

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

July 1,2016 to June 30,2017

1. Details of the Institution

1.1 Name of the Institution

Shree Mahila Arts & Commerce College Joshipura (Junagadh)

1.2 Address Line 1

Nr. Railway Station

Address Line 2

Joshipura

City/Town

Junagadh

State

Gujarat

Pin Code

362002

Institution e-mail address

principal2smacc@gmail.com

Contact Nos.

0285-26112900

Name of the Head of the Institution:

Dr. J. A. Sojitra

Tel. No. with STD Code:

0285-2611290/91

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 **NAAC Track ID** (*For ex. MHCogn 18879*)

OR

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

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B		2007	2012
2	2 nd Cycle				

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

1.8 ACQR for the year ,for example 2010-11F)

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

- i. AQAR _____ (DD/MM/YYYY)4
 ii. AQAR _____ (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☒ No ☐

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☐

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

Type of Institution Co-education ☐ Men ☐ Women ☒

Urban ☒ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ☒ Science ☐ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

B. C.A./B.COM. Eng.meduim

1.12 Name of the Affiliating University (for the Colleges)

Saurashtra University, Rajkot

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

Autonomy by State/Central Govt. / University

University

University with Potential for Excellence

NIL

UGC-CPE

NIL

DST Star Scheme

NIL

UGC-CE

NIL

UGC-Special Assistance Programme

NIL

DST-FIST

NIL

UGC-Innovative PG programmes

NIL

Any other (*Specify*)

NIL

UGC-COP Programmes

NIL

2. IQAC Composition and Activities

2.1 No. of Teachers

06

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

00

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

✓ If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Conducted Various Extension activities
- Encouraged teacher to promote publication
- Collected feedback from various stakeholders
- Tried to maintain quality all over

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. To prepare academic programme	1. Prepared Academic Calendar and monitored as per schedule
2. Preparation of Subject wise Annual Teaching Plan	2. Monitoring actual implementation through meeting
3. To prepare research development programme	3. During the year NSS, NCC and sports Activities done as per schedule
4. To prepare co-curricular programme	4. Faculty Members applied for UGC MRP and sanctioned by the WR-UGC during the year
5. To prepare Library oriented programme	5. Library Orientation Programme was conducted on the beginning of the Academic Session. Library also offered and selected the Students for Library Best Reader and User of the year

2.16 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

No – the report was not placed in any statutory body. The member if IQAC discussed the plan of action.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	01	-	-	-
UG	02	-	01	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	03	-	01	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	00
Annual	00

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☐ Students ☒

(On all aspects)

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

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

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

The syllabus is revised time to time in various subject. Our faculty's who are members of Board of studies of a particular subject provide their suggestions and contribute to update the syllabus.

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

PG department, for M.com

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
17	03	13	00	03

2.2 No. of permanent faculty with Ph.D.

14

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
03	03	13	0	0	0	01	02	17	05

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

04

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	09	25	4
Presented papers	6	17	2
Resource Persons	-	01	-

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

The Teachers are using ICT in Teaching and Learning Process

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

234 Days

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

MCQ

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

09

00

00

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	138					
B.COM.	266					
B. C. A.	057	5%	28%	15%	--	--

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

The chairperson of the IQAC monitors the teaching & Learning process. He/She arranges the periodical meeting and provider suggestions to improve teaching process. The members of IQAC and other faculties interects with one another to maintain quality education.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	03
Staff training conducted by other institutions	01

Summer / Winter schools, Workshops, etc.	01
Others	03

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	04	03	00	03
Technical Staff	00	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

Encourages the teachers to do M.Phil/Ph.D. Refresher Course, Orientation Programme, Workshops and Research work

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	-	02	-
Outlay in Rs. Lakhs	-	-	190000	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	03	02
Non-Peer Review Journals	03	08	-
e-Journals	-	-	-
Conference proceedings	02	05	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
02	-	-	-	02	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- NSS : Annual Camp was organised during 21.12.2015 to 27.12.2015 at Zanzarada, Total no. of Students was participated was 57.
- NCC : During the year cadets of NCC were participated in University, State and National level Camps, Trainings and Shootings on various occasions along with achieved different positions and Medals.
- Celebration of Independence
- Republic and certain Days
- Intoxication Eradication programme.
- Environment Awareness Programme
- Aids Awareness Programme
- Community upliftment programme
- Stopping Female Foeticide Programme

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4.16	00	00	4.16

Class rooms	21			21
Laboratories	05	-	-	05
Seminar Halls	-	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

- Fully computerized Administrative office
 - Automated Library equipped with INFLIBNET
 - Network Resources Centre
- All these facilities can be used by staff as well as the students.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10126	766688	2617	2,56,460	12,743	1023148
Reference Books	1508	152009	-	-	1508	152009
e-Books	-	-	-			
Journals	36	116416	-	22,313	36	138729
e-Journals	01	5000	01	5,750	02	10750
Digital Database	-	-	-	-	-	-
CD & Video	319	6350	-	-	319	6350
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	69	56		-	-	06	07	-
Added	01	01		-	-	-	-	-
Total	70	57		-	-	06	07	-

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

The faculty and the students are provided computer and internet access facilities separately. The teachers are send to Faculty Development programme in order to provide computer Literacy. The computer Awareness programme is arranged once or twice in the institution to enable the students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	33060
ii) Campus Infrastructure and facilities	
iii) Equipments	
iv) Others	
Total :	

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC of our institution introduces various student support services to the students.
- The IQAC encourages the students to take maximum benefits of various student support services such as NSS, NCC, UGC-NRC, CCC, Library etc.
- The IQAC arranges certain student - centred programmes like “computer Awareness,” Health Awareness,” Competitive exam Programmes.”

5.2 Efforts made by the institution for tracking the progression

The institution keeps record of the achievements of the students and monitors and analysis the achievements of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1378	07	23	00

(b) No. of students outside the

-

state

(c) No. of international students

-

No	%
00	0

No	%
----	---

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1186	37	09	234	02	1468	1096	37	09	239	02	1378

Men
Women

n

Demand ratio 1 : 1 Dropout % 00

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

The institution provides the student the guidance of competitive examinations. The institution makes aware the students about job opportunities in competitive examinations. Our institution frequently arranges expert lectures to provide the details of competitive examinations experts from different fields interact with the students. Sometimes the institution provides demo of competitive examinations.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

Our institution has established career counselling and placement cell in order to provide the career guidance and counselling to the students. The cell has arranged following programmes regarding competitive exams, and job opportunities to the students:

- "Computer Literacy Programme
- "Preparation of GPSC, UPSC examination
- "Importance of English in Competitive Exams, "Preparation for Ground Test.

No. of students benefitted

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

The institution has established women empower cell. The cell organizes the programme on gender sensitization. The aims of the programme are below :

- To make students aware about gender equality
- To make them aware about the roles of men and women
- Necessity of gender embanse in the society.

Programme :- Gender embanse

Expert :Dr.Bhavnaben Thumer

Date : _____

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	293	7,36,000/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision :

- To provide qualitative Higher Education
- To provide Educational Programme as per need of the Day
- To contribute by providing value based education

Mission :

- To commence and run UG and PG degree courses of Arts & Commerce
- To appoint qualified faculties
- To provide education with latest ICT application
- To create social awareness towards environment.
- Developing integrated personality of students commencing and running Sports, NSS, NCC & Cultural Activities.

6.2 Does the Institution has a management Information System

There is no MIS in place in the institute

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

6.3.1 Curriculum Development

- To take students' feedback on curriculum
- To present students' feedback in BOS meeting
- To suggest improvements in syllabus framing committee as per students requirements.

6.3.2 Teaching and Learning

- To enhance quality in teaching and learning
- Emphasizes on use of ICT in teaching
- Encourage the faculties to enrich teaching methods.
- Encourage the faculties to participate in faculty development programme, Orientation, Refresher course, Seminars, Workshop, Conference

6.3.3 Examination and Evaluation

- Analysis of University Result.
- Continue Assessment of the students through internal tests, assignments
- To make students aware about evaluation methods.

6.3.4 Research and Developm

6.3.5

- Has established Research Committee
- Books: 26852 Journals : 36 E-resources : 319
- Projects LCD
- Well – equipped class rooms
- Computerized Administration office
- The staff is provided ICT training.

6.3.6 Human Resource Management

- The management of our institution is experienced and visionary. They manage all these things up to date. The institution has committed and dedicated teaching and non-teaching staff. The management and the principal assign the task to the person as per his ther ability.

6.3.7 Faculty and Staff recruitment

- The recruitment of faculty and staff is done as per the rules and regulations laid down by the Govt. of Gujarat and UGC.
- The vacancies are sanctioned by the Govt. as per the student strength.

6.3.8 Industry Interaction / Collaboration

- The institution has signed MOU with nearby educational institutions and NGOs. We put into practice faculty exchange programme, various outreach and extension activities.

6.3.9 Admission of Students

Admission process is done on first come first serve basis. Priority is given to the students of the school run by the same management.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	Insurance provided By University & Govt. of Gujarat

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes	Agency	Yes	Authority
Academic	√	KCG	√	Academic Audit Committee
Administrative	√	LIC	√	Management

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

For UG Programmes Yes ☐ No ☐

For PG Programmes Yes ☐ No ☐

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

No efforts are made by University for Exam reforms

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

No efforts are made by University for Exam reforms

6.11 Activities and support from the Alumni Association

the meeting with the alumni Association is arranged once or twice in a year. They are invited in the Annual function other celebrations. They address to the students and advise them. Those who are govt. employee, help the needy students economically.

6.12 Activities and support from the Parent – Teacher Association

the meetings with the parent=teacher Associated is arranged occasionally. They are made aware with the student progress. They provide their valuable suggestion and we try to implement them.

6.13 Development programmes for support staff

Revised There is no Development Programme for support Staff arranged by the Institute

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

Tree Plantation and keeping the campus premise neat and clean with the help of students and support staff

Criterion – VII

7. Innovations and Best Practices

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

- Feedback mechanism : Students give the feedback about the teachers at the end of each academic year.
- Students of each subject are expected to do so for all the teachers concerned with their class.
- Besides informal interaction between the students and the class teachers/HOD/Principal about issues pertaining to teaching quality is also encouraged.
- Teacher are counselled by the departmental Head and /or Principal regarding measures to improve subject understanding to the students.

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

In the beginning of the year, the IQAC prepares Annual Calendar. As per the plan, following actions are taken :

- Followed academic plan strictly
- Co-curricular activities and sports calendar are performed as per the plan.
- The institution has organized following programmes as per plan

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

- Wall-magazine run by the college,
- Publication of newsletter by college,
- Feedback in teacher, all over activities

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- Keep our campus neat & clean
- Tree plantation programme
- Celebration of 'world environment'

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

Strengths:

- Big campus in 4.16 acre equipped with infrastructure
- Dedicated and committed staff
- Outstanding performance of NSS, NCC unit

Weaknesses:

- Campus placement cell for under graduates is not in place
- Insufficient admin and supporting staff

Opportunities:

- Need for SPIPA centre
- Development of Research activities

Challenges:

- Most of students are enrolling from the rural area so present of their are challenging

8. Plans of institution for next year

- More research work with the participating by the students
- Up gradation of ICT and Infrastructure at campus level
- Basic Computer and Internet training programme

Name : Dr. J. M. Parghi

Name: Dr. J. A. Sojitra



Signature of the Coordinator, IQAC

Signature of the Principal, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence

COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
