



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		J.P.P. ARTS AND COMMERCE COLLEGE
Name of the head of the Institution		Harshavatiben C Patel
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0260-2373327
Mobile no.		9724370646
Registered Email		jppacc.kp@gmail.com
Alternate Email		jppacc_pes@yahoo.co.in
Address		Station Road, Killa Pardi, Dist. Valsad
City/Town		Killa Pardi
State/UT		Gujarat
Pincode		396125
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Prof. Pratima N. Mistry
Phone no/Alternate Phone no.	02632234292
Mobile no.	9427345970
Registered Email	pratima_mistry@yahoo.com
Alternate Email	pratima.n.mistry@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://jppacc.org/uploads/notice/notice_AHiZnsPQ1615740613.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://jppacc.org/uploads/notice/notice_hjldYlL61595004842.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.81	2010	04-Sep-2010	03-Sep-2015
2	C	1.66	2019	20-May-2019	19-May-2024

6. Date of Establishment of IQAC	01-Oct-2010
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7. Internal Quality Assurance System

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
Second Meeting	18-Nov-2019 1	10

First Meeting	18-Jun-2019 1	9
No Files Uploaded !!!		

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
Institution	Maintenance Grant	State Government	2019 1	126009
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)

12. Significant contributions made by IQAC during the current year (maximum five bullets) 1. Spoken English Classes 2. Intercollege Mehendi, rangoli, drawing and best out of waste competitions 3. Guestlectures on "Red Revolution", computerawareness and personality development, competitive examination, rainwater harvesting, the relevance of Gandhi today, swami Vivekananda, development of entrepreneurship, get the edge: career guideline, tobacco awareness and rehabilitation, the art of preparing CV, youth empowerment 4. Celebration of Teacher's Day, Hindi Din, NSS Day, Republic Day, Independence Day, Narmad Jayanti, Janmashtami, Gandhi Jayanti, Sardar Jayanti, Vivekananda Jayanti, Independence Day, Republic Day, Kargil Day, 5. Interclass competitions such as postermaking, varshageet, aartithali decoration, essaywriting, rakheemaking, Mehendi, hairstyling, slogan competition, rangoli, poemrecitation, kabaddi, volleyball, khokho, cricket, chess, carom, athletics, badminton, and tug of war

No Files Uploaded !!!

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

Plan of Action	Achivements/Outcomes
The Academic Calendar of the College mirrors the Plan of Action that is chalked out at the beginning of the Academic Year.	The Action Taken Report provides the proof and record of the actions undertaken as per the plan made in the beginning of the year.
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	29-Sep-2020
17. Does the Institution have Management Information System ?	No

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 institution ensures in all the possible ways the effective curriculum delivery through a well-planned and documented process. Every year, an academic calendar is prepared by the IQAC in the beginning of the academic year. The classes for the First Year BA and B Com are commenced from the second day of the new academic year so that students get maximum teaching days. Preferably, on the first day, "Praveshotsava" is arranged for the new entrants. The students are introduced with the faculties and are informed of the subjects they have chosen. They are also informed of the various activities carried out by the College throughout the year. The classes for the Second and Third Year BA and B Com are commenced even before the results of the University examinations are declared with provisional admission. As the admission for most of the classes are done online, it takes quite a time to finish the process and students getting enrolled. Therefore, the classes are commenced well in advance to the enrolment of the students. However, at PG level, this is not possible because of the online centralized admission procedure. The classes for MA programmes are commenced soon after the University allots students to the college. The Heads of the Departments distribute papers and topics among the members of the respective departments before summer vacation so that faculties

can prepare the topics during vacation. The visiting faculties from other colleges for PG classes are also informed in advance about the topics they are supposed to teach. This gives teachers enough time for preparation and timely completion of syllabus. Two to three senior faculties are appointed to check if the classes are run as per Time Table and the syllabi are completed in time. In case of difficulty, extra periods are scheduled during Sundays and holidays.

When some teachers take leave for a longer period, an ad hoc faculty is appointed. Some teachers circulate study materials and Question Banks to students. The students are encouraged to contact faculties at any time for the guidance regarding their syllabus. The teachers are asked to prepare planning of their syllabus and are asked to strictly adhere to it. The Principal and the IQAC see to it that the syllabi are completed in all the classes by all the faculties. Co-curricular, extra-curricular, sports and extension activities are carried out only after the periods are over. Thus, no extra-curricular activity is carried out at the cost of studies. The college library has enough copies of textbooks and reference books for the faculties and students. Every year, new copies of textbooks, reference books and journals are added consulting the Heads of the various Departments of the college. The up-gradation of teachers is done through their participation in seminars, conferences, workshops, short term courses, faculty development programmes etc. The faculties are encouraged to participate in such activities and do research work in their respective subjects. The college provides duty leaves to pursue their research work.

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
0	0	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
BA	History	Nil
BA	Gujarati	Nil
BA	Hindi	Nil
BA	Economics	Nil
BCom	Accountancy	Nil
MA	History	Nil
MA	Gujarati	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
0

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
No Data Entered/Not Applicable !!!				
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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
2019	452	99	15	Null	14

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
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No Data Entered/Not Applicable !!!

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

The mentoring of students is done formally as well as informally by the College. As for the formal mentoring, various committees are formed. The Admission Committee provides formal mentoring to the students, especially the new entrants, regarding the choice of subjects as per their aptitude. The students are made aware of the programme outcomes and course outcomes. If a new entrant does not feel comfortable with the set of subjects s/he has opted for, s/he is allowed to change the subjects in due course of time. In “Praveshotsava”, the students are introduced the faculties of their subjects and the various activities carried out by the College. The students are clearly guided to choose from NCC, NSS, Saptadhara or Sports and the activities done under their auspice. The Women’s Cell mentors girl students. The girl students are asked to share their problems – personal or academic – with the members of the Cell. They are given the helpline numbers to contact in the time of emergency. The Cell holds a number of programmes for the empowerment of girl students. The girl students are free to contact any staff members, apart from the members of the Cell, to voice their problems. They are asked to report any case of sexual harassment either by boys, male-teachers or any other person immediately to the members of the Cell. There is an Anti-Ragging Committee in the college. The students are made aware of it and are asked to complain any cases of ragging on the college campus. Besides these committees, the mentoring of students is done informally by almost all the teachers. The students are free to contact teachers outside the classrooms for their academic as well as personal problems. The faculties try their best to create a rapport between them and the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
551	15	1:37

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
2	Nil	2	Nil	4

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
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Being an affiliated college, the Institution has to strictly follow the Internal Assessment System decided by the University to which it is affiliated. The Institution cannot make any changes of its own in this regard. As per University rules, the College schedules one Internal Evaluation Test at the end of every semester. An Additional Internal Evaluation Test is also conducted for those students who could not appear for the Internal Evaluation Test. Such students have to apply for the Additional Test showing genuine reason for their absence in the examination. The Internal Evaluation Test and the Final University Examination weigh 50 marks. The internal 20 marks comprise of 10 from the internal test score, 5 from the assignments and 5 from presence. The students have to write two assignments of 25 marks each every semester out of which they can score 5 internal marks. The ATKT examinations are conducted by the University for the students who could not appear or could not pass the examination. The college staff and the students are constantly informed of any amendments in the evaluation methods of the University by providing University circulars or through notices. During the teaching-learning process in the classroom, the evaluation of the students is done continuously by question-answer method. The students are encouraged to speak in the classroom and voice their doubts.

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

Every year, the University prepares its academic calendar in which the dates for all the important academic and administrative events have been provided. The dates of internal evaluation test and elections of the student-council are also decided by the University. Once the academic calendar of the University is received, the IQAC of the College prepares the Institutional Academic Calendar. Before that, all the Heads of the Department and the Chairpersons of various committees are asked to make and submit the annual planning of the activities to be done by their respective departments or committees. The college maintains a register in which all the activities held in the college are recorded with all the possible details. The photographs of the activities are also stored in the computer as proofs. The college has right, as per its convenience, to make minor changes in the internal examination schedule provided by the University. However, the institution strictly adheres to the schedule provided by the University. For that, the faculties are strictly asked to make timely completion of the syllabus. The IQAC sees to it that all the departments and committees strictly adhere to the planning they have made at the beginning of the year. Once the academic calendar is prepared, it is uploaded on the college website for the easy access of its stakeholders.

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://jppacc.org/page/programoutcomes>

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
No Data Entered/Not Applicable !!!					
View File					

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)

[Student Satisfaction Survey \(SSS\) has not been undertaken during the year.](#)

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
No Data Entered/Not Applicable !!!				
View File				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

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
No Data Entered/Not Applicable !!!				
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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
No Data Entered/Not Applicable !!!					
View File					

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
NA	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)
No Data Entered/Not Applicable !!!			
View File			

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
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No Data Entered/Not Applicable !!!

[View File](#)

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
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No Data Entered/Not Applicable !!!

[View File](#)

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
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No Data Entered/Not Applicable !!!

[View File](#)

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

Number of Faculty	International	National	State	Local
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No Data Entered/Not Applicable !!!

[View File](#)

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
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No Data Entered/Not Applicable !!!

[View File](#)

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
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No Data Entered/Not Applicable !!!

[View File](#)

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
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No Data Entered/Not Applicable !!!

[View File](#)

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
No Data Entered/Not Applicable !!!			
View File			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

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
No Data Entered/Not Applicable !!!			
View File			

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
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
View File	

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
Null	Null	Null	2021

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

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
No Data Entered/Not Applicable !!!			
View File			

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	9	0	9	0	0	6	0	8	0
Added	0	0	0	0	0	6	0	4	0
Total	9	0	9	0	0	12	0	12	0

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

12 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
0	0

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
17.42	9.45	12.96	14.06

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)

The college has a number of physical, academic and support facilities to utilize. They consist of an enriched library, a separate building as sports complex, a big play-ground, a seminar hall, 22 class-rooms and offices for the Principal, staff, administration, NSS and IQAC. All these facilities are utilized effectively and maintained well by the college. The administrative office keeps the record of the instruments purchased and the maintenance of them. A Dead Stock Register is kept and updated regularly. It is also audited every year. There are 22 well-ventilated class-rooms in the college. They are kept clean every day. In absence of permanent staff, ad hoc staffs are appointed to sweep the class-rooms and the entire college campus. The desks, tables, chairs, black-boards are maintained well and regularly. The Central-Hall of the college is used for many academic and co-curricular activities of the college. It is also used by the government and non-government agencies for programs such as Voter Awareness, Aids Awareness, Beti Bachao, Beti Padhao Mission, Traffic Awareness, and self-defence training etc. The Central-Hall and 22 well-ventilated class-rooms are maintained well. The faculties and students are strictly instructed to switch off the lights and fan when not in use. They

are also asked to report the damage and non-function of lights, fans, mikes, desks, tables, chairs, black-boards etc. in the classrooms and offices. The IQAC, the Advisory Committee and the admin office do the needful in this regard. There is a separate building for Library on the campus. A Library Committee is formed that prepares the budget for the purchase of textbooks, reference books, journals, and newspapers for the library. The Library Committee keeps an eye on the maintenance of the books and infrastructural facilities of the library. The question-papers of the University examination are collected year-wise and bound for the guidance of the students. The Library Committee and the Library staff see to it that discipline is maintained in the library premises. The college has a very big play-ground which is used by the college along with an English medium self-finance school and a self-financed science college run by the same Management. It is used for many purposes apart from sports activities. Independence Day, Republic Day, Annual Day, Yoga Day etc. are celebrated on the college play-ground. The PTI and the Gymkhana Committee of the college supervise the use and maintenance of the play-ground as well as the sports accessories. The students and the staff can use the sports accessories during their free time. The sports facilities are in adequate number and are maintained when need be. Other accessories such as musical instruments and micro-phone system are used carefully and are maintained regularly. The Cultural Committee of the college supervise the use of them. Annual Maintenance Contracts have been made with various agencies to maintain many services such as water-cooler, electric gadgets, photocopier, computers, internet-service provider, and generator etc.

<https://jppacc.org/page/infrastructure>

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	Students Aid Fund Scholarship	31	36000
Financial Support from Other Sources			
a) National	Government Scholarships given to the Reserved Category Students	909	Nil
b) International	Nil	Nil	0
View File			

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
No Data Entered/Not Applicable !!!			
View File			

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	Number of benefited students by	Number of students who have passed in	Number of students placed
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		competitive examination	career counseling activities	the comp. exam	
No Data Entered/Not Applicable !!!					
View File					

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
Nil	Nil	Nil

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
No Data Entered/Not Applicable !!!					
View File					

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
No Data Entered/Not Applicable !!!					
View File					

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
No Data Entered/Not Applicable !!!	
View File	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

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	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of

the institution (maximum 500 words)

Every year, Student Council is formed following the norms set by the University to which the college is affiliated. The academic and administrative atmosphere of the college has always remained peaceful and therefore not a single event of agitation or strike has ever happened in the history of the college. The names for the Class Representatives (CR) and Ladies Representatives (LR) are invited and only those students are validated who have clean record and good class-room presence. Active participation in co-curricular, extra-curricular, sports and extension activities is also considered. The elected CRs and LRs elect the General Secretary (GS) of the Student Council from among them. Then the members of the Student Council are appointed in the seven committees of the Council taking in view their interests and aptitudes. Each committee consist of a faculty as a Chairperson, 2 to 3 faculties as members, a CR/LR as a Student Secretary, and 2 to 3 CRs/LRs as members. The student members of the committee help the chairperson organize various competitions and programmes and also actively participate in the activities. The GS remains present in all the activities of the Student Council and helps in maintaining discipline in the college. The following seven committees of the Student Council have their specific activities to be done every year: 1. The Finance Committee decides the budget for the activities done by the Student Council. 2. The Gymkhana Committee organizes various inter-class, inter-colleges, and zone level sports activities. The committee also supervises the participation of students in various sports activities organized by other institutions. The purchase and maintenance of sports accessories are also looked after by this committee. The student members of the committee are confided in while doing all these jobs. 3. The Cultural Committee is another important and busy committee that holds various inter-class competitions such as Mehendi, Hairstyling, Aarti-Thali Decoration, Salad Decoration, Drawing, Rangoli, Bhajan, Varsha-Geet, Poem-Recitation, Patriotic Song competitions etc. Annual Day Celebration and Prize Distribution Ceremony are also organized by this committee. Inter college competitions are also organized and students are also sent to other colleges to represent the college in cultural competitions. 4. Charcha-Sabha organizes inter-class competition of essay-writing, elocution etc. on various topics. The birth centenaries of famous Indian personalities too are celebrated by the Committee. The committee also prepares students for inter-college participation in essay-writing, debate and quiz competitions. 5. The Magazine Committee publishes the Institution's annual magazine Ojas every year. The student members of the committee help in bringing the articles and advertisements for the magazine. 6. The Tour Committee organizes educational tour with the cooperation from the student members. 7. The Planning-Forum organizes guest-lectures on different topics and issues. The committee also conducts a survey with the help of the students. All the members of the Student Council actively participate in other activities of the college such as NSS, NCC and sports. They help arrange rallies, visits to old-age homes, jails, school for differently-abled children, collect funds for the people affected from natural calamities etc. They also help in maintaining discipline in the college on regular basis as well as during some important events.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

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)

The structure of the Institution has always remained decentralized and participative right from the beginning. There is a permanent Principal in the college. In the absence of the Principal, two to three senior faculties in a specific hierarchy are given charge to handle the academic and administrative tasks of the college. The Principal confides in the members of the Management while taking major academic or administrative decisions. In the meetings with the Management, the Principal informs the members of all the academic and administrative activities carried out in the college. The Management has always favoured and supported the decisions taken for the welfare of the students and the college. The suggestions of the Management are seriously taken by the college. There are many practices employed by the college for the decentralization and participative management. The following are some of them:

1. Formation of Student Council Total seven committees are formed under Student Council: 1) Finance Committee 2) Gymkhana Committee 3) Cultural Committee 4) Charcha-Sabha 5) Magazine Committee 6) Tour Committee 7) Planning Forum The activities carried out by these committees aim at the holistic development of students. They learn leadership qualities and get basic knowledge of administration. The students are confided in while deciding the budgets for these various committees. They not only participate but also help in arranging activities of these committees.
2. Formation of other Academic and Administrative Committees Apart from the Student Council, a number of academic and administrative committees are formed for the smooth and effective run of the college. Almost all the teaching and non-teaching staff works either as chairperson or as member of these committees. They are: 1) Advisory Committee 2) Internal Quality Assurance Cell 3) Admission Committee 4) Time Table Committee 5) Examination Committee 6) Library Committee 7) Udisha, the Career Counselling and Placement Cell 8) Women's Committee 9) Anti-Ragging Committee 10) Alumni Association 11) National Service Scheme 12) National Cadet Corps 13) SC-ST Cell 14) Grievance Redressal Cell

The Heads of the Departments are authorized to distribute workloads, periods, topics to teach and papers to assess in their respective subjects. They are also authorized to order books of their subjects for the college library. While doing so, they ask the suggestions of the other members of their departments. The non-teaching staffs of the college have receded to just two permanent employees: one a junior clerk and the other a peon. The rest are ad hoc staffs appointed by the Management. All the financial decisions are taken with the approval from the Principal. When a big amount is concerned, the Principal seeks permission from the Management. The policy making decisions are made by the Advisory Committee that comprises teaching as well as non-teaching staff.

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

Partial

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
Curriculum Development	<p>Being an affiliated college, the Institution has to follow the syllabus prescribed by the Veer Narmad South Gujarat University, Surat to which it is affiliated. However, the college does have its voice in the curriculum development through the members of the Board of Studies in the college. All the Heads of the Departments are the members of the Board of Studies of their respective subjects. They give their views and suggestions regarding curriculum development in the meetings of the Boards of Studies. Prior to such meetings, they ask suggestions of other members of their department on the agenda of the meeting. Thus all the faculties indirectly have their voice and suggestions in the process of curriculum development. The syllabus of each subject is revised every three years by the University.</p>
Teaching and Learning	<p>Teaching is done mainly through 'chalk and talk' method in the absence of the ICT facilities in the college. However, students' participation is emphasized in the teaching-learning process. They are encouraged to speak in the classroom, to raise doubts and to share their views on the topics. Group-discussion and case-study methods are employed by some teachers. Some advanced learners are encouraged to make presentation of some topics of study before the class that helps them overcome their stage fear. In the Faculty of Arts, movies based on literary texts are screened. Students are also asked to watch videos related to their studies on You Tube and other website for which they are given the web links. Some faculties prepare and distribute Question-Banks and study materials. Site-visits and educational tours are conducted for participative and experiential study. The students of the Commerce Faculty are often taken to the nearby industry or bank. The Tour Committee organizes tour to historical places. The NSS units organize visits to jails, old-age homes, and schools for differently-abled children that provide students first-hand experience of certain things in life. For the detailed understanding of some topics, guest lectures by experts are arranged</p>

by the Heads of the Departments and the Chairpersons of various committees. Every year, adequate number of text books and reference books are added to the college library. Students are encouraged to visit library and to make use of the reference books. For the holistic development of students, a number of co-curricular activities such as essay-writing, debate and poster making competitions are held. The students are also encouraged and helped to participate in the inter-college activities.

Examination and Evaluation

Being an affiliate college, the Institution has to strictly follow the Internal Assessment System decided by the University to which it is affiliated. The Institution cannot make any changes in this regard. The faculties and the students are kept updated of the changes in examination pattern introduced by the University through notices and circulars. The students are made aware of the internal marks pattern right in the beginning of the semester. The internal marking system includes marks for Presence (05), Library Assignments (05) and Internal Evaluation Test (10). As per University rules, the Institution schedules an internal evaluation test at the end of the semester. An additional test is also arranged for those students who could not appear in the internal evaluation test. However, these students have to give valid reason for their absence in the examination. The Principal and the IQAC see to it that syllabi of all the subjects are completed in time. The question papers for the internal test are set after the pattern of the University examination papers so that students get a sort of rehearsal for the upcoming University examinations. The questions test the memory, logical thinking and descriptive power of students. The sets of the previous University examination papers are bound and kept in library for the reference of the students. Transparency and fairness is insisted at all the levels of evaluation. The question papers are received in sealed envelopes from the faculties by the Examination Committee. The entire internal as well as University examinations are conducted

under the uninterrupted supervision of CCTV cameras. The IQAC and the Examination Committee see to it that the Library Assignments and answer-books are evaluated justly and in time. The mark-sheets of the internal test are displayed on the college notice-board. In the case of a grievance, students are shown the answer-books. If the complaint(s) is/are found genuine, the provision of reassessment is also made. The concerned faculty is asked to reassess the answer-book in the presence of one or two members of the Examination Committee. Exam related grievances are redressed in maximum three days. However, such cases rarely take place.

Research and Development

The Institution encourages and supports the faculties for research work in their respective subjects. They are granted duty leaves to attend seminars, workshops, conferences, short term courses and Faculty Development Programs etc. The faculties are also insisted to arrange seminars etc. in their own subject. Books necessary for the research work are purchased for the college library. The faculties regularly attend seminars etc. and present papers there. Many senior teachers have worked as resource person or chaired sessions in seminars etc. Many faculties have published their research papers in national or international peer-reviewed journals. Many senior teachers have served as guest-lectures in other colleges. The faculties who are awarded M. Phil or Ph.D. degrees are felicitated by the college. There are 4 faculties with Ph.D. degrees and 3 faculties with M. Phil degrees.

Library, ICT and Physical Infrastructure / Instrumentation

LIBRARY The college library is a separate three-storey building on the campus. It is rich with number of textbooks, reference books, journals and some rare books. The college does not have a permanent librarian. Since a long time, the college library is run by an ad hoc librarian. As per government policy, new recruitment is not made in this case. All the activities of the library are done manually with the help of an ad hoc librarian, an ad hoc peon and the Library Committee of the college.

Though the library is run manually, it is hardly a problem for a faculty or for a student to find a book s/he wants. The books of all subjects are arranged in separate cupboards. All the data pertaining to library are stored in a computer in the library. ICT There is an overhead projector in the Central-Hall that is used for many purposes such to screen movies or for PPT. All the classrooms, lobbies, offices, library, gymkhana hall, central-hall and some vital points of the campus are covered under CCTV cameras. All the classrooms are furnished with mike facility for announcements. Some faculties use personal microphone while teaching in bigger classes. There are total 7 computers in the college, and all of them have internet access. The Wi-Fi facility is available for the staff. Presently, the Institution has Wi-Fi facility of 2 MBPS.

INSTRUMENTATION The Institution has a number of equipments to satisfy the needs of the academic and administrative jobs of the college:

- Photocopier: There is a big photocopier in the office. The faculties can avail the facility of it.
- There are enough numbers of lights and fans in the classrooms, offices, library and campus.
- There are separate water-purifiers and water coolers for the staff and students.
- There is a big generator that can run all the lights and fans of the college during the failure of electricity.

Human Resource Management

The number of permanent academic as well as administrative staff is receding every year. In non-teaching staff, there are only two permanent staffs: one is a junior clerk and the other a peon. The rest are ad hoc staffs appointed by the Management. At present, there are 2 ad hoc accountants, 3 ad hoc clerks, 3 ad hoc peons, 2 ad hoc watchmen and 2 ad hoc sweepers in the non-teaching staffs. Above all, there is an ad hoc librarian too. The same is the case with the teaching staff. Every year, the teaching staffs too are receding. At present, there are 18 permanent faculties and 2 ad hoc staffs. The Post Graduate Courses are run mainly by the visiting faculties from the surrounding colleges.

Industry Interaction / Collaboration	<p>There is no formal collaboration with industries surrounding the Pardi town.</p> <p>However, the site visits of the students to them are often organized. For example, visit to a nearby bank, visit to some industries in the Pardi GIDC, visit to a nearby dairy etc. are conducted almost every year.</p>
Admission of Students	<p>This year, the admission procedure of the First Year and Second Year BCOM, and MA is done online. The admission procedure for the Third Year BA and BCOM is done offline. The University has planned to make the admission procedure of all the students online only. For the offline admission, the College Prospectus is prepared. The prospectus and the college website give information regarding the programs offered and the courses taught at the college. The Admission Committee of the college gives proper counselling to the new entrants regarding the selection of subjects as per their interest and aptitude.</p>

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

E-governance area	Details
Planning and Development	<p>Every year, Academic Calendar is prepared by the IQAC that plans each and every academic, administrative, co-curricular, extra-curricular, sports and extension activities. Once the Academic Calendar is prepared, it is uploaded on the college website for the easy access by the stakeholders.</p>
Administration	<p>Almost all the works of the administrative office is done electronically. The admission of the First Year and Second Year BCOM and MA is done online. All the circulars and notification from the University, the State Government and the UGC are received in electronic form. Replies to them are also done in electronic form.</p> <p>The government scholarships are directly deposited in the accounts of the student beneficiaries. The fees of the students is received in cash.</p>
Finance and Accounts	<ul style="list-style-type: none"> • All the accounts of the Institutions are handled through the TALLY software. • The government scholarships are directly deposited in the accounts of the student beneficiaries. • All sorts of payments of the college are done through

	cheques, RTGS or NEFT
Student Admission and Support	As said earlier, the admission of the First Year and Second Year BCOM and MA is done online. The admission of the rest of the students is done offline. The government scholarships for the SC and ST students are deposited directly into the accounts of the beneficiary students.
Examination	<ul style="list-style-type: none"> The schedule for the University examination is uploaded on the University website. The marks-entry for the First Year and Second Year BA, BCOM and MA is done online. The results of the University examinations are displayed on the University website.

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
No Data Entered/Not Applicable !!!				
View File				

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)
No Data Entered/Not Applicable !!!						
View File						

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
No Data Entered/Not Applicable !!!				
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>There are 3 unregistered credit societies run by the staffs in the college. The members of these societies can get loans at nominal interest without much paper-work.</p>	<p>1. Non-teaching staffs are also members of the above-mentioned societies. So they too can avail the loans at the nominal interest rate. 2. Raincoats and uniforms are given to the peons. 3. Washing allowance is also given to the peons.</p>	<p>1. Institutional scholarships are given to the students who score highest marks in their class and in their respective subjects. 2. Infomral financial help is extended to students by the faculties as and when demanded for the payment of fees or for the purchase of books.</p>

6.4 – Financial Management and Resource Mobilization

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

- The Institution conducts internal and external financial audits regularly. This is a regular administrative activity. This process is generally done in the month of September of that financial year.
- The external audit of the accounts of the Institution is done by the representative of state government, (Direct Payment Branch, Gandhinagar). The auditor checks that the grants received is used for the purposes and under the heads specified by the government. The grants received by the UGC are also audited regularly.

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
Nil	0	0
View File		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

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

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

Every year, a meeting of the Parent-Teacher Association is held along with the Alumni Association. This year too, the meeting was held on 18-8-2020 on Sunday at 11.00 in the Seminar Hall of the Institution. The Parent-Teacher Association does not do much in a formal way. The parents interact with the teachers and they are made aware of the progress of their wards. The Institution asks their suggestions for the smooth running of the institution and for the holistic development of students. Their suggestions, if found feasible, are implemented.

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

There are no formal development programmes for support staff in the institution. There are only two permanent staffs in the administration- one is a junior clerk and the other a peon. The rest are ad hoc staff. They are informally advised to enhance their professional skills by adopting various ways. The ad hoc administrative staffs are asked to obtain the computer skills required for the smooth running of the college.

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

1. Spoken English Classes: One of the trustees of The Pardi Education Society, Mr. Kishorbhai G. Gandhi sponsored the Spoken English Classes for the students of our college and those of the self-finance science college run by the same Management sharing the same campus. The Spoken English Classes have been commenced on 24-1-2020. Total 293 students of both the colleges enrolled. From among the total 293 students, 207 belonged to our College. The professional faculties have been appointed to teach them. The main thrust of the teaching was on grammar and spoken aspect of the language. The students have been given ample practice in grammar learning. Power Point Presentations and charts were used to make the teaching-learning process more interesting. Group-Discussions were organized to make students speak in English. 2. Inter-College various sports competitions organized by the Institution The following are some inter-college sports competitions organized and hosted by the Institution: 1) An inter-college Badminton (girls) tournament 2) An inter-college Swimming tournament 3) The College hosted a Taluka Level Sports Event organized by Nehru Yuva Kendra, Valsad on 28-1-2020. The details for the same are as follows: • Kho-Kho tournament (girls boys) 48 84 • Kabaddi tournament (girls boys) 32 60 • Volleyball tournament (girls boys) 24 40 • 400 mtr sprint (girls boys) 15 20 • 800 mtr sprint (girls boys) 10 15 3. Inter-College Mehendi, Rangoli and Best out of Waste competitions The Cultural Committee of the College organized University Level inter-college competitions for Mehendi, Rangoli, Drawing and Best out of Waste on 30-1-2020. Total 12 colleges took part in it. 4. "Red Revolution" talk-show by Udisha Women's Cell of the College organized guest-lectures com workshop named "Red Revolution". There were two instalments of the program one in each semester. The first instalment of Red Revolution was held on 24-7-2019. Dr. Amisha Patel and Dr. Sheetal Tailor oriented the girl students of the college. They asked the girls to avoid the use of the readymade sanitary napkins as they are harmful and carcinogenic. Moreover, such sanitary napkins are not easy to dispose of and thus pose a threat to environment. The second instalment of Red Revolution was held on 31-12-2019. In this workshop, Dr. Amisha Patel and Dr. Sheetal taught the girl students of the college how to prepare reusable cotton sanitary napkins. Such napkins are hygienic, pocket-friendly and eco-friendly too.

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
No Data Entered/Not Applicable !!!					
View File					

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
A workshop on Red Revolution Part 1	24/07/2019	24/07/2019	186	Nil
A Workshop on Red Revolution Part 2	31/12/2019	31/12/2019	177	Nil
Inter-class Mehendi Competition	28/08/2019	28/08/2019	20	1
Inter-class Hair-styling Competition	28/08/2019	28/08/2019	4	Nil
Inter-college Mehendi Competition	30/01/2020	30/01/2020	20	Nil
A guest-lecture on Women Empowerment	10/08/2019	10/08/2019	85	Nil
A guest-lecture on Problems of Working Women	03/01/2020	03/01/2020	110	Nil
Inter-class Table Tennis Competition	20/01/2020	21/01/2020	12	2
Inter-class Badminton Competition	22/01/2020	25/01/2020	35	Nil
Inter-class Chess Competition	27/01/2020	27/01/2020	10	Nil
Inter-class Carom Competition	29/01/2020	30/01/2020	25	Nil
Inter-class Tug of War Competition	17/01/2020	18/01/2020	32	Nil
Inter-class Cricket Competition	13/02/2020	14/02/2020	16	Nil
A guest-lecture on Beti Bachao, Beti	15/02/2020	15/02/2020	110	25

Padhao by an
NGO named Udaan

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

Environmental consciousness among the staffs and the students is spread by various programs and activities carried out by a number of committees of the college. Moreover, there is an inter-disciplinary paper named "Environmental Studies" taught at the First Year BA and BCOM that makes students very much aware of the importance of environmental friendly activities. In addition, the following activities are done by the college: ? A pit for making compost was dug in the garden to make manure out of fallen tree leaves and twigs ? Separate dustbins for dry and wet waste are placed in the college campus ? Dustbins are placed in every classroom and other places where students are likely to gather ? Medicinal plants are grown in the college garden ? Social media are used to circulate notices etc. and thus making procedure paperless ? Guest-lectures are organized on the environmental issues ? Inter-class competitions such as essay-writing, elocution, slogan-writing and drawing are organized on the environmental issues ? Rallies are organized to arouse awareness among the villagers ? Tree plantations are done every year ? Saplings are distributed free of cost to the students and to the faculties ? Rallies and door to door visits have been arranged as a part of Water Harvesting program wherein the villagers are informed of the importance of harvesting of rainwater. The total percentage of power requirement of the college: 90 The renewable energy sources: Solar System 10

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	No	Nil
Ramp/Rails	Yes	2
Braille Software/facilities	No	Nil
Rest Rooms	Yes	2
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
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	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

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

Killa-Pardi town is surrounded by a number of small and big industries. The Pardi GIDC (Gujarat Industrial Development Corporation) contains a number of small scale industries. Not far is the Vapi GIDC. Vapi is counted among the most polluted cities of the world. All these contribute to the air, water, land and noise pollution of the area, not to mention the ever increasing number of vehicles on roads. Considering the present scenario, the institution has taken a number of initiatives to make the college campus eco-friendly. They are as follows:

- A big and beautiful garden is developed in front of the college building that contains a number of fruit trees and shady trees. These trees invite birds and bees and butterflies that are instrumental in the process of pollination. The atmosphere of the college is always live with the chirping of the birds.
- Medicinal plants too are grown in the garden. The garden is always kept clean and well-maintained.
- The students are asked not to litter in the college premises. Dustbins are placed in every classroom and at various places where students are likely to gather.
- Tree-plantation is a regular activity conducted by the NSS units of the college. Every year, the program is conducted in collaboration with the local nurseries and sometimes some NGOs too participate in them. The students are also asked to take care of the planted saplings.
- Preservation of the nests of house sparrows, pigeons and swallows is another initiative of the college for eco-friendliness. Because of the number of big trees in the garden, a variety of birds are seen on the campus. Among them, house sparrows and pigeons built their nests behind boards or photo-frames in the class-rooms. The swallows have built their nests in the lobbies. The college does not remove them though they make the place dirty with straws and bird drops.
- To reduce the use of paper, the notices to the staffs are circulated via WhatsApp groups.
- A big pit for composting is dug in the corner of the garden where all the tree-waste is dumped to make manure out of it.
- Rainwater harvesting is done by collecting the rain water. The Institution has a big open terrace and the rain water collected there is flushed down the pipes into the bore wells.
- Judicious use of water is strictly expected from the staff and the students. The taps, water filters and coolers are regularly maintained so that water is not wasted by running or leaking taps.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

7.2 Best Practices 1. Spoken English Classes Objectives: a) To make students proficient in the spoken skill of English language b) To teach everyday English to students c) To teach students how to greet people while meeting them d) To groom students so that they can perform well at their workplace e) To boost up the confidence of student by their proficiency in English f) To enhance their employability

The Context: The medium of teaching is Gujarati in our college. Most of the students belong to the socially and economically backward classes. Majority of students have studied in the schools run by Municipality. Very few students have studied in the private schools. In such a case, the basic knowledge of English of these students is not satisfactory. Even the meritorious students in other subjects are often found weak in English. To make

students proficient in the speaking skill of English, the Institution decided to start Spoken English Classes on payment basis so that they find themselves confident and employable after they complete their college education. The Practice: One of the trustees of The Pardi Education Society, Mr. Kishorbhai G. Gandhi sponsored the Spoken English Classes for the students of our college and those of the self-finance science college run by the same Management sharing the same campus. Udisha, the Placement Cell of the College in association with The K. G. Desai Foundation announced the Spoken English Classes and oriented the students to avail the facility. The students have been counselled regarding the importance of proficiency in English to increase their employability. The Spoken English Classes have been commenced on 24-1-2020. • The students had to pay the fees of Rs. 700/- for the entire course. • They were given certificate for attending and for making satisfactory performance in the classes. • The Spoken English Classes have been scheduled as per the convenience of the students, after their regular classes get over. • The periods for the same have been scheduled twice a week. • Total 293 students have enrolled for the class. • The classes were run into 10 batches of 30 students twice a week. Evidence of Success: Total 293 students of both the colleges enrolled. From among the total 293 students, 207 belonged to our College. The professional faculties have been appointed to teach them. The main thrust of the teaching was on grammar and spoken aspect of the language. The students have been given ample practice in grammar learning. Power Point Presentations and charts were used to make the teaching-learning process more interesting. Group-Discussions were organized to make students speak in English. They have also been taught to pronounce correctly. Problems Encountered and Resources Required: • The poor interaction of students in the classroom. • They could not overcome their stage fear. • The students were not ready to stay back for the classes as they had to pick buses or they didn't want to miss their shared vehicle. • They didn't show readiness to attend classes on holidays. • Some found it an impossible task. • In March, the lockdown was declared. 2. Arranging Guest-Lectures: Objectives: • To avail the knowledge of the experts of various fields. • To help students clear their doubts about the topic during the question-answer session at the end of the guest-lecture. • To help students become aware of the kinds of examinations and the preparations required. • To help students develop their employability • To help students aware of the vices prevalent in society and to be a responsible citizen. • To help the girl students share their problems and guide them for women-empowerment. The Context: It is found advisable to avail the expertise of some people belonging to corporate, NGO, medical field, or other educational institutions. This way, students can have a deeper knowledge of the topic. It also provides an interesting break to the monotony of routine teaching-learning process. The Practice: The department heads of various subjects invite teachers of other colleges and experts of various fields to enlighten the students on certain topics of the syllabus. The Women's Cell arranges guest-lectures to empower the girl students of the college. Udisha invites guest-lecturers from various fields and government officers to groom students in certain vocational skills. The NSS Units organize guest-lectures on Aids-Awareness, rehabilitation, cleanliness-drive, environmental issues etc. are organized that make students aware of their responsibilities as a wakeful citizen. Evidence of Success: • A guest-lecture on "Computer Awareness and Personality Development" was organized on 20-6-2019 by Udisha, the Placement Cell. Ms. Taruna Patel, the proprietor of a private computer class delivered the lecture. • A guest lecture on "The Competitive Examinations" was organized on 9-7-2019 in collaboration with the Employment Exchange and Banking Academy, Valsad. • A guest-lecture by Prof. Ajay Naik of Rofel Arts Commerce College, Vapi was delivered on "Rain Water Harvesting" on 5-7-2019 under the auspice of NSS. • A guest-lecture on "Information regarding Competitive Examinations" was delivered by the Employment Exchange and Banking Academy, Valsad under the auspice of Udisha on 9 July, 2019. 108 students availed the information. • A guest-lecture on "Red

Revolution" was organized on 24-7-2019 by Women's Cell. Dr. Amisha Patel and Dr. Sheetal Tailor delivered their lectures on the same. They advocated the girl students to avoid the use of sanitary napkins as they are harmful and carcinogenic. They also pose environmental threat as they are not easy to dispose. • A guest-lecture by the retired Prin. Shri B. N. Joshi was organized by the Department of History to celebrate the 150th birth anniversary of Mahatma Gandhi on 31-8-2020. • A guest-lecture by Shri Rajeshbhai Rana on Swami Vivekananda was delivered on 13-9-2019 under the auspice of NSS. • A guest-lecture on "Development of Entrepreneurship" was delivered by Shri Mehulbhai Patel of Centre for Entrepreneurship Development on 29-11-2019 under the auspice of Udisha. • A guest-lecture on "Get the Edge: Career Guideline" was delivered on 13-12-2019 by Shri Aniruddha Shukla of Met League of College, Bandra under the auspice of Udisha. • In the second installment of "Red Revolution" was organized on 31-12-2019. Dr. Amisha Patel taught girl students how to prepare home-made reusable cotton sanitary napkins. All the girl students of the college took advantage of the programme held by the Women's Cell. • Guest lectures by Dr. Tejal Rathod and Sumitraben on Tobacco Awareness and Rehabilitation were delivered on 3-1-2020. NSS units organized the program. • 12 January was celebrated as Swami Vivekananda Jayanti by NSS with a guest lecture by Shri Rajeshbhai Rana. • National Road Safety Week was celebrated in collaboration with Pardi Police Station from 15 Jan. The officers from the Police Station provided information regarding traffic rules. • The Department of Gujarati arranged a guest-lecture on "Literature and Films" on 21-1-2020. Dr. Dinkar Tandel of J P Shroff Arts College, Valsad delivered his scholarly lecture on the topic. • A guest lecture by Shri Jagdish Patel has been organized on Career Guidance and NET SET Examinations on 25-1-2020 by Udisha and the Department of History. • A guest-lecture by Shri Pankaj Mall, the famous international cyclist and brand ambassador of Cleanliness Drive, was held on "Youth Empowerment" on 7-2-2020. Udisha organized the program. • Udisha, the Placement Cell organized a guest-lecture on "The Art of Preparing CV" on 7-2-2020. Shri Dipesh Shah, the director of K. N. Desai Science College, Pardi delivered the lecture. • The Department of Accountancy organized a guest-lecture on "The Annual Accounts of the Companies" on 10-2-2020. Prof. Piyush M. Modi of C. D. Barfiwala Arts Commerce College, Surat delivered the lecture on the topic. • The Department of Accountancy organized a guest-lecture on "GST - A Simple Explanation" on 24-8-2019. The well-known Tax-Practitioner of Valsad Mr. Alpesh Upadhyaya explained the topic in simple yet interesting way. • Udisha, the Placement Cell organized a guest-lecture on "The Art of Facing an Interview" on 15 February 2020. Mr. Dipesh Shah, the director of K. N. Desai Science College delivered the lecture. • The NSS Units of the college organized a guest-lecture on "Digital Power" in collaboration with the Cyber Crime Branch of Pardi Police Station on 6-3-2020. The officers gave detailed information regarding the misuse of mobile and internet services. They also gave some important tips for protecting our bank accounts and other digital details from being hacked. Problems Encountered and Resources Required: As for problems, there is hardly any that cannot be solved. The Institution can find experts in various fields from the surrounding colleges, industries and society as well. The Institution pays the remuneration and transportation fare to the visiting guest-lecturers. The Institution has a big Seminar Hall equipped with microphone system and overhead projector. Almost all the guest-lectures are arranged there. It can accommodate around 300 students. The seminar-hall is well ventilated and equipped with enough lights and fans. There are enough plastic chairs for the students to sit on during the guest-lectures.

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

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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

• Catering Higher Education to the surrounding rural and tribal areas: Primary vision of the College is to cater higher education to the students of the surrounding rural areas. The Pardi town is surrounded by number of tribal and rural areas. The majority of the students belong to the socially and economically backward classes. So the institution help these students merge into the main stream of society by catering higher education to them. • Women Empowerment: Majority of the students of the college comprises of girls. Women's Cell and NSS units of the college organize a number of activities for gender issues. Guest-lectures for the same are organized. Defence training for the girls is also held. • Holistic Development of Students: The Institution aims at holistic development of students. For that purpose, a number of curricular, co-curricular, extra-curricular, sports and extension activities are carried out by the college. NSS and NCC activities also contribute to this aim. • NCC: The College runs two troop of NCC for boys and girls. Qualifying of the "C" certificate examination of NCC help students get extra 2 points while applying for the government jobs. • NSS: There are 3 units of NSS in the College. Each unit is comprised of 100 volunteers. Thus out of total strength of the students, 300 students can opt NSS as their extra-curricular activity. The merit certificate given to the students for the outstanding performance in NSS help them get extra 2 points while applying for the government jobs. • Institutional Scholarships: A financial aid is extended to students in the form of scholarships. The students who score highest marks in their classes or subjects are given cash prizes. The money for the same is funded by the faculties in job and the retired ones. Some merchants and industrialists of the town also contribute for the same. • Experienced Faculties: All the permanent faculties have experience of more than 25 years. • Expenditure after the ad hoc staff: The academic staffs are reducing every year as the teachers retire. For the last few years, every year, on an average, two teachers retire. In the administration, we have only two permanent staffs - one is a junior clerk and the other a peon. In such circumstances, the institution has to spend a lot of money after ad hoc staff. However, that has never resulted in the compromise in the quality of teaching-learning process. • The Gold Medallists: The college offers History at UG and PG levels. Only 4 colleges affiliated to Veer Narmad South Gujarat University offer this subject at PG level. Moreover, total 14 gold medals have been awarded to the students of History at UG and PG level so far. • In the B.Com. Programme, Marketing and Taxation are offered as optional subjects. Only three colleges affiliated to Veer Narmad South Gujarat University offer these subjects. • A number of students come from distant villages. In absence of hostels, the staffs help them find cheap accommodation in the Pardi town. • The college provides all the basic infrastructural facilities. The details for the same can be found on the website of the college. • Library of the college has a wide range of books. Every year, a number of books are added to it. • The college can boast of maximum participation of students in the sports activities. • The participation of students at the institutional level and at inter-college level has always remained more than satisfactory.

Provide the weblink of the institution

<https://jppacc.org/page/igacdistant>

8.Future Plans of Actions for Next Academic Year

• The Second Batch of the Spoken English Classes In the first batch of the Spoken English Classes, total 207 students have been enrolled. We decided to

start the second batch of the same. • Preparing and circulating online quizzes In March 2019, nationwide lockdown was declared due to Covid-19 pandemic. Because of that, all the academic activities came to a standstill. The IQAC decided to launch some quizzes on different subjects to motivate students. Accordingly, the Department of History planned to prepare a quiz on Covid-19 Pandemic. The Department of Physical Education planned to prepare a quiz on Sports. The Department of English planned to launch national level quizzes on English Grammar and English Literature. • Use of Online Quizzes for the continuous evaluation of students The IQAC decided to use online quizzes as a tool for the continuous evaluation of students. The faculties were asked to prepare quizzes on various topics of their respective subjects. This can help understand the progress of students learning online. Otherwise, it is very difficult to know the progress of students in the virtual classes. • More and more co-curricular, extra-curricular, sports and extension activities Various co-curricular, extra-curricular, sports and extension activities are routine activities of the college. They are helpful for the holistic development of students. The IQAC asked the chairpersons of various committees to hold more and qualitative activities that can benefit students in some ways. • Representation of the college in inter-college activities and competitions The Heads of the Department and Chairpersons of various committees are asked to encourage and prepare students for inter-college and inter-university activities and competitions. • Inclusion of more books to the college library Every year, more and more textbooks, reference books and periodicals are added. We have planned to add more books that are in demands by the staff and the students. The Library Committee is asked to make sure of the case. • Apply for the vacant posts in the department of Economics There used to be 3 full time faculties in the Department of Economics. Economics is one of the five UG programs in the college. As of now, all the three faculties have retired and there is no full time teacher in the department. Presently, two retired teachers and an ad hoc faculty are teaching students online. The college has decided to apply to the government for the vacant posts. • Promoting Research Work There are 4 faculties from among total 15 with Ph.D. degree. The IQAC asked the faculties to do research work in their respective subjects. The faculties are also asked to participate and present papers in seminars, conferences etc. and also to publish papers in the University approved magazines.