

Yearly Status Report - 2018-2019

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 District 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	Prof. Pratima Natvarlal Mistry

co-ordinator/Director																					
Phone no/Alternate Phone no.	09824518746																				
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://www.jppacc.org/uploads/notice/notice_OSGaGUKJ1595005667.pdf																				
4. Whether Academic Calendar prepared during the year	Yes																				
if yes, whether it is uploaded in the institutional website: Weblink :	https://www.jppacc.org/uploads/notice/notice_nKA3dXbI1595004804.pdf																				
5. Accrediation Details																					
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.80</td> <td>2010</td> <td>04-Sep-2010</td> <td>03-Sep-2015</td> </tr> <tr> <td>2</td> <td>C</td> <td>1.66</td> <td>2019</td> <td>20-May-2019</td> <td>19-May-2024</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.80	2010	04-Sep-2010	03-Sep-2015	2	C	1.66	2019	20-May-2019	19-May-2024
Cycle	Grade					CGPA	Year of Accrediation	Validity													
		Period From	Period To																		
1	B	2.80	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																				
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 of the IQAC	22-Nov-2018 1	10																			
First Meeting of the IQAC	18-Jun-2018 1	10																			
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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
No Data Entered/Not Applicable!!!				

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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. General Knowledge IQ Test was organized by the Department of History

2. Inter-college competitions for Mehendi, Hair-styling and On-the-spot Drawing held by the Cultural Committee

3. Inter college and Inter-zone (A/C B/D) Kabaddi Tournament was hosted from 22-24 March, 2019 by the college. 216 students participated.

4. Guest lectures have been arranged on Aids Awareness, Rehabilitation, The Problems of Adolescence by NSS

5. Guest-lectures have been arranged for the career guidance such as The Art of Preparing CV, Facing Interviews, Interview Etiquette, Overseas Employment and Career Information, Time-management by Udisha, the Placement Cell

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

Plan of Action	Achievements/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

2019

Date of Submission

23-Jan-2019

17. Does the Institution have Management Information System ?

Yes

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

The Management of the College is regularly informed of all the significant academic and administrative activities. The Principal attends all the meetings held by the Management and provides information of such things. The Management gives suggestions for the smooth running of the College. Sincere efforts are made to implement the suggestions.

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 term that covers the entire academic, administrative, curricular, co-curricular, extra-curricular, sports and extension activities to be carried out during the year. The classes for the First Year BA and BCom 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 BCom 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 teacher takes 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 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 check whether 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 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 employability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

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
No Data Entered/Not Applicable !!!		

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

Feedback from any stakeholder is not obtained by the institution.

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
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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
2018	344	98	18	Nil	17

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
18	Nil	Nil	Nil	Nil	Nil

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

No file uploaded.

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 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 he/she has opted for, he/she is allowed to change the subjects in due course of time. In “Praveshotsava”, the students are introduced to 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
442	18	24.56

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
18	18	Nil	Nil	3

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 who students who could 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 sends 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 students' 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 follows the schedule provided by the University. For that, the faculties are strictly asked to make timely completion of the syllabus. The IQAC strictly sees to it that all the departments and committees strictly adhere to the planning they 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 !!!					

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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)

No Data Entered/Not Applicable !!!

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	Duration	Name of the funding	Total grant	Amount received
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Project	agency	sanctioned	during the year
No Data Entered/Not Applicable !!!			
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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 !!!					

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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
-	Null

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 !!!			

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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
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
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
No Data Entered/Not Applicable !!!						

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

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

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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
No Data Entered/Not Applicable !!!			

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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
No Data Entered/Not Applicable !!!			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				

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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 !!!			

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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 !!!					

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
No Data Entered/Not Applicable !!!			

4.2.2 – Library Services

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

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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 !!!			

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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	0	0	0	0
Total	9	0	9	0	0	6	0	8	0

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

8 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
No Data Entered/Not Applicable !!!	

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
14.04	9.05	13.37	8.3

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 by the staff appointed for the same. In the absence of the permanent staff, ad hoc staffs have been appointed by the Management. 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 have to ask the permission of the PTI for the use of sports accessories. However, no written record of give-n-take of such things is maintained. 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 may services such as water-cooler, electric gadgets, photocopier, computers, internet-service provider, and generator etc.

<http://jppacc.org/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
No Data Entered/Not Applicable !!!		

[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 competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
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
Null	Null	Null

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 !!!					

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					

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

Items	Number of students selected/ qualifying
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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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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 names 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-college, 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, 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 committee also celebrates the birth centenaries of famous Indian personalities. The committee also prepares students for inter-college participation in essay-writing, debate and quiz competitions. 5. The Magazine Committee published 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:

14

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

The Institution does have an Alumni Association. But it is not registered. Every year, one meeting of the Association is held. This year, 14 alumni have been enrolled to the Alumni Association. The alumni, who attend the meeting, share their experiences and give their suggestions for the smooth and better run of the college. The college notes down their suggestions and try to implement them. In the next meeting, the alumni are informed of the implementation of their suggestions and reasons for non-implementation of their suggestions, if any. The alumni are always invited and many of them remain present in some important events such as Annual Day Celebration, Sports Meet, Musical Morning, Prize Distribution Ceremony etc. Majority of the students of the college belong to the financially backward families. In this case, it is difficult for the college to expect any monetary help from them. The college simply takes content in the fact that they love their alma mater and are ready to visit it whenever they are invited.

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 jobs 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 members 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 work either as chairperson or member of these committees. They are:

1) Advisory Committee plays a vital role in policy making. 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
Admission of Students	<p>⊗ Admission of Students: The University to which the Institution is affiliated has planned to make the admission process centralized. As a part of it, the admission of the First Year students of BA and BCOM and MA is done online. Gradually, the admission of all the students will be done online. Admission process for the Second Year students of BA, BCOM and MA is done offline. 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>
Industry Interaction / Collaboration	<p>⊗ Industry Interaction / Collaboration: There is no formal collaboration with industries surrounding the Pardi town. However, 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 are conducted almost every year.</p>
Human Resource Management	<p>⊗ Human Resource Management: The number of permanent staff</p>

	<p>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.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>⊞ 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 also furnished with mike facility for announcements. Some faculties use personal microphone while teaching in a bigger class. 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. The Institution has a DELL (Digital English Language Lab) which is presently non-functional. 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.</p>
<p>Research and Development</p>	<p>⊞ 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. of their own subject. Books necessary for the research work are purchased in the college library. The faculties regularly attend seminars etc. and present papers there. Many senior teachers have worked as resource person or chaired a session in seminars etc. 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 5 faculties with M. Phil degrees.</p>

<p style="text-align: center;">Examination and Evaluation</p>	<p>⊞ 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.</p>
<p style="text-align: center;">Teaching and Learning</p>	<p>⊞ Teaching and Learning: Teaching is done mainly through 'chalk and talk' method in absence of the ICT facilities in the college. However, student's 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 the 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 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</p>

	<p>understanding of some topics, guest lectures by experts are arranged by the Heads of the Departments. 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 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.</p>
Curriculum Development	<p>⊗ Curriculum Development: 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>

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

E-governance area	Details
Planning and Development	<p>⊗ Planning and Development Every year, Academic Calendar is prepared by the IQAC that plans each and every academic, administrative, co-curricular, extra-curricular, sports and extension activities. It is insisted to strictly adhere to the Academic Calendar. Once the Academic Calendar is prepared, it is uploaded on the college website for the easy access by the stakeholders.</p>
Administration	<p>⊗ Administration Almost all the works of the administrative office is done electronically. The admission of the First Year students of 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. 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	<p>⊗ Finance and Accounts • 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</p>
Student Admission and Support	<p>⊗ Student Admission and Support As said earlier, the admission of the First 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.</p>
Examination	<p>⊗ Examination • The schedule for the University examination is uploaded on the University website. • The marks-entry for the First Year BA, BCOM and MA is done online. • The results of the University examinations are displayed on the University website.</p>

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
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 !!!				

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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 purpose and under heads specified by the government. The grants received by the UGC is 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
No Data Entered/Not Applicable !!!		

[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	Null	No	Null
Administrative	No	Null	No	Null

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

Every year, a meeting of the Parent-Teacher Association along with the Alumni Association is held. This year too, the meeting was held on 26-8-2018 at 11.00 in 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. Udisha, the Placement Cell Activities Udisha, the Placement Cell undertakes a number of activities every year. Some important are as under: 1. A guest lecture on "Time-Management" was delivered on 4-8-2018 by JCI Deeptiben Patel. 150 students were benefited by it. 2. A Talk-Show on "Aarambh, The Beginning" was organized on 29-8-2018. The key-note speakers of the show were JCI Falguni Bhatt, JCI Deepti Vyas

and JCI Saima Pathan. 250 students were benefited by it. 3. A trekking camp at Aavdha was organized on 24-9-2018. 67 students participated in it. 4. A job fair of security force was organized on 24-10-2018. 36 students took part in it. 5. A guest lecture by Shri Umashankar Tripathi from the Employment Exchange, Valsad has been organized on "Overseas Employment and Career Information" on 19-12-2018. 107 students were benefited by it. 6. Guest lectures on "Interview Etiquettes" and "Art of Writing Resume" were delivered by Dr. Vishal Mali on 22-12-2018. 95 students attended the program. 7. Udihsa prepared students of the Commerce Faculty for the online Tally Aptitude Test held on 30-1-2019. 8. A guest lecture on "Art of Writing Application and How to Face Interview" was delivered by Shakuntalaben from KCG on 24-1-2019. 150 students were benefited by it. 2. Inter-College Competitions held by the College 1. Inter-College Mehendi, Hair-Styling and On-the-spot Drawing competitions were held by the Cultural committee on 5-2-2019. 2. Inter-College A/C B/D zone Kabaddi Tournament (boys) was held on 22-24-3-2019 by the Gymkhana committee of the college. 216 students participated in it. 3. Inter-College D zone volleyball tournament was held on 19-1-2019. 72 students participated in it. 4. Inter-college University's swimming tournament (boys and girls) was hosted by the college on 19-20 September, 2018 at Navsari as the college does not have swimming pool of its own. 3. Significant Extension Activities of the College 1. Yoga Day Celebration on 21-8-2018 2. Tree-Plantation in collaboration with ABVP on 9-7-2018 3. Fund-raising of Rs. 12,600/- for the Kerala Flood victims 4. Door to door visit by the NSS volunteers for the awareness of Rain Water Harvesting on 17-9-2018 5. Celebration of NSS Day on 24-9-2018 by cleaning the college campus 6. Inter-class essay-writing, elocution and poster-making competitions to celebrate Gandhi Jayanti 7. Rally, free eye-check up, free distribution of spectacles, blood donation etc. activities carried out during the Annual Camping of NSS from 27-10-2018 to 2-11-2018 8. Visit to "Vatsalya", a school for differently-abled children on 13-2-2019 9. Demonstration of "Surgical Strike" by NCC cadets on 28-9-2018

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 !!!					

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Talk Show on Sexual Harrassment	29/08/2018	29/08/2018	250	Nil
Hosting of Inter-College Kabaddi Tournament for Girls	16/10/2018	17/10/2018	12	Nil

Inter-Class Table-Tennis Competition	03/12/2018	05/12/2018	20	40
Inter-Class Badminton Competition	04/12/2018	04/12/2018	6	20
Inter-Class Chess Competition	04/12/2018	04/12/2018	4	14
Inter-Class Carom Competition	05/12/2018	05/12/2018	4	14
Inter-Class Tug of War Competition	08/12/2018	08/12/2018	60	60
Inter-Class Cricket Competition	13/12/2018	20/12/2018	24	84

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: 24044 The renewable energy sources: Solar System

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	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)
No Data Entered/Not Applicable !!!		

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 such as:

- A big and beautiful garden is developed before the college building that contains a number of fruit trees and shady trees. These trees invite birds and 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 classrooms. 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 taught to the students. The taps and water filter 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

1. Focus on Sports Activities Objectives: a) To make students physically fit b) To make girls participate in sports c) To make students compete with other colleges d) To make students enhance their capability worth competing with students of other colleges e) To make students more disciplined f) To develop sportsman spirit among students g) To help students reduce stress of studies by sports activities h) To make students improve their mental health by improving their physical health i) To inculcate leadership quality among students

The Context The majority population of Pardi town belongs to socially and economically backward classes. Likewise, the majority of the students of our college too belong to socially and economically backward classes. Most of them have agricultural background. They help their parents in farming activities. Moreover, they are used to walking long distances. These abilities of students can be channelized in sports activities. The girl students of the college too are familiar with farming activities. However, many of them are anaemic and suffer from sickle cell anaemia. Still, when given chance, they perform well in sports activities. Such observations made the Institution decide to focus on

sports activities. Many inter-class sports competitions have been included such as Tug of War and Cricket for girls etc. The of students' participation in inter-college sports activities has always remained more than satisfactory. They participate in many sports activities that are not conducted in the institution such as cross country, swimming, boxing, kabaddi, kho-kho, hockey etc. The Practice:

- The Institution has very good infrastructural facilities for sports activities. There is a big and well-maintained sports ground where many outdoor games such as cricket, volleyball, kho-kho, kabaddi, tug of war are played.
- There is also a separate building for indoor games where chess, carom, badminton, table-tennis etc. are played. In this building, there is a standard indoor badminton court.
- Every year, a number of sports accessories are added as per the budget decided for the same. The old ones are repaired, if need be. The Institution has enough number of chess-boards, carom boards, cricket and volley-ball kits, table-tennis tables, and badminton rackets and s
- There is a permanent PTI in the college under whose guidance a number of sports activities are carried out.
- Every year, inter-class competitions for chess, carom, table-tennis, badminton, cricket, volleyball, tug of war are held. Students in great number participate in them.
- Every year, 3 to 4 inter-college sports events are hosted by the college.
- Students are prepared for participation in inter-college sports activities. They are also sent to the Khel-Maha Kumbh organized by the government of Gujarat and Khel-Kud Ramatotsava held by University.
- Every year, some students are selected in the University Team of various games.
- The Institution provided sports uniforms to the students participating in inter-college sports events.
- The students are free to use the college ground before college starts and after the classes are over.
- The college does not have swimming pool of its own, still we host inter-college swimming tournaments in The Atul Club which is just 8 km away.

Evidence of Success Inter-class sports competitions held:

- a) Inter-class Tug of War Competition (boys) held on 30-31 Jan. 2019
- b) Inter-class Chess Competition (boys) held on 4-6 Feb. 2019
- c) Inter-class Badminton Competitions (boys and girls) held on 7-9 Feb. 2019
- d) Inter-class Table-Tennis Competition (boys) held on 11-2-2019
- e) Inter-class Carom Competition (boys) held on 12-2-2019
- f) Inter-class Cricket Tournament (girls) held on 13-2-2019
- g) Inter-class Cricket Tournament (boys) held on 15-18 Feb. 2019

Inter-College sports competitions held:

- a) Inter-college Kabaddi Tournament (girls) held on 16-17 Oct. 2018
- b) Selection for Inter-University Kabaddi Tournament (girls) was done under the auspice of our college on 17-10-2019. Students of 12 colleges have participated. 4 students of our college too participated in it.
- c) Selection for inter-university Kabaddi tournament (boys) was done under the auspice of our college on 10-10-2019 in which students of 26 colleges have participated.
- d) Inter-college D Zone Volleyball Tournament (boys) was hosted by our College on 9-10 February, 2019.
- e) Inter-college D Zone Volleyball Tournament (boys) held on 19-1-2019
- f) Inter-college A/C B/D Zone level Kabaddi Tournament (boys) held from 22 to 24 March 2019
- g) Inter-college D Zone Cricket Tournament was hosted by our college on Inter-College sports activities participation:

- a) 5 students have taken part in the inter-college Cross Country Tournament held by Rofel Arts Commerce College, Vapi held on 20-21 Aug. 2018.
- b) 5 students have participated in the inter-college Table Tennis Tournament held by Narmada College of Science and Commerce College, Jhadeshwar on 29 to 31 Aug. 2018.
- c) Our college hosted an inter-college Kabaddi Tournament (girls) on 16-17 Octo. 2018 in which 12 girl students have participated.
- d) 4 students of the college have participated in the selection for Inter-University Kabaddi Tournament hosted by our college on 17-10-2019.
- e) 4 students of our college have participated in inter-college Rifle and Pistol Shooting competition held by Arts Commerce College, Vyara on 19-9-2019.
- f) 4 students of our college have participated in the selection for inter-university Kabaddi tournament (boys) held by our college on 10-10-2019.
- g) 2 students of our college participated in the inter-college Hockey Tournament (boys) held by Dolat Usha College of Applied Science, Valsad on 10-10-2019.
- h) 12 students participated in the inter-college Kho-Kho Tournament (boys) held by Arts Commerce College, Vyara on 11-13 October, 2019.
- i) A student participated in the inter-class Yoga Competition held by J. D. Gabani Arts Commerce College, Surat on 20-11-2019. He came fourth in the competition and was selected for the University Team for the same. He represented the University in the Inter University Yoga Competition at Chennai.
- j) 9 students participated in the inter-

college Tug of War Tournament held by J P Shroff Arts College, Valsad on 14-15 December, 2018. k) 12 students participated in the inter-college Kabaddi Tournament of A/C B/D Zone hosted by our college on 22-24 March 2019. l) A student of our college has been selected in the University Cricket Team. m) A student named Abhinav Tandel of our college participated in the inter-university West Zone Cricket Tournament held at the University campus in which 77 universities of 5 states have participated. Here, selection for Wizi Trophy was done and the student of our college was selected in it. n) The same student participated in the tournament held for the selection of All India Team. o) A girl student named Dipika Patel participated in the 46th Khel-Kud Ramatotsava held by our University and won the silver medal for Discus Throw and Hammer Throw. p) The same girl participated in the Khel Maha Kumbh organized by the government of Gujarat and won the gold medals for Shot Put and Javelin Throw at Taluka Level. At District Level she won the bronze medals in Shot Put and Javelin Throw.

Problems Encountered and Resources Required: Most of the students of the college commute from distant villages. So, they cannot devote extra time after the sports activities. They mostly create a van pool for commuting and have to adhere to the timings of departing. The students with agricultural background have to help their parents in the farming activities. So, they too find it difficult to pursue sports activities regularly and intensively in spite of having good calibre for the same. The girl students belonging to the rural areas are, in most of the cases, not permitted to take part in sports activities that demand them to visit other institutions for inter-college participation. In some extra-ordinary cases, the faculties have to persuade their parents to give permission. As for the resources, the college has enough infrastructural facilities and sports accessories. The budget for the sports activities is funded from The Student Union and Saptadhara grant. There has never been shortage of funds for the sports activities.

2. Focus on Extension Activities Objectives:

- To make students aware of their social responsibilities
- To make students responsible citizens
- To provide students the exposure to the real problems of society
- To make students overcome their inferiority complex with exposure to real life challenges
- To make students learn social values
- To make students learn how to interact with people belonging to various fields
- To help students face real life problems

The Context: Extension activities are imperative for any higher education institution. The students have to choose from among NCC, NSS, Sports and Saptadhara activities. But most of the students select NSS. Many of them are disappointed, as only 300 students can choose NSS, there being only 3 units of NSS in the college. However, when some extension activity is announced, those who have not opted NSS, also participate in such activities. The people in rural areas are closely connected with each other in comparison to those of the urban areas. So, the students of our college find it easy to perform well in extension activities, be it college-campus cleaning, road-making, check-dam making, or visiting old age home. **The Practice:** The extension activities of the College are conducted by NCC and NSS. From among them, NSS conducts a number of extension activities comparatively. There are two types of extension activities carried out by NSS: regular activities and annual camping. In regular activities fall college-campus cleaning, tree-plantation, guest-lectures on various topics, rallies on various issues, visits to an old age home or a school for differently-abled students. Celebration of the birth anniversaries of Indian leaders such as Gandhi, Sardar Patel, Vivekananda etc. are also held. NSS day is also celebrated with inter-class essay-writing, elocution and poster-making competitions. The Annual Camping is the most important event for NSS. In the camping, a number of extension activities are conducted. The volunteers learn to live away from home with optimum facilities. They learn the life-style of the people of village they camped in. The seven-day stay at the village makes them see the rural life at the closest. Especially for the city-bred students, this is a great opportunity to see the rural-life closely. During camping, many activities such as free eye-check up, free distribution of spectacles, blood-donation, surveys, road-repairing, check-dam repairing etc. are done. In NCC, regular drills, rifle-shooting practice etc. are conducted. Apart from that, students attend various types of camps where they get real experience of the extension activities. They learn discipline, shooting, first-aid, map-reading, sharing and caring and to live with optimum requirements. **Evidence of Success:** The following activities have been carried out by NCC: • 5 students took

part in Army Attachment Camp from 23-7-2018 to 6-8-2018. • March pass on the Independence Day • 4 students took part in CATC camp held at Rajpipla from 20 to 29 Aug. 2018. • 5 students took part in CATC camp held at Rajpipla from 31-8-2018 to 9-9-2018. • 12 students demonstrated surgical strike on the college campus on 27 September, 2018 • 4 students took part in CATC camp held at Rajpipla from 28-10-2018 to 6-11-2018. • March pass on the Republic Day The following extension activities are conducted by NSS: • International Yoga Day celebration on 21 June, 2018 • Distribution of saplings in collaboration with ABVP on 9-7-2018 • Tree plantation on the college campus on 28-7-2018 • Guest lecture on "Yoga and Med

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

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

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

• 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 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. • 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 for boys and girls • 3 units of NSS • 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 retired ones. Some merchants and industrialists of the town also contribute for the same. • The academic staffs are reducing every year as the teachers retire. And 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. • A number of students come from distant villages. In absence of hostels, the staff help them find cheap accommodation in the Pardi town. • The college offers History at post-graduate level. Only 4 colleges affiliated to Veer Narmad South Gujarat University offer this subject at MA. Moreover, total 14 gold medals have been awarded to the students of History at UG and PG level so far. • 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. • All the permanent faculties have experience of more than 26 years • 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. • 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

• To start Spoken English Classes It is mentioned at more than one place that most of the students of the college belong to the socially and economically backward classes. Many of them speak dialects of their regions. So their knowledge of Gujarati, the

medium of study, is not up to the mark. In such circumstances, to expect satisfactory knowledge of English is quite a demanding thing. At the same time, the knowledge of English with its all four skills - speaking, writing, comprehending and speaking - is very important. To enhance these skills in English, the College has decided to start Spoken English Classes from the next year. The students too have showed great enthusiasm for the same. • To hold inter-college competitions for Mehendi, Hair-styling and Drawing Every year, a number of curricular, co-curricular and extra-curricular activities are organized by various committees of the college. The Cultural Committee of the college holds, every year, a number of inter-class and inter-college competitions. For the last two years, the committee organizes inter-college competitions for Mehendi, Hair-Styling, and Drawing etc. The response for the same has been very good. So it was decided to hold once again such competition. • To host inter-college badminton tournament The participation of the students of the college at institutional level and inter-college level has always remained more than satisfactory. The students of the college get selected for the teams of University of various sports. At institutional level, a number of indoor and outdoor games are organized. Moreover, every year, the college sincerely try to host or hold inter-college university level or zone level tournaments of various sports. For the next year, the college has decided to host an inter-college badminton tournament. The infrastructural facilities for the same are very good in the college. • To host inter-college swimming tournament It is also decided to host an inter-college swimming tournament by the college. However, the college does not have swimming pool of its own. So the tournament will be held either at Atul Club, Atul or at Navsari. In past too, the college has successfully hosted such tournaments. • To hold guest lectures by various committees and departments of the college For the holistic development of the students, the institution organizes a number of curricular and other activities. Among them, guest-lectures are regular activities. Almost all the committees and all the departments hold guest-lectures on relevant topics. These lectures complement the knowledge and understanding of the students in their respective subjects. It is decided to do this activity extensively and the staffs are informed about the same.