for Personality Development

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

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

#### 5.6 Details of student counselling and career guidance

- Career and Counselling Cell of the College looks after the needs of the students as well as gives them guidance regarding their career prospects.
- Cell also provides information regarding vacancies to the students and arranges guidance lectures accordingly.

No. of students benefitted

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	80	05	-

### 5.8 Details of gender sensitization programmes

- Women Empowerment Programme by Women's Cell
- Special women week celebration—lectures, exhibition and other activities
- Guest lectures by well-known personalities regarding gender sensitization
- Equal participation of girl students in NSS/Sports
- Cultural programmes with gender sensitization

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

#### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	506	1376150
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

#### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No

### Criterion – VI

## 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

**Vision:**

The institute has the vision to make future citizens responsible in moulding and leading humanity on a global platform and play a vital role in transformation of our country from developing to a developed one by imparting quality education and provide the best infrastructure and faculty to the students.

**Mission:**

The College has a clear objective to impart quality education to the youth together with their overall personality development, so that the students can face the challenges of the globalization. It also intends to instill Indian values so that the Indian culture as well as ethics can be maintained.

#### 6.2 Does the Institution has a management Information System

Yes.

The institution has SMS system which provides information regarding college activities regularly.

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

#### 6.3.1 Curriculum Development

- It is mandatory for the college to follow the syllabus strictly as prescribed by Hemchandrachrya North Gujarat University, Patan. Normally University updates the syllabus of each subject every three years. As per University norms, teachers involved in curriculum development as a member of Board of Studies.

#### 6.3.2 Teaching and Learning

- Strictly follow Academic Calendar
- Maximum use of ICT
- Take Assignments and presentation

#### 6.3.3 Examination and Evaluation

- The college follows continuous evaluation system for internal marking in which out of 30 marks for each paper, the students are evaluated on the basis of their test, assignment and presentation.
- Internal evaluation results are declared regularly on college notice board and our college website.
- There is transparency in examination. Students can apply for verification, and reassessment.
- External exam and evaluation are done at the end of semester by H.N.G.Uni., Patan.

#### 6.3.4 Research and Development

- To motivate teachers for applying UGC Major and Minor Research Project.
- New books and journals are bought as per the requirement of the faculty members for the purpose of research.
- To motivate teachers to write/ edit research related books and participation in seminar, conference, workshop and faculty training programme
- To provide facilities of Equipment like Laptop, printing and photocopy

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

- Well equipped separate library building.
- New books, journals and magazines are added in the library depending upon the demand of the students and faculty members.
- Books with Barcode system
- Well planned sitting arrangement for the librarian, faculties and students
- Internet and Wi-Fi facility is available in the entire building.
- Institute has 02 seminar halls equipped with projector, 02 staff rooms for faculties, administrative office, conference room, 18 class rooms are well equipped with LCD Projector, Screen, Speaker, and Broadband Line, girl's common room, NSS and sports room, DEL LAB, computer lab, IT zone in library.
- In order to ensure safety and security of the campus community, the College is under central surveillance with the installation of CCTVs at several locations on campus.

### 6.3.6 Human Resource Management

- The faculty members are given duty leave and registration fee for attending seminars and conferences.
- Recruitment of require visiting teachers and administrative manpower by management

### 6.3.7 Faculty and Staff recruitment

- There is no recruitment of staff members by government of Gujarat for long time. Therefore visiting teachers and temporary administrative staffs are recruited as per requirement by management on temporary basis.

### 6.3.8 Industry Interaction / Collaboration

- Interaction with Samarth diamond institutions of Visnagar for placement

### 6.3.9 Admission of Students

- Broacher having complete information
- Admission Committee
- Proper Guidance/help in Subject selection
- Online enrolment system

### 6.4 Welfare schemes for

Teaching	
Non teaching	Every year, peons are facilitated with uniforms and shoes.
Students	Exemption of college fee of very poor students.

### 6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done    Yes     No

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

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

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

For UG Programmes    Yes     No

For PG Programmes    Yes     No

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

- Continuous Evaluation System
- Strictly follow University Academic Calendar
- Centralised Assessment System

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

-

6.11 Activities and support from the Alumni Association

- Get to gather program arranged.
- Encouragement to students by providing suggestions, fund and support for various students' activities.

6.12 Activities and support from the Parent – Teacher Association

- No activity of Parent-Teacher Association was done during the year.

6.13 Development programmes for support staff

- All the staff members of the administrative office are given separate computers to manage the office work of the college.
- The college provides Laptop of high configuration to all regular faculties.
- The college allows its entire staff members for attending training programmes and workshops organised by any other institute. They are given all the expense for such training by the institute.

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

- N.S.S Units of the college arrange Tree-plantation programmes and regular cleanliness drive in the campus.
- Placed Dustbins at various corner in campus.
- No smoking zone
- The campaign “Green Campus, Clean Campus” is going on the campus.



## Criterion – VII

### 7. Innovations and Best Practices

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

- Increase in the use of ICT in classroom.
- Cleanliness drive
- Increase sports instruments
- Focus on quality education
- Invited guest lectures

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

- Academic Calendar for college activities was prepared on the basis of the action decided by various committee and departments.
- Books and Research Papers by faculty got published.
- Faculty members attended national and international seminars and presented research papers
- Presentations and other educational activities and co-curricular activities were implemented
- AIDS awareness programs were conducted.

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

1. Blood Donation camp
2. SCOPE

Annexure: III

7.4 Contribution to environmental awareness / protection

- Environment Awareness Rally
- Tree Plantation
- Poster Exhibition

7.5 Whether environmental audit was conducted?

Yes

No

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

**Strengths:**

- Well experienced and qualified faculties.
- Technologically well furnished Learning Classrooms
- Adequate infrastructure facilities.
- Availability of a large number of subject books in library.
- Wi-Fi Campus
- Well equipped Computer Labs

**Weaknesses:**

- Limited Research Work
- No MOUs for consultancy and extension activities
- Small Campus Area
- Limited scope for Expansion
- Inadequate number of campus placements.

**Opportunities:**

- Scope for Collaboration with Govt. agencies
- Complete Automation
- Started Certificate, Short term Vocational Courses
- Introduce English Medium courses

**Threats / Challenges:**

- Taking up research work in the midst of too much of work load
- No fresh recruitment of teaching and administrative staff as per government policy
- Assessment and evaluation strategy
- Managing Library without a properly recruited librarian
- To involve Alumni actively in the welfare schemes of the institute

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

- To motivate for more research by the teachers & Students
- To raise NCC unit
- Introduce English Medium B. Com. Program
- Introduce Biometric muster for Staff

Name: Shri R.B. Shrimali

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*Signature of the Coordinator, IQAC*

Co-ordinator  
IQAC  
Smt.C.C.Mahila Arts &  
Sheth C.N.Commerce College,  
Visnagar.



Name: Prin. Dr. M.F. Patel

M F Patel  
29/01/19

*Signature of the Chairperson, IQAC*

Co-ordinator / Chairperson  
IQAC  
Smt.C.C.Mahila Arts &  
Sheth C.N.Commerce College,  
Visnagar.

## I.Q.A.C. Activities Report : 2014-15

21-07-2014	Principal and Gujarati department of the college remain present at the Bamna in the birth Anniversary programme of Umashankar Joshi.
27-07-2014	Welcomed Vivekananda Rath Yatra and participated & watched the Book exhibition
02-08-2014	Celebration of Girl Child Day Cleaning has been done by N.S.S. Unit
06-08-2014	Welcome and orientation program for the students of B.A., B.COM., M.A., M.COM., Sem-1
07-08-2014	Tree Plantation Programmee
08-08-2014	Women's Teacher Day was celebrated as women empowerment.
12-08-2014	Lectures held on "Women Empowerment"
14-08-2014	Elocution Competition on women empowerment and participated in youth convention at H.N.G.U, Patan.
15-08-2014	Celebration of the Independence day by N.S.S. and sports unit.
01-09-2014	The live telecast on BISAG has been watched. Cleaning has been done by N.S.S. Unit
02-09-2014	"Poetry Recitation" and "Group Reading Competition organized under the "Vanche Gujarat"
03-09-2014	Essay Competition took place.
04-09-2014	Prize distribution programme organized by L.I.C. and "Mehndi" Competition held.
05-09-2014	Teachers Day celebrated in the memory of Dr. Radhakrishna.
06-09-2014	Students of N.S.S. Unit participated in Anti corruption Bureau workshop
07-09-2014	Meeting of parents and alumni
11-09-2014	Donation of Rs. 5400/- collected by N.S.S. unit for Blind circle and deposited in Blind Trust
19-09-2014 to 21-09-2014	Students participated in many competitions in the youth festival at H.N.G.U., Patan
18-09-2014	Beginning of First Internal Test
27-09-2014	Cleaning of Dosabhai Garden has been done by N.S.S. & Sports unit under the "Clean India" mission
29-09-2014	Placement Cell organized by N.I.F.A. N.S.S. Volunteers participated in "Grow up Girl Child" workshop at Mehsana
02-10-2014	"Cleanliness Campaign" held in Visnagar city by N.S.S. unit on the birth anniversary of Mahatma Gandhi

15-10-2014	Get together of college staff and education trust on the birth anniversary of Javaharlal Nehru.
23-12-2014	District Level “Women Empowerment” convention held.
25-12-2014 to 31-12-2014	N.S.S. Annual camp held in Thalota
10-01-2015	“Career Guidance Camp” organized by Gyandhara
12-01-2015	Celebration of Birth Anniversary of swami Vivekananda.
13-01-2015	Woolen cloths distributed under the community service by college
23-01-2015	Thalassemia Test held
26-01-2015	The Republic day Celebration
30-01-2015	Drawing competition, Cleaning has been done by Rang Kala Kaushalya dhara on death anniversary of Mahatma Gandhi
03-02-2015	General Knowledge Test held by Abhimanyu Gardichair under Gyandhara
04-02-2015	Elocution Competition held
09-02-2015	Smile and Fun programme arranged
12-02-2015	Priesthood of Lt. Ramnikalal Maniyar was given by trustee & college staff were given tribute
14-02-2015	Farewell function and annual prize distribution celebration.
23-02-2015	Beginning of second internal exam
08-03-2015	Celebration of world woman day & arranged seminar

Smt. C. C. Mahila Arts and Sheth C. N. Commerce College, Visnagar  
Academic Calendar  
 2014-15

Sr. No.	Particular	Date
01	Beginning of the academic year	16/06/2014
02	Completion of the admission	21/06/2014
03	Commencement of teaching (Sem-1-3-5)	23/06/2014
04	Welcome function of newly admitted students	06/08/2014
05	Enrolment form submission	14/08/2014
06	Independence day celebration	15/08/2014
07	Alumni and parent association meeting	07/09/2014
08	College internal test	18/09/2014
09	College re-test	29/09/2014
10	ATKT test	08/10/2014
11	End of the First term (Sem-1-3-5)	21/10/2014
12	Diwali vacation	22/10 To 11/11/2014
13	Beginning of the Second term (Sem-2-4-6)	12/11/2014
14	University Exam Sem. 1, 3, 5	17/11/2014
15	N.S.S. annual camp	25/12/2014
16	Youth day celebration	12/01/2015
17	Republic day celebration	26/01/2015
18	College internal test	23/02/2015
19	College re-test and ATKT test	04/03/2015
20	University Exam Sem. 2, 4, 6	21/03/2015
21	End of the Second term (Sem-2-4-6)	25/04/2015
22	Summer Vacation	26/04 To 14/06/2015

### Best Practises

#### **Title of the Practice: I: Blood Donation Camp**

##### **1. Goal:**

The College constantly endeavors to serve the deprived and the needy in the best possible manner. The institution firmly believes that any effort that would save human life is considered to be one of the best services extended towards humanity. The institution also believes that the students of this institution should be a good human being first and foremost apart from being other worldly attributes. The college desires that the students should inculcate the value of donating blood to save others life. This would also develop tendency of self-sacrifice for others and generate a feeling of human sensitivity towards fellow human beings. This ultimately develops a feeling of Universal brotherhood.

##### **2. The Context:**

Generally, it is observed that in this remote and medically under privileged area, it is found that many poor, wretched and deprived people are in dire need of the blood transfusion in emergency situations. Most of them do not have any influence or financial support to get the bottles of blood in emergency conditions. Moreover, a town like Visnagar which is almost surrounded by backward and remote villages cannot procure blood instantly in large number. Hence, our college constantly organizes blood donation camps in the campus for a time in one academic term in addition to the regular blood donation camp. Moreover, the college has nurtured a culture among the students in emergency during the normal working days. The students will volunteer themselves to go to hospital and donate blood to the needy.

##### **3. The Practice:**

Our College organizes blood donation camp at least one time in an academic year, in addition to the emergency supply of blood donor students, to various hospitals in emergency situations. Generally, the blood donation camps are organized in support with voluntary organizations and NGO's like The Indian Red Cross Society, Rotary Club, Visnagar Voluntary Blood bank and Rotract Club. In the camp most of our students participate enthusiastically and voluntarily.

##### **4. Evidence of Success:**

We feel pride to state that in all these years, in all our Blood Donation Camps, we have received tremendous response, participation and involvement from all the constituents of the society and the camps. Every time, we receive more than 25 as targeted blood bottles. These results indicate the positive Ideology, positively conveyed, implemented with commitment and resulted outstandingly. The constraint in organizing these events is the removal of the phobia among the students and the public regarding blood donation in their minds. So it requires a great effort in

motivating and preparing them mentally for blood donation camp. Once, they are made aware, the constraint automatically dissolves. Our Blood Donation Camps earn greatest credits for our college.

## **Title of the Practice: II: SCOPE**

### **1. The context that required the initiation of the practice:**

SCOPE is 'Society for Creation of Opportunity through Proficiency in English'. It is a Gujarat government initiative in collaboration with Cambridge University. On line computer adaptive examination is being held and the successful candidates are awarded Cambridge University certificates which have international relevance. Gujarat government came up with a plan to improve English of students and faculty. We, being English Department, took the responsibility of running the program and running it successfully. In the better performance and acquiring of good information, proficiency in English language is greatly required. For the students also good command over this international language is the need of the time. Without this world language the youth of today will feel himself lame. He will be proved inefficient and half literate. Good command over English language is a matter of prime concern in this highly competitive market. The government of Gujarat viewed a dream that the youth of Gujarat should be able to talk to the world in the language that the world knows. We belong to semi-urban area in Mehsana District. Majority of our students' intake is from under developed rural area. So their knowledge of English language is very poor. Hence, we decided to improve the poor language skill of our students and we started this programme.

### **2. Objectives of the practice:**

- To help them improve their proficiency in English language.
- To make them read their text books, reference books, magazines and journals in English.
- To make them able to operate computers.
- To make them able to use and get benefits of the Internet.
- To build their self confidence.
- To enhance their personality.
- To open the window of the world market for them, through the competence that they would have acquired by English language.
- To make them efficient and confident for job opportunities.
- To help them in their Research work.
- To help the teachers also to acquire more and more knowledge and information related to their subjects, for their routine teaching practice.



### **3. The Practice:**

With the above mentioned context and objectives we initiated the SCOPE Programme in our college in the year 2011. In the beginning of the year we orient the students about the aim and objectives of SCOPE, its advantages and relevance in the present scenario. We encourage them to join Only Assessment Scheme (OAS) under the course maximum in number and constantly help them in solving their problems in language learning. Thus, we make maximum efforts to strengthen their four components of language learning: Listening, Speaking, Reading and Writing.

### **4. Obstacles faced if any and strategies adopted to overcome them:**

Our college belongs to semi-urban area and the majority of our students' intake is from rural area. They don't have enough exposure to English language. So, first of all we have to try a lot to remove the fear of this foreign language. We constantly support them to learn more and more and thus remove their fear. When we overcome the matter of language learning, another problem that comes before them is about computer literacy. The SCOPE Examination is a computer adaptive test which is being conducted online. To overcome this issue students are promoted to join a computer course run by our college at a nominal fee. This course is totally free for the students who belong to BPL category.

### **5. Impact of the practice:**

Students have got the benefits of this programme. This SCOPE certificate helps the students to add some merit points when they go for job interviews. Our college staffs have also got its benefit. The students have started using the computer more. They come to the lab so often for using the net. Now they consult us more about their language problems. It shows their growing interest in English language learning. They can now read their books in English on their subjects. It has encouraged them to move a little bit away from cramming, as now they can read original text books. It has also developed some confidence in them.

### **Resources required:**

Along with the coordinator the support of the faculty in English department helped a lot to motivate the students in language learning. The computer lab and the instructor also proved very helpful to develop their computer skills. There should be more funds for running such courses which are not part of the syllabus.