

EC/48/A&A/29 DATED 08 MARCH 2009-SHAH K. S. ARTS & V. M. PAREKH
COMMERCE COLLEGE, KAPADWANJ-GUJARAT

The Annual Quality Assurance Report (AQAR) of the IQAC
(for the period July 1, 2013 to June 30, 2014)

Part – A

I. Details of the Institution

1.1 Name of the Institution

SHAH K.S.ARTS & V.M.PAREKH COMMERCE COLLEGE,
KAPADWANJ-387620

1.2 Address Line 1

DAKOR ROAD

Address Line 2

KAPADWANJ , DIST-KHEDA

City/Town

KAPADWANJ

State

GUJARAT

Pin Code

387620

Institution e-mail address

ackpdj@yahoo.in

Contact Nos.

02691-253120

Name of the Head of the Institution:

Dr. G. M. Sharma

Tel. No. with STD Code:

02691-253120/252340

Mobile:

09427854690

Name of the IQAC Co-ordinator:

SHRI K.L.MALI

Mobile:

09427934666

IQAC e-mail address:

mali.kundan57@gmail.com

1.3 NAAC Track ID(For ex. MHCOGN 18879)

7671

1.4 NAAC Executive Committee No. & Date:

EC/48/A & A / 29 DATE 08/03/2009

(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.kpdjac.org

Web-link of the AQAR:

www.kpdjac.org/AQAR 2013-14.doc

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	2.12	2009	2014
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

08/04/2010

1.8 AQAR for the year (for example 2010-11)

2013-14

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 2009-10: 18/10/2010
- ii. AQAR 2010-11: 25/04/2012
- iii. AQAR 2011-12: 11/12/2013
- iv. AQAR 2012-13: 11/12/2014

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 ☐

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒
 Financial Status Grant-in-aid ☒ UG ☒ PG ☒

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

1.11 Type of Faculty/Programme

Arts ☒ Science ☐ Commerce ☒ PEI (PEI & Edu) ☐

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

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

GUJARAT UNIVERSITY

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

0

UGC-CPE

0

DST Star Scheme

0

CE

0

UGC-Special Assistance Programme

0

0

UGC-Innovative PG programmes

0

(Specify)

0

UGC-COP Programmes

0

2. IQAC Composition and Activities

2.1 No. of Teachers

07

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

0

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and community representatives

0

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

12

Meetings held

01

06

2.11 No. of meetings with various stakeholders: y

Non-Teaching Staff Students Alumni

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 In on Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1 Five faculty members prepared and submitted Minor Research Projects to the UGC.
2 Faculty members encouraged and sent to participate/present papers at various seminars/conferences/workshops.

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. Training Program for PPT/ICT use for teachers.	1. Implemented.
2. One Day Workshop on Team Spirit/Positive Attitude for teachers.	2. Could not be implemented.
3. To submit a Two-Day National Seminar to Sahitya Akademi, New Delhi for financial assistance.	3. Submitted and got sanctioned.
4. To submit a Two-Day National Seminar to UGC on <i>Yoga, Stress Management and Changing Lifestyle</i> .	4. Submitted, reply awaited.
5. To organize Parents' Meet and Alumni Meet.	5. Organized both the meets.

* Attach the Academic Calendar of the year as Annexure. (Attached)

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

Management S ☒ ate Any other ☐

Provide the details of the action taken

Submitted the AQAR to the Management for deliberations and further suggestions, if any.

Criterion – I

I. 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	02	NIL	NIL	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	01 (SCOPE)
Certificate	-	-	-	-
Others	-	-	-	-
Total	02			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	02
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni

☒

Parents

☒

Employers/Students

☒
☒

(On all aspects)

Mode of feedback :Online

Manual

☐

Co-operate

☒

schools (for PEI)

☐

**Please provide an analysis of the feedback in the Annexure. (Attached)*

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

Syllabi revised as prescribed by University under semester system.

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

N.A.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
16	02	12	-	02

2.2 No. of permanent faculty with Ph.D.

06

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
0	04	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

01

09

00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	21	00
Presented papers	01	12	10
Resource Persons	00	00	00

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

1. Students are encouraged to prepare Power Point presentations on given topics/chapters and share the same in the classroom in the presence of the teacher.
2. The students are made to think beyond the text book and relate the topics with life situations and the society. They are made to speak on selected chapters topics extempore which make the classroom interactive and enhance their communicative skills.
3. Though on one hand we have adopted ICT as a tool for imparting education we still follow the traditional approach of teaching with eye-contact, body language etc. which makes teaching more live and interesting.

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

177

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

Bar coding

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

2.11 Course/Programme-wise distribution of pass percentage: Year 2013-14

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (Final)	274	01.09	11.31	31.75	12.04	56.20
B.Com (Final)	128	01.56	13.28	28.12	07.81	50.78

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

- Academic calendar prepared as per IQAC.
- Regular vigil over implementation of teaching & learning round the year.
- Regular meetings with individual departments in accordance to IQAC/University and institutional calendar vis-a vis implementation of circulars pertaining thereto.
- Review the implementation and take necessary measures to overcome it in IQAC meeting to overcome it.

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	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

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	09	08	0	05
Technical Staff	01	01	0	00

Criterion – III

3. Research, Consultancy and Extension

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

1. Faculty members were encouraged to write and publish research articles /articles in reputed Journals /Magazines.
2. Faculty members were asked to submit MRP.
3. Student oriented seminars/presentations conducted in accordance to CBCS.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	02	0	05
Outlay in Rs. Lakhs	0	Rs.1,70 ,000	0	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	0	0
Non-Peer Review Journals	0	07	0
e-Journals	07	0	0
Conference proceedings	0	0	0

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 organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects (other than compulsory by the University)	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	0	0

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	00	00	00	00	00
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 m Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
0	0	0	0	0	0	0

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 NA

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

JRF 0 SRF 0 Project Fellows 0 Any other 0

3.21 No. of students Participated in NSS events:

	University level	04	State level	00
National level	International level	00		00

3.22 No. of students participated in NCC events:

	University level	00	State level	00
National level	International level	12	No. of Awards won in	00

	University level	00	State level	00
National level	International level	00	3.2	00

of Awards won in NCC:

	University level	00	State level	00
National level	International level	01		00

3.25 No. of Extension activities organized

University forum	00	College forum	01	
NCC	05	NSS	02	Any other

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

- a) Annual NSS camp held at adopted village Bhailakui.
- b) Awareness campaign for de-addiction, traffic, plantation and eye check-up camp during annual NSS camp.
- c) NCC cadets of the college collected funds for the Uttarakhand calamity.
- d) Voters' awareness rally organized by NCC cadets. Cadets also rendered their services in the model Polling booths during Lok Sabha elections, 2014.
- e) A selected group of students participated at State level Kalidasa Sanskrit Mahotsav in Gandhinagar on 9th July 2013.
- f) 11 students from Home Science Department attended a One Day Seminar on Space Designing in Interiors organizes by SLU College, Ahmedabad on 7th August 2013.
- g) 6 students participated a One Day Audio-Visual Workshop on Gujarati Prosody organized by UTS Mahila Arts College, Nadiad on 04th February 2014.

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	19.75 Acres	-		
Class rooms	16	-		
Laboratories	03	-		
Seminar Halls (Auditorium)	-	01		
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: Waterpurifier/Psychology Lab./Equipment/Photocopier	-	-		

4.2 Computerization of administration and library

- Entire administrative work including admissions, Accounts, scholarships & examination work is conducted through computers.
- Computerization in the library with the help of SOUL software in progress.

4.3 Library services: 2013-14*

	Existing		Newly added		Total		Remarks
	No.	Value in Rs.	No.	Value in Rs.	No.	Value	
Text Books	11079	935096.00	2216	231567.00	13295	1166663.00	
Reference Books	9634	1110561.00	-	-	9634	1110561.00	
e-Books	80409	-	-	-	80409	-	Subscribed by KCG
Journals	08	4580.00	06	-	14	-	Parab, Tadarthya, Udgar, Farbas, University News and Tax Vyapar newly added
e-Journals	3829	-	-	-	3829	-	Subscribed by KCG
Digital Database CD & Video	350	6675.00	01	-	351	6675.00	01 CD gifted by Lakulish Yoga University
Others (Magazines & Newspapers)	35	52232.00	09	1760.00	44	53992.00	Yearly renewal of magazine and newspapers

*Notes:

- Total number of books (including text and reference books) in the college library since its foundation in 1961 up to 2013-14 as per accession register is 40603.
- Data shown here are based on as per college library records available from the year 1976 onwards.
- Books purchasing bills in the library prior to year 1976 are not traceable.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	37	01	20	04	00	04	08	00
Added	02	00	00	00	00	00	00	00
Total	39	01	20	04	00	04	08	00

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

1. Introduced computer skills course as foundation and soft skills courses and Tally accounting as foundation courses for B.Com. students as per CBCS pattern.
2. Conducted a two-day workshop for teachers regarding basic computer knowledge such as e-mail and website.

4.6 Amount spent on maintenance in lakhs:

i) ICT	NIL
ii) Campus Infrastructure and facilities	NIL
iii) Equipments	--
iv) Others (Expenditure for maintenance)	0.45355
Total:	0.45355

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Students are assisted with scholarship through Poor Boys' Fund.
2. Special lectures for competitive examinations/Career guidance conducted as per the need.
3. Established career guidance cell for regular activities for the purpose.
4. Students are sent to attend various programs/workshops/seminars in different colleges in respective subjects.

5.2 Efforts made by the institution for tracking the progression

1. Weekly/Fortnightly/Surprise tests are taken by the teachers as per need to assess the progress of the students and those found below par are given extra attention.
2. Internal Exams. for continuous assessment.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1452	0	11	0

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	0	0		0	0

Last Year (2012-13)						This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
631	163	39	724	00	1557	472	135	34	811	00	1452

Demand ratio 100%

Dropout 12.79%

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

1. Students freely exchange ideas with the teachers to prepare themselves for competitive examinations.
2. Magazines/Reading materials for the above examination are made available in the college library.
3. Organized a 15 day special preparation classes for general knowledge focused on competitive examinations (01 Feb to 15 Feb 2014)

No. of students beneficiaries

Not specific

5.5 No. of students qualified in these examinations

NET	N. A.	LET	GA	N. A.	CAT	N. A.	N. A.
IAS/IPS etc	0	State PSC	01	UPSC	0	Others	0

5.6 Details of student counselling and career guidance

Students, in general benefitted round the year under Counselling and Career Guidance Cell by way of counselling, guidance and special lectures for the purpose.

No. of students benefitted

86

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
08	81	02	-

5.8 Details of gender sensitization programmes

1. Gender sensitization oriented lectures and activities in general carried out by CWDC on women's rights from time to time.

5.9 Students Activities

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

State/ University level N l level I tional level

No. of students participated in cultural events

State/ University level N level I tional level

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

Sports: State/ University level Na level Inte tional level

Cultural: State/ University level Na level Internat level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	07	Rs. 7000.00
Financial support from government	518	Rs. 18,23485.00
Financial support from other sources	-	-
Number of students who received International/National recognitions	-	-

5.11 Student organized / 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:

No major grievances received from the students during the year.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: “To develop good citizens with moral character and sense of cultured and dutiful, responsible youth and to trace out hidden potential from society without any kind distinction in terms of caste, creed and colour”

Mission: “To establish and develop educational facilities for the youth for higher education so as to enable them not only for their livelihood but also transform them into responsible citizens for the development of the country not only on global level but also on local as such by way of imparting instructions for their degree vis-à-vis taking care to develop multidimensional personalities.

6.2 Does the Institution has a Management Information System

The institution has the representative in IQAC from the management as well as AQAR is sent to the Governing body from time to time.

All the decisions taken in IQAC meeting are furnished to the management.

6.3 Quality improvement strategies adopted by the institution for each of the following:6.3.1 Curriculum Development

Curriculum Development is entirely carried out by the affiliating Gujarat University, Ahmedabad.

6.3.2 Teaching and Learning

Teaching and Learning is implemented as per the University Guideline, calendar and the institutional calendar through the year.

6.3.3 Examination and Evaluation

Internal Examination are conducted by the institution according to the circulars of the University, while external examination and evaluation is entirely conducted by University

6.3.4 Research and Development

Research and Development : for this purpose a separate committee exists in the institution.

6.3.5 Library, ICT and physical infrastructure / instrumentation

There is a separate Library Management Committee for the above purpose.

6.3.6 Human Resource Management

The issue of Human Resource Management is attended by the Governing body on the local level.

6.3.7 Faculty and Staff recruitment

The Governing body recruits teaching as well as non- teaching members as per the need.

6.3.8 Industry Interaction / Collaboration

Students of Home Science Department visit the local industries and hospitals and interact with them.

6.3.9 Admission of Students

Admission committee is responsible for admissions of students under the chairmanship of the H.O.I.

Teaching	K.K.M employees welfare society
Non teaching	exists for the benefit of teaching

6.4 Welfare schemes for		and non-teaching staff members
	Students	Poor boys welfare fund exists .

6.5 Total corpus fund generated N. A.

6.6 Whether annual financial audit has been done Yes ☒ No ☐

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

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

6.8 Does the University/ Autonomous College declare 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?

Being an affiliated college, we are bound to follow rules and regulation of the University in this regard.

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

N.A.

6.11 Activities and support from the Alumni Association

Alumni association holds its meetings and gives suggestions for the betterment of the college. It also provides financial assistance.

6.12 Activities and support from the Parent – Teacher Association

The institution conducts parents-teachers association meeting and seeks its valuable ideas for further improvement.

6.13 Development programmes for support staff

As per need, the institution sends its support staff for training programs.

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

Under its NCC and NSS units, the institution carries out special drives to promote eco-friendly

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.

1. All the Heads of the Departments as well as Conveners of the Committees are given full freedom to plan, design, devise and implement various activities with regard to teaching vis-a-vis co-curricular and extra-curricular activities within the framework of the institution. The Head of the Institution all the way promotes/encourages as the team leader.
2. Every staff member in the administrative wing is given free hand to achieve the task assigned to him/her without any interference.
3. Students in general are allowed to participate actively in various activities and programs for their betterment in a positive way by way of SRC body which is the representative of the students' community. It helps to create a positive attitude and creative, harmonious atmosphere in the campus. As a result of which no major problems regarding female students arise.
4. All the faculty members have a regular watch over the students to maintain discipline as well as they personally attend the students for their anxieties/queries etc. apart from regular teaching.
5. Newly admitted students are welcomed by the institution to make them aware about the basic information/ need of discipline/rules and regulations of the university as well as the campus and conducting of examinations in a fair way.

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

1. The institution applied to SahityaAkademi, New Delhi for financial assistance to conduct a two-day National Seminar in 08 modern Indian languages-literatures on the theme entitled "Globalization and Indian Literature: Concerns and Challenges". The same was sanctioned by the Akademi.
2. The first lecture in Rajendra Shah Memorial Lecture series was held which was delivered by Prof. ShitanshuYashaschandra, eminent Gujarati writer.
3. Decided to collect relief fund for Uttarakhand disaster victims by the institution. A sum of Rs. 18,300/- was collected and sent to the Prime Minister's Relief Fund through Gujarat NCC Directorate.
4. Parents' Meet and Alumni Meet were conducted as per the decision.
5. Thalassemia check-up camp conducted for the students.
6. A public rally was carried out for Voters' awareness as per the directions of the State Election Commission.
7. Outstanding students and teachers were felicitated by the institution for their achievements on the Achievers' Day.
8. Farewell given to the outgoing final year students.
9. The institution submitted a proposal to conduct a two-day National seminar on the theme entitled "Physical Fitness and Importance of Yoga Education".

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

1. 29 NCC cadets actively rendered their services at the model polling booths during the Lok Sabha elections, 2014.
2. We conduct Sanskrit Sambhashan classes for the promotion of Sanskrit language. Our students appear at the Sanskrit Gaurav Pareeksha conducted by Sanskrit Bharati. Our Institution got the third prize at the state level for the maximum participation this year.

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

7.4 Contribution to environmental awareness / protection

1. During the Annual NSS camp at the adopted village, awareness oriented activities such as the importance of cleanliness and its direct relation to the community health in general was taken up.
2. Plantation activity was conducted in the campus.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

1. 03 students stood in first 50 meritorious students (11th, 29th and 32nd position) in the university examination at Third Year B.A. (Sem-VI).
2. The institution arranged for S.T. pass facility for girls students to be available at the college itself.
3. Kumari Honey Jani stood at 3rd position in Poster making competition at Young Voters' Awareness Campaign at district level.
4. 16 students attended training program in DELL.
5. Kumari Honey Jani got 2nd prize at on-the-spot poetry writing competition under "Poem of the Year" scheme organized by KKM.
6. Organized a One Day Seminar on RTI on 30th August 2013 which was attended by 122 students.

8.Plans of institution for next year

1. To organize the national seminar on the theme entitled "Globalization and Indian Literature: Concerns and Challenges" sponsored by SahityaAkademi, New Delhi.
2. To conduct a one day meditation-cum-concentration training camp as a part of the faculty development program by *Vipashyana*.
3. To conduct a two day workshop for the faculty entitled *Teamwork and Positive Attitude* consisting of experts.
4. To hold a one day ICT training program for the administrative staff members.
5. To carry out a Tableau Rally by the institution as a part of the Diamond Jubilee celebrations of the Managing Body KapadwanjKelavani Mandal.
6. To collect not less than 100 units of blood in the blood donation camp as a part of the above celebration.
7. Holding a three day workshop on creative writing for the students with regard to major literary genres such as poetry, plays, prose etc.
8. Arranging subject oriented lectures by the experts in major teaching subjects like Gujarati, Sanskrit, Psychology and Commerce-Accountancy.
9. To continue the promotion of spoken Sanskrit language by way of regular classes arranged by the Department of Sanskrit on behalf of Sanskrit Bharati and as a part of social responsibility of the institution.
10. To convene IQAC/Alumni and Parents' Association Meet.
11. To arrange an expert lectures on heart care, career orientation and students counselling besides overall health issues of female students under CWDC.

Name K.L.MALI

Name Dr.G.M.SHARMA

Associate Prof. Deptt. Of English

PRINCIPAL



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure: i

Academic Calendar 2013-14

FIRST TERM (15/06/2013 to 30/10/2013)

Sr. No	Date	Event	Dept. / Committee
1	27 Jun 2013	Welcome to newly admitted students	SRC
2	29 Jun 2013	Documentary film Show for Girls	CWDC
3	09 Jun 2013	Sanskrit Day Celeb. at Gandhinagar (Tour for Students)	Dept. of Sanskrit
4	29 Jul 2013	Expert Lecture	English
5	15 Jul 2013	Orientation Lecture	N.S.S.
6	06 to 08 Aug 2013	Workshop for Girls	CWDC
7	10 Aug 2013	Essay Writing Competition.	Debating Committee
8	13 Aug 2013	Campus Cleanliness	N.S.S.
9	17 Sep 2013	SRC Selection	SRC
10	3 to 10 Sep 2013	Practice for Youth Festival	Perf./Fine Arts Committee
11	12 Sep 2013	Expert Lecture	Sanskrit
12	2 nd Week Sep 2013	Career Guidance (for 3 rd Yr.Students	Udisha Club
13	22 Sep 13	Parents' Meeting	I.Q.A.C.
14	29 Sep 2013	Internal ATKT Examination	Examination Committee
15	17 Oct 2013	Semester End Test	Examination Committee
16	3 rd week Oct-13	Additional Test	Examination Committee

- *Scheduled dates are subject to change due to unavoidable circumstances.*


Principal
Shah K.S.Arts & V.M.Parekh
Commerce College, Kapadwanj.

Annexure: ii

Shah K.S. Arts & V.M. Parekh Commerce College, Kapadwanj-387620

Academic Calendar 2013-14

SECOND TERM (21/11/2013 to 26/04/2014)

Sr. No	Date	Event	Dept. / Committee
1	03to09 Jan 2014	Annual NSS Camp	NSS
2	11 Jan 14	Expert Lecture	C.W.D.C.
3	21 Jan 2014	SRC Meeting	SRC
4	24 Jan 14	Thalassemia Checkup Camp	C.W.D.C.
5	27 Jan 14	Rajendra Shah Memorial Lecture	College
6	30 Jan 14	Sloka/ Poetry Recitation	Creative Corner Comm.
7	01 Feb 14	Traditional Dress/Garba Day	Perf./Fine Arts Committee
8	08 Feb 14	Zankar (Talent Morning)	Perf./Fine Arts Committee
9	18 Feb 2014	Expert Lecture on Key to Success in Exam.	Economics
10	12 Mar 2014	Annual Day/Achievers' Day/Prize Distribution	SRC
11	18 Mar 14	Semester End Test	Examination Committee
12	02 Apr 14	Additional Test	Examination Committee
13	18 Apr 2014	Alumni Meet	Alumni Comm./IQAC.
14	24 to 25 Apr 14	Internal Marks Display	Examination Committee
15	26 Apr 2014	Voters' Awareness Rally	NCC
16	22 Apr 2014	IQAC Meeting	IQAC

- *Scheduled dates are subject to change due to unavoidable circumstances.*


Principal
Shah K.S.Arts & V.M.Parekh
Commerce College,Kapadwanj.

Annexure: iii

SHAH K.S.ARTS & V.M.PAREKH COMMERCE COLLEGE, KAPADWANJ-387620

FEEDBACK FROM STUDENTS ABOUT COLLEGE 2013-14

STATISTICAL DATA [TOTAL STUDENTS-240]

Sr. No	POOR	BELOW	AVERAGE	GOOD	VERY GOOD
1	02 0.83%	19 07.92%	10 04.16%	152 63.33%	57 23.75%
2	01 0.42%	10 04.17%	13 05.42%	153 63.75%	65 26.25%
3	04 01.67%	26 10.83%	14 05.83%	152 63.33%	44 18.35%
4	03 01.35%	13 05.42%	38 15.83%	102 42.50%	84 35.00%
5	00 00%	11 04.58%	19 07.92%	134 55.83%	76 31.67%
6	08 03.33%	23 09.58%	14 05.83%	135 56.25%	60 25.00%
7	04 01.67%	19 07.92%	12 05.00%	142 59.17%	63 26.25%
8	05 02.08%	25 10.42%	25 10.42%	144 47.50%	71 29.58%
9	01 00.42%	04 01.67%	07 02.92%	99 41.25%	129 53.75%
10	15 06.25%	39 16.25%	30 12.50%	116 48.33%	40 16.67%
11	19 07.92%	50 20.83%	16 06.67%	109 45.42%	46 19.17%
12	02 0.83%	23 09.58%	23 09.58%	131 44.58%	61 19.17%
13	01 00.42%	19 07.92%	26 10.83%	162 67.50%	32 13.33%



FEEDBACKFROM STUDENTS ABOUT COLLEGE 2013-14

ANALYSIS DESCRIPTION

- Q-1 Necessary infrastructural facilities regarding distribution of class rooms:63.33%, Satisfactory
- Q-2 Necessary infrastructural facilities regarding library:63.75%, Satisfactory
- Q-3 Teaching-learning method and use of ICT, Group discussion, Presentation, Questionnaire etc. by the teachers:63.33%, Satisfactory
- Q-4 N.C.C. activities in the college: 42.50% Satisfactory
- Q-5 N.S.S. activities in the college: 55.83% Satisfactory
- Q-6 Games and sports activities in the college: 56.25%, Satisfactory
- Q-7 Participation of students in co-curricular and extra -curricular activities in the college:59.17%, Satisfactory
- Q-8 The grievances and redressal of girls in CWDC: 47.50%, Satisfactory
- Q-9 Examinationmethod andassessment in the college: 53.75%, Admirable
- Q-10 Bus transportation facilities and time schedule: 48.33%, Satisfactory
- Q-11 Drinking water/sanitation/cleanliness etc. and basic amenities: 45.42%, Satisfactory
- Q-12 Activities of career guidance, campus interview and placement: 54.58%, Satisfactory
- Q-13 Activities of students counselling cell: 67.50%, Above Satisfactory

Conclusion

On an average, students are well familiar to various extra and co-curricular activities like NSS, NCC, CWDC, sports, career counseling, campus placement interview and they are very well benefited from these activities according to their interest and needs. Students are satisfied with various infra-structural facilities like class rooms, library-reading room etc. About bus transportation and its time schedule, most of the students are not satisfied, but this question pertains to State Roadways Transport Authorities. Students are satisfied regarding teachers qualities, campus discipline and examination system. In a nutshell, students are satisfied with the college in a comprehensive way.


Principal
Shah K.S.Arts & V.M.Parekh
Commerce College, Kapadwanj.

Annexure: iv

SHAH K.S.ARTS & V.M.PAREKH COMMERCE COLLEGE,KAPADWANJ-387620

FEEDBACK FROM STUDENTS ABOUT TEACHERS

2013-14

Statistical Data

Sr No	Name of the Teacher	Q-1			Q-2			Q-3			Q-4			Q-5			Q-6			Q-7			Q-8			Q-9			Q-10		
		A	G	V.G.	A	G	V.G.	A	G	V.G.	A	G	V.G.	A	G	V.G.	A	G	V.G.	A	G	V.G.	A	G	V.G.	A	G	V.G.	A	G	V.G.
1	Dr.G.M.Sharma	0	30.77	69.23	00	15.38	4.62	0	30.77	69.23	0	23.07	76.92	7.69	15.38	76.92	0	46.15	53.85	7.69	53.85	38.46	7.69	53.85	38.46	23.08	53.85	23.08	0	69.23	30.70
2	Dr.H.A.Joshi	0	80	20	0	65	35	0	65	35	0	50	50	0	70	30	0	60	40	0	70	30	0	55	45	15	45	40	05	55	40
3	Shri Y.B.Mahale	8.33	66.66	25	8.33	41.66	50	25	41.66	33.33	8.33	58.33	33.33	8.33	41.66	50	0	75	25	8.33	41.66	50	16.66	66.66	1.66	16.66	75	8.33	16.66	33.33	50
4	Shri M.P.Raja	0	100	0	0	100	0	0	87.5	12.5	0	75	25	0	62.5	37.5	0	50	50	0	87.5	12.5	0	87.5	12.5	2.5	62.5	12.5	12.5	50	37.5
5	Shri K.L.Mali	0	50	50	05	45	50	05	20	75	05	55	40	05	35	60	15	50	35	15	30	55	05	50	45	25	20	55	10	45	45
6	Shri L.P.Vankar	0	40	60	5	35	65	0	55	45	0	45	55	0	50	50	0	40	60	0	65	35	0	30	70	15	55	30	10	45	45
7	Dr.N.H.Shah	0	77.78	22.22	0	88.89	11.11	0	77.78	22.22	0	77.78	22.22	0	55.56	44.44	0	66.67	33.33	0	77.78	22.22	0	66.67	33.33	11.11	88.89	0	11.11	55.56	33.33
8	Shri A.B.Panda	0	47.06	52.94	5.88	29.41	64.71	0	41.18	58.82	0	23.53	76.47	5.88	35.29	58.82	0	41.18	58.82	0	35.29	64.71	0	29.41	70.59	11.76	70.58	17.65	5.88	41.18	52.90
9	Shri J.B.Bodot	2.70	43.24	54.05	8.10	27.02	64.86	0	35.13	64.86	2.70	35.73	62.16	0	37.83	62.16	5.40	29.72	64.86	0	48.64	64.84	0	36.13	64.86	5.40	48.64	45.94	2.70	27.20	56.75
10	Shri J.A.Brahmbhatt	0	16.67	83.33	0	16.67	83.33	0	25	75	0	50	50	0	16.67	83.33	16.67	58.33	25	8.33	50	41.67	0	58.33	41.67	0	91.67	8.33	0	41.69	58.33
11	Dr. R.R.Rana	0	10	90	0	5	95	0	15	85	0	25	75	0	15	85	0	10	90	0	30	70	0	15	85	0	20	80	0	23	70
12	Shri P.B.Bhabhor	14.3	47.7	38	0	61.9	38	4.76	42.8	52.3	14.2	66.6	19	19	38	42.8	4.76	66.6	28.5	0	71.4	28.5	28.5	47.6	28.5	33.3	57.1	9.52	23.8	42.8	33.3
13	Shri B.G.Mehta	20	55	25	5	70	25	5	50	35	0	65	35	0	50	50	10	60	30	0	70	30	0	80	20	10	75	15	5	55	35
14	Dr.J.S.Sheth	0	25	75	0	5	95	0	60	40	0	0	100	0	50	50	0	0	100	0	0	100	0	0	100	0	15	85	0	15	85
15	Dr.A.K.Aparnathi	0	20	80	0	20	80	0	20	80	0	35	65	0	10	90	0	60	40	5	55	40	0	20	80	10	70	20	5	25	70


Principal
Shah K.S.Arts & V.M.Parekh
Commerce College,Kapadwanj.

Annexure: v

SHAH K.S.ARTS & V.M.PAREKH COMMERCE COLLEGE,KAPADWANJ-387620

FEEDBACK FROM PARENTS ABOUT COLLEGE 2013-14

STATISTICAL DATA

Que. No	Poor	Below Average	Average	Good	Very Good
1	000%	045%	033.75%	5062.5%	2328.75%
2	000%	067.5%	022.5%	4556.25%	2733.75%
3	022.5%	078.75%	022.5%	5467.5%	1518.75%
4	000%	033.75%	056.25%	4657.5%	2632.5%
5	000%	056.25%	056.25%	4353.75%	2733.757%
6	000%	1113.75%	067.5%	4050%	2328.75%
7	000%	0810%	045%	4961.25%	1923.75%
8	011.25%	1012.5%	067.5%	5366.25%	1012.5%
9	000%	000%	000%	4050%	4050%
10	078.75%	1923.75%	0810%	3138.75%	1518.75%
11	0810%	1012.50%	045%	4353.75%	1518.75%



SHAH K.S.ARTS & V.M.PAREKH COMMERCE COLLEGE,KAPADWANJ-387620

FEEDBACK FROM PARENTS ABOUT COLLEGE 2013-14

ANALYSIS DESCRIPTION

Q-1 Necessary infrastructural facilities regarding distribution of classrooms: 62.50%, Satisfactory.

Q-2 Necessary infrastructural facilities regarding library: 56.25%, Satisfactory

Q-3 Teaching-learning method: Use of ICT, Group discussion, Presentation, Questionnaire etc. by the teachers: 67.50%, Satisfactory

Q-4 N.C.C. activities in the college: 57.50%, Satisfactory

Q-5 N.S.S. activities in the college: 53.75%, Satisfactory

Q-6 Games and sports activities in the college: 50.00%, Satisfactory

Q-7 Participation of students in co-curricular and extra-curricular activities: 61.25%, Satisfactory

Q-8 The grievances and redressal of problems of girls in CWDC: 66.25%, Satisfactory

Q-9 Examination method and assessment in the college: 50.00%, Satisfactory

Q-10 Bus transportation facilities and time schedule: 38.75%, Below Satisfactory

Q-11 Drinking water/sanitation/cleanliness etc. and basic amenities: 53.76%, Satisfactory

CONCLUSION

On an average, Parents are well familiar to various extra and co-curricular activities like NSS, NCC, CWDC, sports, etc. Parents are satisfied with various infra-structural facilities like class rooms, library-reading room etc. About bus transportation and its time schedule, most of the parents are not satisfied, but this question pertains to state roadways transport authorities. Parents are satisfied regarding teachers' qualities, campus discipline and examination system. In a nutshell, parents are satisfied with the college. As per the suggestions of the parents the college has applied to introduce English (Main) at B.A. and M.A., M.Com. classes in the institution.


Principal
Shah K.S.Arts & V.M.Parekh
Commerce College, Kapadwanj.

Annexure: vi

SHAH K.S.ARTS & V.M.PAREKH COMMERCE COLLEGE, KAPADWANJ-387620

FEEDBACK FROM ALUMNI ABOUT COLLEGE 2013-14

STATISTICAL DATA [TOTAL ALUMNI-75]

Sr. No.	a	b	c	d	e
---------	---	---	---	---	---

1	00 00%	03 4%	02 2.67%	34 45.33%	36 48%
2	00 00%	07 9.33%	01 1.33%	35 46.67%	32 42.67%
3	04 5.33%	11 14.67%	07 9.33%	34 45.33%	19 25.33%
4	00 00%	08 10.67%	11 14.67%	36 48%	20 26.67%
5	01 1.33%	06 8%	12 16%	30 40%	26 34.67%
6	01 1.33%	10 13.33%	07 9.33%	23 30.67%	34 45.33%
7	00 00%	07 9.33%	03 4%	33 44%	32 42.67%
8	01 1.33%	09 12%	07 9.33%	33 44%	25 33.33%
9	00 00%	00 00%	00 00%	33 44%	42 56%
10	05 6.67%	09 12%	04 5.33%	37 49.33%	20 26.67%
11	02 2.67%	11 14.67%	06 8%	36 48%	20 26.67%
12	12 16%	02 2.67%	04 5.33%	30 40%	27 36%
13	03 4%	07 9.33%	07 9.33%	40 50.33%	18 24%
14	00 00%	09 12%	01 1.33%	25 33.33%	40 50.33%
15	01 1.33%	07 9.33%	04 5.33%	30 40%	33 44%
16	00 00%	00 00%	00 00%	29 38.67%	46 61.33%



SHAH K.S.ARTS & V.M.PAREKH COMMERCE COLLEGE, KAPADWANJ-387620

FEEDBACK FROM ALUMNI2013-14

ANALYSIS DESCRIPTION

- Q-1 Necessary infrastructure facilities and class rooms: 45.33%, Satisfactory
- Q-2 Library infrastructure facilities and services: 46.67%, Satisfactory
- Q-3 Use of PPT, Group Discussion and Presentation by the teachers: 45.33%, Satisfactory
- Q-4 NCC activities in the college: 48%: Satisfactory
- Q-5 NSS activities in the college: 40%, Satisfactory
- Q-6 Games & sports facilities in the college: 45.33%, Satisfactory
- Q-7 Extra and co-curricular activities in the college: 44%, Satisfactory
- Q-8 CWDC unit and its activities in the college: 44%, Satisfactory
- Q-9 Examination system in the college: 58%, Appreciable
- Q-10 ST bus services: 48%, Satisfactory
- Q-11 Primary and essential facilities in the college: 48%, Satisfactory
- Q-12 Career counseling, campus interview and job placement etc.: 40%, Satisfactory
- Q-13 Students' Counseling Cell in the college: 53.33%, Satisfactory
- Q-14 Guidance provided by the teachers to the students in the college: 53.33%, Satisfactory
- Q-15 Co-operation rendered by the administrative staff to the students: 44%, Appreciable
- Q-16 Co-operation and public dealing of the Principal: 61.33%, Admirable

CONCLUSION

On an average, alumni of the institution are satisfied and contented with the services available in the institution. Regarding sports, examination process, extra and co-curricular activities, guidance provided by the teachers as well as administrative staff, the feedback comes to the point of very good that leads to level of satisfaction. However, most of them have expressed the need to start M.A. and M. Phil. courses in the college.


 Principal
 Shah K.S.Arts & V.M.Parekh
 Commerce College, Kapadwanj.

Annexure: vii

SHAH K.S.ARTS & V.M.PAREKH COMMERCE COLLEGE, KAPADWANJ - 387620RESPONSE (FEEDBACK) FROM EMPLOYERS2013-14INDIVIDUAL ANALYSIS

Que. No.	1	2	3	4	5	6
	Dr.Harishbhai	Anantbhai	Abhijit N.	Pradip M.	Nilaben S.	Vinod M.

	Kundalia				Shah				Joshi				Teli				Pandya				Shah			
	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D
1		✓				✓				✓				✓						✓		✓		
2		✓				✓				✓				✓				✓				✓		
3			✓				✓			✓				✓					✓				✓	
4		✓			✓						✓				✓			✓			✓			
5	✓				✓				✓					✓			✓					✓		
6		✓				✓						✓			✓			✓				✓		
7		✓				✓						✓			✓			✓				✓		
8		✓				✓				✓				✓					✓			✓		
9		✓					✓					✓			✓			✓				✓		
10	✓				✓							✓			✓			✓			✓			
11		✓				✓						✓			✓			✓				✓		



SHAH K.S. ARTS & V.M. PAREKH COMMERCE COLLEGE, KAPADWANJ -
387620 RESPONSE (FEEDBACK) FROM EMPLOYERS 2013-14 GENERAL ANALYSIS
RESPONSE

Question	A	B	C	D	Total
1	00 00	05 83.33%	00	01 16.67%	06 100%
2	00	06 100%	00	00	06 100%
3	00	02 33.33%	04 66.67%	00	06 100%
4	02 33.33%	02 3 3.33%	02 33.33%	00	06 100%
5	03 50%	03 50%	00	00	06 100%
6	00	04 66.67%	01 16.67%	01 16.67%	06 100%
7	00	04 66.67%	01 16.67%	01 16.67%	06 100%
8	01 16.67%	05 83.33%	00	00	06 100%
9	00	03 50%	02 33.33%	01 16.67%	06 100%
10	03 50%	02 33.33%	00	01 16.67%	06 100%
11	00	04 66.67%	01 16.67%	01 16.67%	06 100%

Note: A: Average, B: Good, C: Very Good, D: Excellent



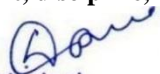
SHAH K. S. ARTS & V. M. PAREKH COMMERCE COLLEGE, KAPADWANJ(Managed by KapadwanjKelavani Mandal)FEEDBACK FROM THE EMPLOYER(Office-bearers of KapadwanjKelavani Mandal)ACADEMIC SESSION 2013-14ANALYSIS DESCRIPTION

- 1 Regularity and quality of teaching-learning in the college.
Good-83.33%, Excellent- 16.67%
- 2 The overall result of the college in the University examinations.
Good-100%

- 3 Participation of the college in extra and co-curricular activities like NCC, NSS, sports and cultural activities.
Good-33.33%, Very Good-66.67%
- 4 The efforts by the college to introduce add-on courses.
Average- 33.33%, Good-33.33%, Very Good-33.33%
- 5 The initiatives taken by the college for career guidance and placement of its students.
Average- 50%, Good-50%
- 6 The role of the institution for social services and awareness drive outside the campus.
Good-67.67% Very Good-16.67%, Excellent-16.67%
- 7 Maintenance of discipline in the campus.
Good-66.67%, Very Good-16.67%, Excellent-16.67%
- 8 Opinion about the general administration of the college.
Average-16.67%, Good- 83.33%,
- 9 Coordination of the institution with the Managing Trust for smooth functioning to meet its goals.
Good-50%, Very Good-33.33%, Excellent- 16.67%
- 10 The link of the college with the parents and the alumni.
Average-50%, Good- 33.33%, Excellent- 16.67%
- 11 Progress made by the college during last five years in the light of the recommendations of the NAAC peer team.
Good-66.67%, Very Good- 16.67%, Excellent- 16.67%%

CONCLUSION

On an average, feedback received from the employers (office bearers of KapadwanjKelavani Mandal) ranges from good to very good and excellent level on various parameters with regard to overall performance of the institution as well as teachers' quality. About the college result, the Management is satisfied which is equally true of co- and extracurricular activities. Add-on courses are required to be started in the institution. Career guidance and placement services require to be improved. About social services and awareness drive, the feedback shows satisfactory level. About the coordination with the Management, discipline, cleanliness and general administration the employers are satisfied.


 Principal
 Shah K.S.Arts & V.M.Parekh
 Commerce College,Kapadwanj.

Annexure: viii

Annual Quality Assurance Report (AQAR) of the IQAC

Name of the College: Shah K.S. Arts & V.M.Parekh Commerce College

Year of Report: 2013-14

Section A: Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement (attach separate sheet if required).

- To complete all the necessary work process to submit SSR for reaccreditation.
- A one day state level seminar on Jnanpeeth Awardee Gujarati poet late Rajendra Shah (a native of Kapadwanj) to be conducted.
- To complete the renovation work of the auditorium.
- To conduct a special lecture on Women's Empowerment and Awareness under CWDC.
- To computerize administrative work of library.
- To conduct first Rajendra Shah Memorial lecture.
- To carry out necessary activities regarding Alumni and Parents' Associations and related issues.

Section B: Details in respect of the following (attach separate sheet).

1. Activities reflecting the goals and objectives of the institution

With a view to implement the basic principals and guidelines pertaining to the vision and mission, various activities-in addition to academic matters were carried out as per the academic calendar after a wide consideration with different committee/departments/units under the broad supervision of the IQAC.

2. New academic programmes initiated (UG and PG)

During the session the institution prepared a detailed syllabus of NCC to be introduced as a soft skill course at UG level and sent the proposal to the University for approval.

3. Innovations in curricular design and transaction

Being members of boards of studies in respective subjects, our faculty members contribute to the syllabus design and related matters at the university level.

4. Inter-disciplinary programmes started

As per the CBCS pattern, we offer Inter-disciplinary programmes in the subject like Indian constitution , Ethics environmental studies for B.Com

where as sports & Practices, Indian Epic tradition and Heritage of Gujarat for the student of B.A. as soft skills and foundation courses.

5. Examination reforms implemented

With a view to maintain fairness in the examinations, a regular and strict vigil is observed in the college. Besides, proper weightage is given to presentation, class seminars and assignments for the students under Continuous Assessment scheme.

6. Candidates qualified: NET/SLET/GATE etc.

Ours being an under Graduate College, this issue out of scope.

7. Initiative towards faculty development programme

The faculty members are not only encouraged but also given required leaves to participates / present papers in seminars/workshop/conferences.

8. Total number of seminars/workshops conducted

A one day seminar on the poet Rajindra shah was sanctioned by Gujarat Sahitya Academy which could not be implemented due to some unavoidable reasons.

9. Research projects a) Ongoing; b) Completed

Two minor research projects, one in Home science and one in Gujarati are going on, which were sanctioned by UGC.

10. Patents generated, if any

The college offers academic courses like B.A. & B.Com., hence this issue remains out of response.

11. New collaborative research programmes

No new collaborative research programmes were taken up during 2013-14.

12. Research grants received from various agencies

Except the grants sanctioned two MRPs in 2012-13, the institution did not receive any research grant by any agency.

13. Details of research scholars

In Gujarati 07 and in Home science 04 research scholars were doing research work under respective guides.

14.Citation index of faculty members and impact factor

As per the college records, no faculty members was presented citation during the year.

15.Honours/Awards to the faculty: National and International

As per the college records, no faculty member was awarded or received any honour during 2013-14

16.Internal resources generated

No internal resources were generated by the institution in 2013-14.

17.Details of departments getting assistance/recognition under SAP, COSIST (ASSIST)/DST, FIST, and other programmes

This issue does not apply to any of the departments of the college.

18.Community services

- NSS held it's annual camp at the adopted village, which include various activities like de-addiction, plantation, eye check up camp.
- NCC unit carried out voters 'awareness rally.
- NCC unit collected funds for Uttarakhand calamity victims which were sent to PM Relief fund through the State NCC Directorate.
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19.Teachers and officers newly recruited

No new Teachers and officers were recruited during 2013-14.

20.Teaching – Non-teaching staff ratio

(a) Teaching staff ratio: 16 filled against total sanctioned 20 posts, that is, 80%.

(b) Non Teaching staff ratio: 09 filled against total sanctioned 18 posts, that is, 50%.

21.Improvements in the library services

Partial computerization of library work was undertaken during 2013-14.

22.New books/journals subscribed and their value

Number of new books added: 2216

Value: Rs. 231567.00

Number of new journals added: 06 journals were renewed.

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback

Feedback received from current students in every subject and later on it was conveyed to the concerned teacher for the improvement, if any.

24. Feedbacks from stakeholders

Yes, feedback is received from the following:

- (a) Alumni
- (b) Parents
- (c) Current students and
- (d) Employer (as per the annexure attached)
- (e)

25. Unit cost of education: Rs.17552.72

26. Computerization of administration and the process of admissions and examination results, issue of certificates:

The following works are carried out with computers:

- (a) General administration.
- (b) Admissions
- (c) Accounts & finance
- (d) Grants
- (e) Examination

27. Increase in the infrastructural facilities

The renovation of the college auditorium was completed during the year with the financial assistance of UGC under the head of Jubilee Grant(XIth Plan).

28. Technology upgradation

In addition to the existing 37 computers, 02 laptops were added, which were provided by the Govt. of Gujarat, Department of Higher Education.

29.Computer and internet access and training to teachers, non-teaching staff and students

Computer skill as Foundation and soft skill course for B.A. as well as Tally Accounting as Foundation course for B.Com. programme according to CBCS pattern was in force during 2013-14.

30.Financial aid to students

- Financial aid was given to 07 students amounting Rs.7000.00
- Financial support from the Government was given to 518 students amounting Rs.18, 23485 during the year.

31.Activities and support from the Alumni Association

- A meeting of the Alumni Association was held in April 2014.
- New body was formed in the above meeting.
- Deliberations were taken up for the betterment of the institution.
- Provision was made to purchase dustbins and other requirements were taken up for the next session 2014-15.

32.Activities and support from the Parent-Teacher Association

Parent-Teacher Association held its meeting during 2013-14 in which suggestions were taken from parents regarding the college.

33.Health services

The institution carried out the following activities:

- Blood donation camp
- Thalassemia checkup camp
- Eye check- up camp in NSS Annual Camp.

34.Performance in sports activities

Our players participated in sports event like Kho-Kho, volleyball, cross country and kabbadi etc. at zonal level.

35.Incentives to outstanding sportspersons

Outstanding sportspersons were felicitated with certificates and prizes at the annual function of the college during 2013-14.

36.Student achievements and awards

- 03 students stood in first 50 meritorious students (11th, 29th and 32nd position) in the university examination at Third Year B.A. (Sem-VI).

- Kumari Honey Jani got 2nd prize at on-the-spot poetry writing competition under “Poem of the Year” scheme organized by KKM.
- Kumari Honey Jani stood at 3rd position in Poster making competition at Young Voters’ Awareness Campaign at district level.

37.Activities of the Guidance and Counseling unit

Guidance and Counseling cell remained active throughout the year and performed the required activities in its area.

38.Placement services provided to students

For the placement of our students we organized a job fair wherein 08 companies were invited and out of the participating students 02 were selected.

39.Development programmes for non-teaching staff

Members of non-teaching staff were given training for using ICT and computer operation during the session 2013-14.

40.Good practices of the institution

The institution has initiated ‘Meet the Author’ programme and secondly, we have started Rajendra Shah Memorial lecture series every year. The same was conducted in the month of January 2014.

41.Linkages developed with National/ International, academic/research bodies

No linkages could be developed with international, national, academic/research bodies during 2013-14.

42.Action Taken Report on the AQAR of the previous year

- Sought permission from NAAC, Bengaluru to extend time period to submit SSR due to renovation work in the campus.
- Grant sanctioned from Gujarat Sahitya Academy for seminar but the same couldn’t be executed for unavoidable circumstances.
- Completed renovation work of the auditorium by March 2014.
- Computerization of library is in process.
- Conducted the first Rajendra Shah Memorial lecture on 27th January 2014.
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43. Any other relevant information the institution wishes to add.

The institution faces the shortage of staff in teaching and non-teaching sections for the last 16 years. In spite of this, the results of the college are good.

Section C: Outcomes achieved by the end of the year (attach separate sheet if required).

Every event/activity which was decided by the individual committees, departments or IQAC was conducted during the year. These include—expert lecture in CWDC, campus activities and annual camp by the NSS; career guidance lecture; sloka-poetry recitation; Thalassemia check-up camp; Rajendra Shah memorial lecture; Talent Morning; Traditional Dress Day; Alumni and Parents' Meets; Annual Day and regular internal examinations as indicated in the

academic calendar.

Section D: Plans of the college for the next year.

- To organize a training programme for teaching faculty on the use of ICT and Power Point Presentation
- To conduct a one day workshop on positive attitude and team work.
- To organize a two day national seminar on Globalization and Indian Literature with the grants of SahityaAkademi, New Delhi.
- To submit a proposal to UGC for a two day seminar in the area of Physical Education.
- To organize Alumni and Parents' meetings.
- To prepare and submit Minor Research Projects in various subjects to UGC.
- To conduct a three day workshop on creative writing.



A handwritten signature in blue ink, likely belonging to K.L. Mali.

K.L.MALI

**Name & Signature of the
Director/Coordinator, IQAC**

A handwritten signature in blue ink, likely belonging to Dr. G. M. Sharma.

Dr. G. M.SHARMA

**Name & Signature of the Chairperson,
IQAC**