Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions

(For Affiliated/Constituent Colleges)

(Revised as per Revised Accreditation Framework in November, 2017)

Part – A

Data of the Institution
(data may be captured from IIQA)
1. Name of the Institution   Smt.M.T.Dhamsania Commerce College

- Name of the Head of the institution :   Dr. V.K.Patel

- Designation: Principal

- Does the institution function from own campus: No

- Phone no./Alternate phone no.:   0281-2453091

- Mobile no.: 09426719928

- Registered e-mail: mtdcc.rajkot@gmil.com

- Alternate e-mail : vbhatasna@yahoo.com

- Address   :Kotecha Chowk, Kalawad Road.

- City/Town   : Rajkot

- State/UT   :   Gujarat

- Pin Code   :   360001

2. Institutional status:
- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women :co-education
- Location : Rural/Semi-urban/Urban: Urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify)- Grants-in aid/ UGC 2f and 12 (B)

- Name of the Affiliating University: Saurashtra University
- Name of the IQAC Co-ordinator :   Dr.Rahul Ravalia
- Phone no. : 07567523865

Alternate phone no.

- Mobile: 9429095715

- IQAC e-mail address: mtdcc.rajkot@gmail.com

- Alternate Email address: rahulravallia@gmail.com

3. Website address: www.mtdcc.org

Web-link of the AQAR: (Previous Academic Year):
http://www.mtdcc.in/images/sampledata/Academic/AQARs/AQAR-2016-17.pdf

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: no

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	C	1.84	2009	from: June2009 to: June 2014
2nd	B	2.34	2014	from: July 2015 to: July 2019

6. Date of Establishment of IQAC: DD/MM/YYYY:
15.06.2010

7**.** Internal Quality Assurance System

7.1 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
exrta classes for slow learners	20.10.2016, 2 months	20

8. Provide the list of funds by Central/ State Government-nil

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: No

       *upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 3

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….
Yes/No----- no
  (Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   Yes   No

     If yes, mention the amount: Rs.300000   Year: 2012-17

12. Significant contributions made by IQAC during the current year (maximum five bullets)
     * helpful to slow learners
     * continuous evaluation
     * rapport with the students

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

Plan of Action	Achievements/Outcomes
1.Classes for slow learners	1. 20 students benefitted
2.continuous evaluation	2. students made aware of the progress

14. Whether the AQAR was placed before statutory body?   Yes /No: no

   Name of the Statutory body: no   Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
   Yes/No: no   Date:

16. Whether institutional data submitted to AISHE: Yes/No: no

      Year: Date of Submission:

17. Does the Institution have Management Information System?
   Yes   **No** no

   If yes, give a brief description and a list of modules currently operational.
   (Maximum 500 words)

One college has prepared a detailed and exhausted data base of the students who come from who come from rural areas. After a long experience, we found that the students who come from rural areas have different kinds of needs, problems and difficulties. They come from the area where gender discrimination, class discrimination, and caste discrimination is more that that found in urban area. They commute between their houses and the college by bus and this has brought many problems. We have prepared a data base that include their names, profession of guardian, annual income, number of family members, caste, category, numbers of graduate family members, distance between their village to college, mode of transport, the subjects they are good in, the subjects they are weak in, the social vices they are suffering from, etc.

These details give us ideas how to treat these students. We classified these lot into many small groups based on the subjects they are weak in we have found some donors who can donate for the books. We have prepared a list of the students who are aspired for higher goals like UPSC, IIM, etc. They are guided by the scholars who have expertise over it. Dr. Rahul Ravalia, an associate professor of our college meets these students at least once in a semester and discuss with them their problems informally such meetings occur frequently and the teachers try to know the needs of the students in spite of our limitations, we try our best to help these students. This exercise resulted into a very good reputation of

our college, and of only college, and it is found that the students who live in the villages around Rajkot mostly prefer our college. We have started to pay attention in preparing these students for various competitive exams, we send the Career Counseling and Development Centers of Saurashtra University.

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation –not applicable

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

no

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
--	--	--	--	--

1.2 Academic Flexibility- not applicable

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
--	--	--	--

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	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
--	----	--	--	--	--

Already adopted (mention the year) 2002

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

	Certificate	Diploma Courses
No of Students	--	--

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
--	--	--

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
--	--

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes/ No.. yes	no	No	No	No

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

   the feedbacks were taken from the students regarding the teaching methods of the teachers. They were analysed and the concerned teachers were informed regarding the possibility of the improvements in the areas of the teaching. This creates the rapport between the teachers and the students. The registers are maintained to record the progress of the students. The students of our college belong to the rural areas and their problems are of its own kind. The mentor has to take care of these difficulties the students face.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.com	330	560	278
B.B.A.	60	158	60

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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016-17	338	--	10	--	--

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
10	3	E-content, vedios	1	0	e-content

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

yes. This is limited to only first year students. They are divided among the ten full time teachers. Each teacher has around 30 students to mentor. The mentor keeps watching on the academic progress of the students. The mentor keeps records of the presence of the students, their financial and social condition, their commuting conditions, and other personal details.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio

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
10	10	0	0	9

2.4.2 Honours and recognitions 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
--	--	--	--

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
B.Com, B.B.A.		1,2,3,	April,2017	May
B.Com, B.B.A.		2,4,6	October,2016	November

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

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

Sr. no	time	Plan detail	remarks
1.	july	**Meetings of sc/st cell, women's cell and anti-ragging cell, mentoring meetings**	**Odd semester**
2.	august	**Teaching syllabus**	
3	september	**Classes for slow learners**	
4	October	**Internal exams**	
5	november	**Meetings of sc/st cell, women's cell and anti-ragging cell, mentoring meetings**	**Even semester**
6	January	**Teaching syllabus**	
7	february	**Classes for slow learners**	
8	march	**Internal exams**	

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)

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
--	B.Com	101	55	54.4%
	B.B.A.	63	53	84.1%

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)

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 Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
-				
Industry sponsored Projects	--	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects *(other than compulsory by the College)*	-	-	-	-
International Projects	-	-	-	-
Total	-	-	-	-

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(s)
-	-	-

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
--	-	-	-	-

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
-	-	-

Name of the Start-up	Nature of Start-up	Date of commencement
-	-	-

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
-	-	-

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

Name of the Department	No. of Ph. Ds Awarded
-	-

3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	-	-	-
International	-	-	-

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
--	-

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
-	-	-	-	-	-	-

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
-	-	-	-	-	-	-

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops				
Presented papers				
Resource Persons				

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 **co-ordinated** such activities	Number of students participated in such activities
-	-		-

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	No. of Students benefited
-	-	-	-

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 **coordinated** such activities	Number of students participated in such activities
-	-	-	-	-

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
-	-	-	-

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	participant
-	-	-	-	-

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 and Activities	Number of students/teachers participated under MoUs
-	-	-	-

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

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	-	-
Class rooms	10	0
Laboratories	2	0
Seminar Halls	0	0
Classrooms with LCD facilities	0	0
Classrooms with Wi-Fi/ LAN	0	0
Seminar halls with ICT facilities	0	0
Video Centre	0	0
No. of important equipments purchased ($\geq$ 1-0 lakh)	0	0

during the current year.		
Value of the equipment purchased during the year (Rs. in Lakhs)	0	0
Others		

4.2 Library as a Learning Resource---

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
-	-	-	-

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books/ Reference Books	16497	700483	95	10308	16592	710791
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Library automation						
Weeding (Hard & Soft)						
Others (specify)						

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	30	20	30	2	2	3	--	2mbps	-
Added	0	0	0	0	0	0	0	0	0
Total	30	20	30	2	2	3	--	2mbps	-

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

………………2… 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
--	--

4.3.4 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
--	---	----	--

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
12535	10545	0	1990

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)

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	--	--	--
Financial support from other sources			
a) National	Post matric	222	542700

b) International	--		--		--

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
bridge	july	20	college

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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2016-2017	--	60	60	5	5

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	No. of grievances redressed	Average number of days for grievance redressal
0	0	0

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
0	0	0	0	0	-

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
2016-17	-data not available	-	-	-	-

5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services) –NA--

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		

GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

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

Activity	Level	Participants
1.debate	college	5 1
2. lok sangit	College	3
3. mono acting	college	5
5. elocution	College	6

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/ International	Sports	Cultural	Student ID number	Name of the student
--	--	--	--	--	--	--

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

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): No

5.3.2 No. of ~~registered~~ enrolled Alumni:

5.3.3 Alumni contribution during the year (in Rupees) **:**

5.3.4 Meetings/activities organized by Alumni Association **:**

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)

We have formed the following committees working under the guidance of IQAC
1. Udisha Club (placement cell)
2. Discipline Committee
3. **Admission committee**
4. **Theatre Band**

5.	**Folk arts Band**
6.	**Painting and Fine arts Band**
7.	**Extension Activity Band**
8.	**Creative expression Band**
9.	**Knowledge Band**

6.1.2 Does the institution have a Management Information System (MIS)?
Yes/No/Partial:

no

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**):**

❖ Curriculum Development-

It is the patron university that decides the curriculum. But out of 10, 3 of our teachers are the chairman of the study boards, and others are members. They actively participate in the meetings regarding syllabus design and play roles in it. We continuously get feedback from the stake golders, especially the ex-students and now entrpeanaeures. This makes us aware of the market demands.-

❖ Teaching and Learning-

We run extra classes for the slow learners and our mentor system is helpful to find out the problems of the students in learning. Three of our teachers have developed modules to teach the students on screen and one teacher has its own blog of language to provide the students language material.

❖ Examination and Evaluation-

Our university has two tyre evaluation. External exams-70 marks and internal exams-30 marks. The internal exams are conducted by college. We give two assignments to the students each carrying 10 marks and an mcq test of 10 marks. The assignment and mcq is chcked by the subject teacher and the students are informed about their marks and other problems.

❖ Research and Development---

❖ Library, ICT and Physical Infrastructure / Instrumentation-

Our library is stuffed with the books related to syllabus, competitive exams and other subjects. The students are benefitted by it. The students are free to suggest the books and the teachers also suggest the librarian to purchase certain books.

❖ Human Resource Management-

❖ Industry Interaction / Collaboration -

❖ Admission of Students -

For our B.Com. program the admission committee decides the cut 0ff level and starts to give admission on basis of first come , first serve. But for B.B.A. program, we invite applications, prepare the merit list and admission is given accordingly.

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

❖ Planning and Development

❖ Administration

❖ Finance and Accounts

❖ Student Admission and Support

❖ Examination

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

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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2016-17	1	computer awareness	Sepember 4 to septemver 11	10	3

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	Date and Duration (from – to)
-	-	-

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
--			

6.3.5 Welfare schemes for

Teaching	--
Non teaching	--
Students	--

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

(with in 100 words each)

Our college has hired a Charted Accountant for internal audit and the college goes through the external audit by the state government every year.

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/ Grants received in Rs.	Purpose
Saurashtra Educational Trust	-- 72708	Salary for Visiting teachers and clerical staff

6.4.2 Total corpus fund generated   : -- 1447849

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	KCG, Gujarat	no	-no
Administrative	No	KCG, Gujarat	no	no

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

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

6.5.4 Post Accreditation initiative(s) (mention at least three)
1. more effective mentor system
2. computerization of library

6.5.5
a. Submission of Data for AISHE portal   : (Yes /No)-yes
b. Participation in NIRF   : (Yes /No)-no
c. ISO Certification   : (Yes /No)-no
d. NBA or any other quality audit   : (Yes /No)-no

6.5.6 Number of Quality Initiatives undertaken during the year ---

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants

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-to)**	Participants	
		Female	Male

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources   ---

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	no	0
Provision for lift	no	0

Ramp/ Rails	yes	0
Braille Software/facilities	no	0
Rest Rooms	no	0
Scribes for examination	yes	0
Special skill development for differently abled students	yes	0
Any other similar facility	yes	0

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
-	-	-	-	-	-	-

7.1.5 Human Values and Professional Ethics   ----

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)

7.1.6 Activities conducted for promotion of universal Values and Ethics---

Activity	Duration (from-------to-------)	Number of participants

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

1. Water harvesting-
   The ground of the college is levelled in such a way that the rain water is collected in the bore. This makes the bore-well live through out the year. The water is used for plantation and drinking water.
2. Our college holds the plant distribution every year. Around 200 plants are given to the students and some plants are planted on the campus.

7.2 Best Practices

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

Best Practices:

1. **Knowledge Sharing**

The Institute follows a unique tradition in the matter of sharing knowledge and skills. Whenever any faculty member gets the degree of M.Phil or Ph.D., He or She is honored by the staffs. At the time of the felicitation, the member gives a small speech on his or her thesis, highlighting the important points.

2.	**Drop out Concerns**
	The Institute is planning to give full information regarding the add-on courses, other courses, faculty profile, activities during an academic year etc. in the brochure which is to be published from the next academic year. The Student seeking transfer certificate or remained absent from the exam is called by the Principal and he is asked the reason for changing the college or remained absent in the exam. After knowing the reason, the Institute tries its best to help the student in resuming his study.

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words-----

----nil----

8. **Future Plans of action for next academic year (500 words)**

1. **More training programs for faculties.**

    **The IQAC decdes to organize more training sessons for faculties.
    The trainng session was limited to computer awareness so far.
    Now IQAC decided to make it in the field of functional English also.**

2. **More classes for upsc-gpsc aspirants.**

    As we have noted that more and more students are inclined to pass
    the competitive exams, it is needed that we should organize more
    classes for gpsc-upsc exams preparation.

Name _____   *Name* _____

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____ *** _____