Guidelines for the Creation of the

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

(Revised in October 2013)

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for
   a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

* It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

* It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

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)* | 2016-17 |

1. Details of the Institution

1.1 Name of the Institution | Smt. S.C.P.F. Commerce College, Dabhoi |

1.2 Address Line 1 | Near S.T. Depot |

Address Line 2 | Dabhoi |

City/Town | Dabhoi |

State | Gujarat |

Pin Code | 391110 |

Institution e-mail address | commdabhoi@gmail.com |

Contact Nos. | 02663-255252 |

Name of the Head of the Institution: | I/C Prin. S. G. Memoria |

Tel. No. with STD Code: | 02663 |

Mobile: 9825151784

Name of the IQAC Co-ordinator: Mr. B. Z. Chaudhari

Mobile: 9998054244

IQAC e-mail address: Chaudharibakul1970@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* GJCOGN13838

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: www.dabhoicommmercecollege.com

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	1st Cycle	B	2.12	2009	7 March-2014
2	2nd Cycle	C	1.80	2014	23 Sept-2019
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   11/03/2010

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

   i.   AQAR 06/07/2015 (On line) (DD/MM/YYYY)
  ii.   AQAR 28/06/2016 (On line) (DD/MM/YYYY)

1.9 Institutional Status

    University   State [✓] Central [ ] Deemed [ ] Private [ ]

    Affiliated College   Yes [✓] No [ ]

    Constituent College   Yes [ ] No [✓]

    Autonomous college of UGC   Yes [ ] No [✓]

    Regulatory Agency approved Institution   Yes [ ] No [✓]

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

    Type of Institution   Co-education [✓] Men [ ] Women [ ]

                     Urban [ ] Rural [✓] Tribal [ ]

    Financial Status   Grant-in-aid [✓]   UGC 2(f) [✓] UGC 12B [✓]

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

1.10 Type of Faculty/Programme

    Arts [ ]   Science [ ] Commerce [✓] Law [ ]   PEI (Phys Edu) [ ]

    TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

    Others (Specify)   [.]

1.11 Name of the Affiliating University *(for the Colleges)*   [Shri Govind Guru University, Godhra]

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

Autonomy by State/Central Govt. / University [　　　]

University with Potential for Excellence [　　　]　　UGC-CPE [　　　]

DST Star Scheme [　　　]　　UGC-CE [　　　]

UGC-Special Assistance Programme [　　　]　　DST-FIST [　　　]

UGC-Innovative PG programmes [　　　]　　Any other (*Specify*) [　　　]

UGC-COP Programmes [　　　]

2. IQAC Composition and Activities

2.1 No. of Teachers [04]

2.2 No. of Administrative/Technical staff [01]

2.3 No. of students [02]

2.4 No. of Management representatives [02]

2.5 No. of Alumni [01]

2. 6 No. of any other stakeholder and

    community representatives [02]

2.7 No. of Employers/ Industrialists [01]

2.8 No. of other External Experts [00]

2.9 Total No. of members [13]

2.10 No. of IQAC meetings held [03]

2.11 No. of meetings with various stakeholders: No. | 03 | 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

- Seminars Participation
- Faculty development program promotions for the facilities

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
	-Counselling - Holistic Development programme - Social Activities -Industrial visit -Job Placement -Extra Curricular Activities

  * *Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body   Yes | ✓ | No | |

Management | ✓ | Syndicate | | Any other body | |

Provide the details of the action taken

- New Body Formation for this year
- Discussed with governance body
- Modified and re constructed twice
- New policies and steps taken for academic
- New rules of the futures.

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				
UG	01	00	00	00
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	01	00	00	00

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	01
Trimester	
Annual	

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.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
04	02	02		

2.2 No. of permanent faculty with Ph.D.   01

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
01	03	00	00					01	03

2.4 No. of Guest and Visiting faculty and Temporary faculty   02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06	05	02
Presented papers	06	04	02
Resource Persons	-	-	-

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

- Question Bank with computer (self operating system)
- PPT and OHP
- Teaching with Pen-drive Materials
- Question- Answer method (Two way communication)

2.7 Total No. of actual teaching days
during this academic year   212

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

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop   01   -   -

2.10 Average percentage of attendance of students   75

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.Com	244	04	19	63	111	80.73

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

   - The IQAC Members First chalked out the plan of actions and work for the same.

   - New techniques of teaching learning process

   - Question bank method

   - coaching for weaker

   - Teaching with Pen-drive Materials

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	13
Others	01 [Ex.Ev. Gunotsav]

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	01	03	00	02
Technical Staff	00	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

- Academic staff college and KCG is conducting such programmes.
- The IQAC provides DLs to the faculties
- Encourages faculties to write research papers

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	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

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

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 [04]

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 [01]

3.13 No. of collaborations   International [   ]   National [   ]   Any other [   ]

3.14 No. of linkages created during this year [01]

3.15 Total budget for research for current year in lakhs :

From Funding agency [   ]   From Management of University/College [   ]

Total [   ]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

3.19 No. of Ph.D. awarded by faculty from the Institution   01

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   04   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 [12]   NSS [16]   Any other [44]

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

- Blood Donation twice
- Joy of Giving
- Yoga training
- Child Health Care
- Thelesemiya checkups
- Eye Check-up camp

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	43.74 Acres	-	-	43.74 Acres
Class rooms	09	-	-	-
Laboratories	-	-	-	-
Seminar Halls	01	-	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		0.19150 lack		0.19150 lack
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

- Partially computerized library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19311	-	150	40418	19361	40418
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)			News Paper	11260	News Paper	11260

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	30	01	20	-	-	02	01	-
Added	-	-	-	-	-	-	-	
Total	30	01	20	-	-	02	01	-

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

- The basic computer training for the students and teachers was conducted twice.

4.6 Amount spent on maintenance in lakhs :

i) ICT   0.02000

ii) Campus Infrastructure and facilities   0.28698

iii) Equipments   0.19150

iv) Others

Total :   0.49848

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> - The Institution published its prospectus, Annual reports and college magazine "Nirantar" every year for the same.

5.2 Efforts made by the institution for tracking the progression

> - The Institution provides scholarships, free-ships.
> - More then- nine lack rupees had been allotted for that
> - Projector purchased
> - Separate pen-drives provided to each faculty.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
751	-	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men
No	%
-	-

Women
No	%
-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
403	57	154	192		806	352	59	156	184		751

Demand ratio   50%   Dropout % 5.90%

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

> -Extra coaching for weaker students
>
> -Expert Guidance from several professional agencies.

No. of students beneficiaries
45

5.5 No. of students qualified in these examinations

NET | | SET/SLET | | GATE | | CAT | |

IAS/IPS etc [ ]　　State PSC [ ]　　UPSC [ ]　　Others [ ]

5.6 Details of student counselling and career guidance

350 students ware counseled

No. of students benefitted [21]

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
02	75	-	-

5.8 Details of gender sensitization programmes

-CWDC organized 05 programme for girls students

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 [8]　　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	41	10250
Financial support from government	234	974690
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   02

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

The vision: In keeping with the present condition, the youth be cultivated on the real path of progress and development, so that they can advance on the pathway of progress and prosperity, they can be sensitive, enterprising and sensible human being and thus be the foundation of the society.

Mission: The youths of Dabhoi town and the rural area of Vadodara district can easily accomplish education of commerce at home and contribute in the progress of the nation with the help of human resources and development.

6.2 Does the Institution has a management Information System

- Yes, we have such system to inform the management and regular meetings held for the same.

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

6.3.1 Curriculum Development

- The legal studies and environmental studies have been accepted as a soft skill and foundation courses

6.3.2 Teaching and Learning

- Projectors for smart classes
- Teaching with Pen-drives

6.3.3 Examination and Evaluation

- CCTV camera installed

6.3.4 Research and Development

The Faculties are engaged in preparing the proposal of projects paper.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- New Projector has been installed in the class room for the students benefit.

6.3.6 Human Resource Management

-

6.3.7 Faculty and Staff recruitment

6.3.8 Industry Interaction / Collaboration

Industrial Visit Organized

6.3.9 Admission of Students

-

6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	✓

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done   Yes [✓]   No [ ]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	KCG	Yes	State Govt.
Administrative	Yes	KCG	Yes	State Govt.

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?

-

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

-

6.11 Activities and support from the Alumni Association

- We received fund as the needs from the alumni when demanded.

6.12 Activities and support from the Parent – Teacher Association

- Meeting held and discuss for the students problems and actions taken for the solution.

6.13 Development programmes for support staff

- Training for the support staff conducted.

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

- NSS and NCC students joins for the tree plantation every year.
- Cleans the campus and college building every year.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

> - 05 projectors have been installed in the college.
> - The result and presence have been improved.

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

> - The IQAC Committee Chalked out the action plan in the beginning of the year and the actions taken after that are given below.
> - The results of students was analyzed as per the subject.
> - The teaching method was changed and the pen drive device was adopted for the teaching
> - The weaker students were short out and they were counseled.
> - Question – answer interaction method was adopted by some teachers and question banks were provided to the students.
> - The infrastructure facilities was upgraded and grievances was settled.
> - The teachers participated in conferences and seminar and they inspire the students of our institution for the same.
> - The institution go for the AAA and implemented the several recommendations made by the AAA and NAAC pear team for the previous year.

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

> - Sapatadhara activities effectively implemented.
> - Job placement

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

7.4 Contribution to environmental awareness / protection

> - Tree plantation and campus cleanliness every month through "Swachhata Mission" of Govt.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

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

> - The Shortage of teaching staff and administrative staff.
> - Students come from agrarian background.
> - The less grant is available because of less staff.
> - The student result are more than university results and other institutions results comparatively

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

- Minor research proposals will be placed.

- Seminar / conference will be organized.

Name : Mr. B. Z. Chaudhari   Name : I/C Prin. S. G. Memoria

_____   _____

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

_____***_____

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

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Smt. S.C.P.F. Commerce College, Dabhoi Dist. Vadodara

Academic Calendar Year 2016-17

The first term commences from 15th June 2016 To 27th October 2016

The details of the academic year are as under:

June-2016	Dt. 15-05-16 To 30-06-16	Admission Process
	Dt. 17-06-16	IQAC Meeting
	Dt. 21-06-16	World Yoga Day
	Dt. 25-06-16	Staff Meeting with Management
July-2016	Dt. 12-07-16	Praveshotsav for First Sem
	Dt. 18-07-16	Celebration of Gurupurnima
	Dt. 27-07-16	Orientation Programme for NSS
August-2016	Dt. 01-08-16	"Suraksha Setu" Trianing Programme
	Dt. 06-08-16	CWDC "Beti Bachavo" rally
	Dt. 15-08-16	Independence day celebration
September-2016	Dt. 05-09-16	Teacher's Day Celebration
	Dt. 13-09-16	Swachhta Abhiyan Week
	Dt. 16-09-16	Sports Week
	Dt. 24-09-16	NSS Day celebration
Octoer-2016	Group Discussion on Various subjects	
	Dt. 01-10-16	Essay Competition
	Dt. 28-10-16 To 17-11-16	Diwali Vacation

Smt. S.C.P.F. Commerce College, Dabhoi Dist. Vadodara

Academic Calendar Year 2016-17

The Second term commences from 18th November 2016 To 26th April 2017

The details of the academic year are as under:

November-2016	Dt. 18-11-16 To 30-11-2016	Admission Process (Sem-2/4/6)
December-2016	Dt. 15-12-16	Digital Banking Training
January-2017	Dt. 12-01-17	Annual Day Celebration
	Dt. 23-01-17	IQAC Meeting
	Dt. 25-01-17	Voters' Day
	Dt. 26-01-17	Republic Day Celebration
	Dt. 30-01-17	Kurbani Day
February-2017	Dt. 02-02-17 To 04-02-17	Inter Collegiate Cricket Tournament
	Dt. 03-02-17	Carrier Guidance
	Dt. 04-02-17 To 13-02-17	Saptadhara Activities
	Dt. 20-02-17	Khadi for nation – Khadi for fashion
	Dt. 22-02-17	Carrier Guidance
March-2017	Dt. 10-03-17 To Dt. 17-03-17	Job Placement Week
	Dt. 20-03-17	Job Placement
	Dt. 21-03-17	Student Union Meeting
	Dt. 21-03-17 To Dt. 27-03-17	Annual NSS Camp at Mota Habipura
	Dt. 22-03-17 To Dt. 02-04-17	Entrepreneurship Training
	Dt. 27-03-17	Industrial Visit
	Dt. 31-03-17	Prize distribution function
April-2016	Dt. 10-04-17	University Exams Sem-2-4 and 6

Smt. Savitaben Chunibhai Patel Fartikuiwala Commerce College, Dabhoi
(2) Evaluation Sheet of Faculty Feedback

Name : Prof. B. Z. Chaudhari   **Class : B.Com Sem-II**
Department :   **Economics**   **Year : 2016-17**
No. of Total Feed Back Taken (By Students) :080

Parameters	A Very Good	B Good	C Satisfactory	D Unsatisfactory
1. Knowledge base of the teacher (as perceived by you)	52	18	10	-
2. Communication Skills (in terms of articulation and comprehensibility)	62	17	01	-
3. Sincerity / Commitment of the teacher	56	19	05	-
4. Interest generated by the teacher	55	11	11	03
5. Ability to integrate course material with environment / other issues, to provide a broader perspective	61	15	04	-
6. Ability to integrate content with other courses	57	17	06	-
7. Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class)	63	11	06	-
8. Ability to design quizzes / Tests / assignments / examinations and projects to evaluate students understanding of the course	67	12	01	-
9. Provision of sufficient time for feedback	52	21	02	05
10. Overall rating	51	18	10	01

(3) Overall Evaluation of Faculty Feedback

Name : Prof. B. Z. Chaudhari   **Class : B.Com Sem-II**
Department : Economics   **Year : 2016-17**
No. of Total Feed Back (All Questions) : 800

Question No.	A Very Good	B Good	C Satisfactory	D Unsatisfactory
1 To 10	576 (72.00%)	159 (19.87%)	56 (7.00%)	09 (1.12%)

Smt. Savitaben Chunibhai Patel Fartikuiwala Commerce College, Dabhoi
(2) Evaluation Sheet of Programme Feedback
Students' Feedback
Questionnaire No - 1

Programme : U. G.   **Class : B.Com Sem-II**

Department : Economics   **Year : 2016-17**

No. of Total Feed Back Taken (By Students) : 085

Parameters	A Very Good	B Good	C Satisfactory	D Unsatisfactory
1. Depth of the course content including project work if any	19	52	11	03
2. Exten of coverage of course	21	53	10	01
3. Applicability / relevance to real life situations	20	54	09	02
4. Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives)	17	56	12	-
5. Clarity and relevance of textual reading meterial	16	58	09	02
6. Relevance of additional source material (Library)	21	52	11	01
7. Exten of effort required by students	05	60	02	
8. Overall rating.	17	59	09	

(3) Overall Evaluation of Programme Feedback

Programme : U. G.   **Class : B.Com Sem-2**

Department : Economics   **Year : 2016-17**

No. of Total Feed Back (All Questions) :680

Question No.	A Very Good	B Good	C Satisfactory	D Unsatisfactory
1 To 8	146 (21.47%)	444 (65.29%)	079 (11.61%)	011 (1.61%)

Smt. Savitaben Chunibhai Patel Fartikuiwala Commerce College, Dabhoi
(2) Evaluation Sheet of Faculty Feedback

Name : Dr. D. R. Thakor **Class : B.Com Sem-II**
Department : S.P. **Year : 2016-17**
No. of Total Feed Back Taken (By Students): 33

Parameters	A Very Good	B Good	C Satisfactory	D Unsatisfactory
1. Knowledge base of the teacher (as perceived by you)	25	06	02	-
2. Communication Skills (in terms of articulation and comprehensibility)	26	07	-	-
3. Sincerity / Commitment of the teacher	24	06	02	01
4. Interest generated by the teacher	30	03	-	-
5. Ability to integrate course material with environment / other issues, to provide a broader perspective	28	05	-	-
6. Ability to integrate content with other courses	25	05	02	01
7. Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class)	26	07	-	-
8. Ability to design quizzes / Tests / assignments / examinations and projects to evaluate students understanding of the course	25	03	02	03
9. Provision of sufficient time for feedback	26	03	02	02
10. Overall rating	27	03	03	-

(3) Overall Evaluation of Faculty Feedback

Name : Dr. D. R. Thakor **Class : B.Com Sem-II**
Department : Account **Year : 2016-17**
No. of Total Feed Back (All Questions) : 330

Question No.	A Very Good	B Good	C Satisfactory	D Unsatisfactory
1 To 10	262 (79.39%)	048 (14.54%)	07 (2.12%)	07 (2.12%)

Smt. Savitaben Chunibhai Patel Fartikuiwala Commerce College, Dabhoi
(2) Evaluation Sheet of Programme Feedback
Students' Feedback
Questionnaire No - 1

Programme : U. G.   **Class : B.Com Sem-II**
Department : Account   **Year : 2016-17**
No. of Total Feed Back Taken (By Students) : 45

Parameters	A Very Good	B Good	C Satisfactory	D Unsatisfactory
1. Depth of the course content including project work if any	23	18	04	-
2. Exten of coverage of course	23	20	02	-
3. Applicability / relevance to real life situations	25	18	-	02
4. Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives)	26	15	04	-
5. Clarity and relevance of textual reading meterial	22	17	06	-
6. Relevance of additional source material (Library)	20	15	05	05
7. Exten of effort required by students	30	10	03	02
8. Overall rating.	25	15	05	-
	194	128	23	09

(3) Overall Evaluation of Programme Feedback

Programme : U. G.   **Class : B.Com Sem-2**
Department : Account   **Year : 2016-17**
No. of Total Feed Back (All Questions) : 360

Question No.	A Very Good	B Good	C Satisfactory	D Unsatisfactory
1 To 8	194 (53.88%)	128 (35.55%)	023 (6.38%)	009 (2.5%)