

**Smt. J. C. Dhanak Arts and Commerce
College**

BAGASARA-365440 (Gujarat)

SELF STUDY REPORT

Submitted to

**NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL,
BANGALORE-560072**

FOR

**ASSESSMENT AND ACCREDITATION
YEAR-2008**

PREFACE

It is a matter of great pleasure to present this Self Study Report of our college to the National Assessment and Accreditation Council (NAAC) for assessment and accreditation.

We have made sincere effort and honest retrospection, while preparing this Self Study Report. We have tried to present this exactly in consonance with the guidelines formulated by NAAC.

At the time of submission of this SSR, we honestly believe that getting accreditation from an esteemed and autonomous body like NAAC is a matter of pride and privilege. We have highlighted our strengths and not ignored to mention our weaknesses. We know that our immediate task is to concentrate in formulating an elaborate plan and proper implementation of the same in the shortest span of time to overcome the weaknesses.

We whole-heartedly accept that NAAC has given us an opportunity to look into ourselves and to motivate us for hectic academic exercise. We hope and believe that we may come up to the expectation of NAAC.

Dr. S. D. MORI
Principal

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PART – I

INSTITUTIONAL DATA

A. Profile of the College :

1. Name and address of the college :

Name	: Smt. J.C. Dhanak Arts & Commerce College				
Address	: Station Road, Bagasara (Bhayani)				
City	: Bagasara	District:	Amreli	State:	Gujarat
Pin code:	365440.				
Website:	-				

2. For communication:

Office :

	Name	Area/ STD code	Tel. No.	Fax No.	E-mail
Principal	Dr.S.D.Mori	02796	222256	222256	jcdbagasara@yahoo.co.in
Vice Principal.	-	-	-	-	-
Steering Committee Coordinator	Dr.B.M.Dodia	02796	222256	222256	bhavsindhodia@yahoo.com

Residence :±

	Name	Area/ STD code	Tel. No.	Mobile No.
Principal...	Dr.S.D.Mori	02796	222256	9427245955
Vice Principal	-	-	-	-
Steering Committee Coordinator	Dr.B.M.Dodia	-	-	9428014986

3. Type of Institution:

- a. By management
- i. Affiliated College
- ii. Constituent College

- b. By funding**
- i. Government
 - ii. Grant-in-aid
 - iii. Self-financed
 - iv. Any other
(Specify the type)
- c. By Gender**
- i. For Men
 - ii. For Women
 - iii. Co-education

4. Is it a recognized minority institution?

Yes No

If yes specify the minority status (Religious/linguistic/ any other)

(Provide the necessary supporting documents)

5. a) Date of establishment of the college:

Date	Month	Year
01	08	1988

b) University to which the college is affiliated

(If it is an affiliated college)

Saurashtra University

or which governs the college (If it is an constituent college)

-

6. Date of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	29-07-2008	-
ii. 12 (B)	29-07-2008	-

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

7. Does the University Act provide for autonomy of Affiliated/ Constituent Colleges?

Yes No

If yes, has the college applied for autonomy?

Yes No

8. Campus area in acres/sq.mts:

acres	2.009
sq.mts	8117.15

9. Location of the college: (based on Govt. of India census)

- Urban
- Semi-urban
- Rural
- Tribal
- Hilly area
- Any other (specify)

10. Details of programmes offered by the institution: (Give last year's data)

Sr. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned Student Strength	Number of students admitted
i)	Under-graduate	B.A.and B.Com.	3 years	12 th Pass	Gujarati	-	1242
ii)	Post-graduate	M.A.	2 Years	B.A.	Gujarati	-	140
iii)	M.Phil	-	-	-	-	-	-
iv)	Ph. D.	-	-	-	-	-	-
v)	Certificate course	C.C.C.	6 Month	12 th +	Gujarati English	-	67
vi)	UG Diploma	-	-	-	-	-	-

vii)	PG Diploma	-	-	-	-	-	-
viii)	Any Other (specify)	-	-	-	-	-	-

(Additional rows may be inserted as per requirement)

11. List the departments:

Science	
Departments:	(For e.g. Chemistry, Botany, Physics ...)
Arts (Language and Social sciences included) (Gujarati, Hindi, Economics, Sociology., Sanskrit., English)	
Departments:	3 should be 6
Commerce	
Departments:	1
Any Other (Specify)	
Departments:	-

12. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component = Rs. 1:4109(5926162)

(b) excluding the salary component = Rs. 1:56(80987)

B. Criterion-Wise Inputs

Criterion I: Curricular Aspects

1. Does the College have a stated

Vision?

Yes	✓	No	
-----	---	----	--

Mission?

Yes	✓	No	
-----	---	----	--

Objectives?

Yes	✓	No	
-----	---	----	--

2. Does the college offer self-financed Programmes ?

No

If yes, how many ?

No Applicable

Fee charged for each programmer (Include Certificate, Diploma, Add-on courses etc.)

Sr. No.	Programme (B.sc., B.Com. etc.)	Fee charged in Rs.
1.	Nil	-
2.	Nil	-
3.	Nil	-
4.	Nil	-

3. Number of Programmes offered under

a. annual system

03

b. semester system

-

c. trimester system(6 Monthly Course)

01

4. Programmes with

a. choice based credit system	Yes		No	✓	Number	
-------------------------------	-----	--	----	---	--------	--

b. Inter/multidisciplinary approach	Yes		No	✓	Number	
-------------------------------------	-----	--	----	---	--------	--

c. Any other, (C.C.C.)	Yes	✓	No		Number	01
------------------------	-----	---	----	--	--------	----

5. Are there Programmes where assessment of teachers by students is practiced?

Yes		No	✓	Number	
-----	--	----	---	--------	--

6. Are there Programmes taught only by visiting faculty?

Yes		No	✓	Number	
-----	--	----	---	--------	--

7. New programmes introduced during the last five years

UG	Yes		No	✓	Number	
PG	Yes		No	✓	Number	
Others (CCC)	Yes	✓	No		Number	01

8. How long does it take for the institution to introduce a new programme within the existing system?

1 Year

9. Does the institution develop and deploy action plans for effective implementation of the curriculum?

Yes		No	✓
-----	--	----	---

10. Was there major syllabus revision during the last five years?

If yes, indicate the number.

Yes	✓	No		Number	6
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11. Is there a provision for Project work etc. in the programme?

If yes, indicate the number.

Yes	✓	No		Number	1
-----	---	----	--	--------	---

12. Is there any mechanism to obtain feedback on curricular aspects from

a. Academic Peers?

Yes		No	✓
-----	--	----	---

b. Alumni?

Yes	✓	No	
-----	---	----	--

c. Students?

Yes	✓	No	
-----	---	----	--

d. Employers?

Yes	✓	No	
-----	---	----	--

e. Any other?

Yes		No	✓
-----	--	----	---

Criterion II : Teaching-Learning and Evaluation

1. How are students selected for admission to various courses ?

- a) Through an entrance test developed by the institution
- b) Common entrance test conducted by the University/Government
- c) Through interview
- d) Entrance test and interview
- e) Merit at the previous qualifying examination
- f) Any other (First come first serve basis)

(If more than one method is followed, kindly specify the weightages)

2. Highest and Lowest percentage of marks at the qualifying examination considered for admission during the previous academic year

Programmes (UG and PG)	Open category		SC/ST category		Any other (specify)	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
B.A.						
F.Y.B.A		12 th Pass or Equivalent Exam		12 th Pass or Equivalent Exam		12 th Pass or Equivalent Exam
S.Y.B.A		F.Y.B.A. pass or A.T.K.T.		F.Y.B.A. pass or A.T.K.T.		F.Y.B.A. pass or A.T.K.T.
T.Y.B.A.		S.Y.B.A.. pass or A.T.K.T.		S.Y.B.A..pass or A.T.K.T.		S.Y.B.A. pass or A.T.K.T.
B.Com.						

F.Y.B.Com		12 th Com. Pass or Equivalent Exam.		12 th Com. Pass or Equivalent Exam		12 th Com. Pass or Equivalent Exam
S.Y.B.Com.		F.Y.B.Com. pass or A.T.K.T.		F.Y.B.Com pass or A.T.K.T.		F.Y.B.Com. pass or A.T.K.T.
T.Y.B.Com.		S.Y.B.Com. pass or A.T.K.T.		S.Y.B.Com.pass or A.T.K.T.		S.Y.B.Com. pass or A.T.K.T.
M.A.						
M.A. (Gujarati)		B.A.with Second class Gujarati sub.(48 %)		B.A.Pass with Gujarati sub.(36%)		B.A.with Second class Gujarati sub.(48 %)

3. Number of working days during the last academic year 234
4. Number of teaching days during the last academic year 204
5. Number of positions sanctioned and filled Sanctioned/ Filled

Teaching	17	15
Non-teaching	15	09
Technical	01	01

6.

- a. Number of regular and permanent teachers (gender-wise)

Professors

Readers

Sr. Grade lecturers

Lecturers

M	-	F	-
M	-	F	-
M	10	F	02
M	02	F	-

- b. Number of temporary teachers (gender-wise)

Lecturers – Full- time	M	-	F	-
Lecturers – Part- time	M	1	F	-
Lecturers (Management appointees) Full time	M	1	F	2
Lecturers (Management appointees) - Part time	M	-	F	-
Any other (Visiting)	M	3	F	1
Total	M	5	F	3

c. Number of teachers	From the same State	22
	From other States	Nil

7.

a. Number of qualified/ permanent teachers and their percentage to the total number of faculty	Number	%
	22	100%
b. Teacher: student ratio	1:69(1242/18)	
c. Number of teachers with Ph.D. as the highest qualification and their percentage to the total faculty strength	04	22%
d. Number of teachers with M. Phil as the highest qualification and their percentage to the total faculty strength	2	9%
e. Percentage of the teachers who have completed UGC, NET and SLET exams	-	
f. Percentage of the faculty who have served as resource persons in Workshop/ Seminars/ Conferences during the last five years	-	
g. Number of faculty development programmes availed by teachers		

(last five years)

UGC/ FIP programme

Refresher:

Orientation:

Any other (specify)

07-08	06-07	05-06	04-05	03-04
-	-	-	-	-
-	02	01	04	02
01	-	-	-	01
-	-	-	-	-

- h.** Number of faculty development programmes organized by the college during the last five years.

Seminars/workshops/symposia on

Curricular development, teaching-Learning, assessment, etc.

Research management

Invited/endowment lectures

Any other (specify)

	08	07	06	05	04
01	-	-	-	-	-
-	-	-	-	-	-
9	7	8	4	1	
-	-	-	-	-	

- 8.** Number and percentage of the courses where predominantly the lecture method is practiced

Number	%
3	100%

- 9.** Does the college have the tutor-ward system? Yes No

If yes, how many students are under the care of a teacher?

-

- 10.** Are remedial programmes offered?

Yes		No	✓	Number	
-----	--	----	---	--------	--

- 11.** Are bridge courses offered?

Yes		No	✓	Number	
-----	--	----	---	--------	--

- 12.** Are there Courses with ICT-enabled teaching-learning processes?

Yes	✓	No		Number	06
-----	---	----	--	--------	----

- 13.** Is there a mechanism for:

- a. Self appraisal of faculty ? Yes No
- b. Student assessment of faculty performance ? Yes No
- c. Expert /Peer assessment of faculty performance ? Yes No

14. Do the faculty members perform additional administrative work?

Yes No

If yes, the average number of hours spent by the
faculty per week

2 hours

Criterion III : Research, Consultancy and Extension

1. How many teaching faculty are actively involved in research? (Guiding student research, managing research projects etc.,)

Number	% of total
07	38%

2. Research collaborations

a) National No

If yes, how many ?

-

b) International No

If yes, how many?

-

3. Is the faculty involved in consultancy work? No

If yes, consultancy earnings /

year (average of last two years may be given)

Nil

4. a. Do the teachers have ongoing/ completed

research projects ? No

If yes, how many ?

On going

No

Completed

No

- b. Provide the following details about

the ongoing research projects

Major projects	Yes		No	✓	Number		Agency		Amt.	
Minor projects	Yes		No	✓	Number		Agency		Amt.	

College Projects	Yes		No	✓	Number		Amount			
Industry sponsored	Yes		No	✓	Number		Industry		Amt.	
Any other	Yes			✓						
No. of student research projects	Yes		No	✓	Number		Amount sanctioned by the College			

5. Research publications:

International journals	Yes	✓	No		Number	02
National journals – refereed papers	Yes	✓	No		Number	16
College journal	Yes	✓	No		Number	12
Books	Yes	✓	No		Number	11
Abstracts	Yes	✓	No		Number	05
Any other (specify)	Yes		No	✓	Number	
Awards, recognition, patents etc. if any, Ph.d.Guideship received by Dr. K.M.Trivedi						

6. Has the faculty

a) Participated in Conferences?

Yes	✓	No		Number	139
-----	---	----	--	--------	-----

b) Presented research papers in Conferences?

Yes	✓	No		Number	94
-----	---	----	--	--------	----

7. Number of extension activities organized in collaboration with other agencies/NGOs (such as Rotary/Lions Club) (average of last two years)

-

8. Number of regular extension programmes organized by NSS and NCC (average of last two years)

NSS	NCC
08	-

9. Number of NCC Cadets/units

Nil	-	-	-	-	-
-----	---	---	---	---	---

10. Number of NSS Volunteers/units

M	50	F	50	Units	2
---	----	---	----	-------	---

Criterion IV : Infrastructure and Learning Resources

1.(a) Campus area in acres	2.009																						
(b) Built up area in Sq. Meters (*1 sq.ft. = 0.093 sq.mt)	8117.15																						
2.Working hours of the Library																							
(a) On working day	12 p.m to 06 p.m.																						
(b) On holidays	-																						
(c) On Examination	3 hours																						
3. Average number of faculty visiting the library /day(average for the last two years)	9%																						
4. Average number of students visiting the library /day(average for the last two years)	11%																						
5. Numbers of journals subscribed to the institution	5																						
6. Does the library have the open access system?	<table border="1"> <tbody> <tr> <td>Yes</td> <td><input checked="" type="checkbox"/></td> <td>No</td> <td>-</td> </tr> </tbody> </table>	Yes	<input checked="" type="checkbox"/>	No	-																		
Yes	<input checked="" type="checkbox"/>	No	-																				
7. Total collection (Number)																							
a. Books	<table border="1"> <thead> <tr> <th>Title</th> <th>Volumes</th> </tr> </thead> <tbody> <tr> <td>2230</td> <td>2230</td> </tr> <tr> <td>345</td> <td>2585</td> </tr> <tr> <td>836</td> <td>841</td> </tr> <tr> <td>40</td> <td>-</td> </tr> <tr> <td>05</td> <td>-</td> </tr> <tr> <td>Indian journals</td> <td>05</td> </tr> <tr> <td>Foreign journals</td> <td>-</td> </tr> <tr> <td>f. Peer-reviewed journals</td> <td>-</td> </tr> <tr> <td>g. Back volumes of journals</td> <td>-</td> </tr> <tr> <td>h. E-resources</td> <td></td> </tr> </tbody> </table>	Title	Volumes	2230	2230	345	2585	836	841	40	-	05	-	Indian journals	05	Foreign journals	-	f. Peer-reviewed journals	-	g. Back volumes of journals	-	h. E-resources	
Title	Volumes																						
2230	2230																						
345	2585																						
836	841																						
40	-																						
05	-																						
Indian journals	05																						
Foreign journals	-																						
f. Peer-reviewed journals	-																						
g. Back volumes of journals	-																						
h. E-resources																							
b. Textbooks																							
c. Reference books																							
d. Magazines																							
e. Current journals																							
Indian journals																							
Foreign journals																							
f. Peer-reviewed journals																							
g. Back volumes of journals																							
h. E-resources																							

CDs/DVDs	50
Databases	-
Online journals	-
Audio- Visual resources	-

i. Special collections(numbers)

	Yes	No	Number
• Repository (World Bank, OECD, UNESCO etc.)		✓	
• Interlibrary borrowing facility		✓	
• Materials acquired under special Schemes(UGC, DST etc.)		✓	
• Materials for Competitive examinations Including Employment news, Yojana etc.	✓		22
• Book bank		✓	
• Braille materials		✓	
• Manuscripts		✓	
• Any other (Encyclopedia)		✓	

8. Number of books/journals / periodicals added during the last two years and their total cost

	2006-07		2007-08	
	The year before last		Last Year	
	Number	Total Cost (Rs.)	Number	Total Cost (Rs.)
Text books	250	16906	75	4865
Reference Books	139	18722	150	37257
Other books	285	11237	415	47897

Journals/Periodicals	25	4430	40	4460
Encyclopedia	-	-	-	-
Any other(specify)	-	-	-	-

9. Mention the

Total carpet area of the Central Library(in sq.ft)

900 sq.ft.

Number of departmental libraries

No Deptt.

Average carpet area of the departmental libraries

No. Deptt.

Seating capacity of the Central Library(Reading room)

24

10. Status of Automation of the library

Not initiated

Fully automated

Partially automated

11. Percentage of library budget in relation to the total

Budget

1.04 %

12. Services/facilities available in the library (If yes, tick in the box)

Circulation

Clipping

Bibliographic compilation

Reference

Reprography

Computer and Printing

Internet

Inter-library loan

Power back up

Information display and notification

User orientation /information literacy

Any other (specify)

13. Average number of books issued/returned per day
14. Ratio of library books to the number of students enrolled
15. Computer Facilities
- Number of computers in the college
- Number of Departments with computer facilities
- Central computer facility (Number of terminals)
- Budget allocated for purchase of computers during
The last academic year
- Amount spent on maintenance and upgrading of Computer
Facilities during the last academic year

Dialup	Broadband	Others (Specify)
✓		Internet Facility, Connectivity

Number of nodes/computers with Internet Facility.

16. Is there a Workshop/Instrumentation
Centre ?

Yes	No	Available from the year
	✓	

17. Is there a Health Centre ?

Yes	No	Available from the year
	✓	

18. Is there Residential accommodation for
Faculty ?

Yes	No	✓
		✓

Non-teaching staff ?

Yes	No	✓
		✓

19. Are there student Hostels ?

Yes		No	✓
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If yes, number of students residing in hostels

Male

Yes		No	✓	Number	
-----	--	----	---	--------	--

Female

Yes		No	✓	Number	
-----	--	----	---	--------	--

 ff

20. Is there a provision for

	Yes	✓	No	
	Yes	-	No	✓
a)	Sports fields			
	Yes	-	No	✓
b)	Gymnasium			
	Yes	-	No	✓
c)	Womens' rest rooms			
	Yes	✓	No	-
d)	Transport			
	Yes	-	No	✓
e)	Canteen/Cafeteria			
	Yes	✓	No	
f)	Students centre			
	Yes	✓	No	
g)	Vehicle parking facility			

Criterion V: Student Support and Progression

1. a. Student strength

(Provide information in the following format, for the past two years)

Students Enrolment	Year	UG			PG		
		M	F	T	M	F	T
Number of students from the same state where the college is located	2006-2007	414	596	1010	39	94	133
	2007-2008	470	772	1242	51	89	140
Number of students from other States	-	-	-	-	-	-	-
Number of NRI students	-	-	-	-	-	-	-
Number of foreign students	-	-	-	-	-	-	-

*M – Male, F- Female, T-Total

b. Dropout rate in UG and PG (average for the last two batches)

	Number	%
UG	166	7.37
PG	17	6.23

2. Financial support for students: (last year)

	Number	Amount
Endowments:	-	-
Free ships:	-	-
Scholarship (Government)	331	753130
Scholarship (Institution)	-	-
Number of loan facilities:	-	-
Any other financial support EBC	136	124800

3. Does the college obtain feedback from students on their

Campus experience ?

Yes

4. Major cultural events (data for last year)(2007-08)

Events	Organized			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate	-	-	-	✓	-	12
Inter-university	-	-	-	✓	-	01
National	-	-	-	-	-	-
Any other (specify)	-	-	-	-	-	-

5. Examination Results (data of past five years)

Third Year B. A.

Results	U.G.				
	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
Pass Percentage	90.80%	96.55%	93.23%	96.98%	92.82%
Number of first classes	22	31	44	45	63
Number of distinctions	-	-	-	-	-
Ranks (if any)	-	-	-	-	-

Third Year B. Com.

Results	U.G.				
	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
Pass Percentage	69.84%	87.88%	81.54%	82.35%	78.05%
Number of first classes	5	9	7	29	9
Number of distinctions	-	-	-	-	2
Ranks (if any)	-	-	-	-	-

M. A. (Gujarati)

Results	P.G.				
	2003-	2004-	2005-	2006-2007	2007-

	2004	2005	2006		2008
Pass Percentage	81.60%	83.72%	70.32%	72.65%	80.62%
Number of first classes	6	10	7	7	16
Number of distinctions	-	-	-	-	-
Ranks (Uni.1st, Gold Medal)	-	-	01	-	-

6. Number of overseas programmes on campus and income earned:

Number	Amount	Agency
Nil	-	-

7. Number of students who have passed the following examinations during the last five years

NET

-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

SLET

CAT

TOEFL

GRE

GMAT

Civil services

(IAS / IPS/IFS)

Defence Entrance

Other services

Any other (specify)

8. Is there a Student Counselling Centre?

Yes	✓	No	
-----	---	----	--

9. Is there a Grievance Redressal Cell?

Yes	✓	No	
-----	---	----	--

10. Does the college have an Alumni Association?

Yes	✓	No		Formed in the year	2007
-----	---	----	--	-----------------------	------

11. Does the college have a Parent-teachers Association?

Yes	✓	No		Formed in the year	2008
-----	---	----	--	-----------------------	------

Criterion VI : Governance and Leadership

1. Has the institution appointed a permanent Principal ?

Yes	✓	No	
-----	---	----	--

If Yes, denote the qualifications

M.A., B.Ed., M.Phil., Ph.D.

If No,

for how long has the position been vacant ?

-

2. Number of professional development programmes held for the Non-teaching staff (last two years)

1	-
---	---

3. Financial resources of the college (approximate amount) – Last year's data

Grant-in aid

58,45,175

Fee from aided courses

-

Donation

-

Fee from Self-funded courses

-

Any other From students etc.

3,94,498

4. Statement of Expenditure (for last two years)

Item	Before last 2006-07		last year 2007-08	
		%		%
% spent on the salaries of faculty	39,32,020	71.74	44,61,552	72.21
% spent on the salaries of non-teaching employees including contractual workers	11,83,128	21.59	13,83,623	22.39
% spent on books and journals	39,609	0.72	65,654	1.06
% spent on Building development		-		-
% spent on hostels, and other student amenities		-		-
% spent on maintenance - electricity, water, telephones, infrastructure	61,876	1.13	85,310	1.38
% spent on academic activities of departments - laboratories,		-		-

green house, animal house, field trips etc.				
.% spent on research, seminars, etc.	3,265	0.06	32,251	0.52
% spent on miscellaneous expenditure	8,500	0.16	22,836	0.37

Note: The institution may provide the details regarding the above table as per the heads of accounts being maintained. However, care may be taken to cover the above items.

5. Dates of meetings of Academic and Administrative Bodies during the last two years:

	Last year 2007-08	Year before last 2006-07
Governing Body	21/06/2007 07/01/2008	04/07/2006
Internal Admn. Bodies (mention only three most important bodies)	11/08/2007 06/12/2007 07/01/2008	26/06/2006 25/09/2006 08/01/2007
Any other (specify)	-	

6. Are there Welfare Schemes for the academic community?

Loans:

Medical allowance

Any other (specify)

Yes	✓	No	
Yes	✓	No	
Yes		No	✓

7. Are there ICT supported / Computerised units/processes/activities for the following?

a) Administrative section/ Office

Yes	✓	No	
-----	---	----	--

b) Finance Unit

Yes	✓	No	
-----	---	----	--

c) Student Admissions

Yes	✓	No	
-----	---	----	--

d) Placements

Yes		No	✓
-----	--	----	---

e) Aptitude Testing

Yes		No	✓
-----	--	----	---

f) Examinations

Yes		No	✓
-----	--	----	---

g) Student Records

Yes	✓	No	
-----	---	----	--

Criterion VII: Innovative Practices

1. Has the institution established Internal Quality Assurance Mechanisms ?
- | | | | |
|-----|---|----|--|
| Yes | ✓ | No | |
|-----|---|----|--|

2. Do students participate in the Quality Enhancement initiatives of the Institution?
- | | | | |
|-----|---|----|--|
| Yes | ✓ | No | |
|-----|---|----|--|

3. What is the percentage of the following student categories in the institution?

a. SC	109	7.89%
b. ST	03	0.21%
c. OBC	312	22.58%
d. Women	861	62.30%
e. Differently-abled	06	0.43
f. Rural	1382	100%
g. Tribal	-	-
h. Any other (specify)	-	-

4. What is the percentage of the following category of staff?

	Category	Teaching staff	%	Non-teaching staff	%
a	SC	01	06.67	02	22.22
b	ST	03	20.00	-	
c	OBC	06	40.00	05	55.56
d	Women	02	13.33	02	22.22
e	Physically-challenged	-		-	
f	General Category	05	33.33	02	22.22
g	Any other (specify)				

5. What is the percentage incremental academic growth of the following category of students for the last two batches?

U.G.

	Category	At Admission		On completion of the course	
		2004-05	2005-06	2006-07	2007-08
		Batch I	Batch II	Batch I	Batch II
1.	SC	21 (7.64%)	33 (8.87%)	21 (7.64%)	16 (4.30%)
2.	ST	02 (0.7%)	-	01 (.36%)	-
3.	OBC	34 (12.36%)	50 (1.34%)	31 (11.27%)	43 (11.56%)
4.	Women	156 (56.72%)	214 (57.53%)	136 (49.45%)	145 (38.98%)
5.	Physically challenged	05 (1.82%)	02 (0.54%)	03 (1.09%)	01 (.27%)
6.	General Category	218 (79.27%)	289 (77.69%)	174 (63.27%)	168 (45.16%)
7.	Any other (specify)	-	-	-	-

P.G.

	Category	At Admission		On completion of the course	
		2004-05	2005-06	2005-06	2006-07
		Batch I	Batch II	Batch I	Batch II
1.	SC	14 (20%)	5 (7.14%)	06(8.57%)	03(4.29%)
2.	ST	-	03 (4.29%)	-	-
3.	OBC	29(41.43%)	32 (45.71%)	13(18.57%)	22(31.43%)
4.	Women	36(51.43%)	47 (67.14%)	21(30%)	27(38.57%)
5.	Physically challenged	03(4.29%)	-	03(4.29%)	-
6.	General Category	27(38.57%)	30(42.86%)	22(31.43%)	17(24.28%)
7.	Any other (specify)	-	-	-	-

*M- Male F - Female

C. Profile of the Departments (If applicable)

We don't have departmental structure. We have subject structure. There are different main subject in Arts Faculty. We call them departments. Thus the profiles of different main, subsidiary and compulsory subjects are given below.

		Responses	
1	Name of the Department	Commerce	
2	Year of Establishment	1988	
3	Number of Teachers sanctioned and present position	2	2
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers and Students	2	148
7	Demand Ratio (No. of seats : No. of applications)	-	
8	Ratio of Teachers to Students	1:74	
9	Number of research scholars who had their master's degree from other institutions	-	
10	The year when the curriculum was revised last	2006	
11	Number of students passed NET/SLET etc. (last two years)	-	
12	Success Rate of students (What is the pass percentage as compared to the University average ? (only T.Y.B.Com.) 2007-08.	T.R.% 75.68	U.R% 79.02
13	University Distinction/ Ranks	1	
14	Publications by faculty (last 5 years)	4	
15	Awards and recognition received by faculty (last five years)	-	
16	Faculty who have Attended National and International Seminars (last five years)	14	1
17	Number of National and International seminars organized (Last five years)	-	-
18	Number of teachers engaged in consultancy and the revenue generated	-	
19	Number of Ongoing projects and its total outlay	-	
20	Research projects completed during last two & its total outlay	-	
21	Number of inventions and patents	-	
22	Number of Ph. D theses guided during the last two years	-	
23	Number of Books in the Departmental Library, if any	648	
24	Number of Journals/Periodicals	2	
25	Number of Computers	-	
26	Annual Budget	-	

Profile of the Hindi subject, There are different main subject in Arts Faculty.

		Responses	
1	Name of the Department	Hindi	
2	Year of Establishment	1990	
3	Number of Teachers sanctioned and present position	4	4
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers and Students	4	996
7	Demand Ratio (No. of seats : No. of applications)	-	
8	Ratio of Teachers to Students	1: 249	
9	Number of research scholars who had their master's degree from other institutions	-	
10	The year when the curriculum was revised last	2007	
11	Number of students passed NET/SLET etc. (last two years)	-	
12	Success Rate of students (What is the pass percentage as compared to the University average?(only T.Y.B.A.)2007-08	T.R.% 96%	U.R.% 93.27
13	University Distinction/ Ranks	-	
14	Publications by faculty (last 5 years)		
15	Awards and recognition received by faculty (last five years)	-	
16	Faculty who have Attended National and International Seminars (last five years)	19	-
17	Number of National and International seminars organized (Last five years)	1	-
18	Number of teachers engaged in consultancy and the revenue generated	-	-
19	Number of Ongoing projects and its total outlay	-	-
20	Research projects completed during last two & its total outlay	-	-
21	Number of inventions and patents	-	-
22	Number of Ph. D theses guided during the last two years	4	
23	Number of Books in the Departmental Library, if any	1279	
24	Number of Journals/Periodicals	6	
25	Number of Computers	-	
26	Annual Budget	-	

Profile of the Gujarati subject, There are different main subject in Arts Faculty.

		Responses	
1.	Name of the Department	Gujarati	
2.	Year of Establishment	1990	
3.	Number of Teachers sanctioned and present position	3	3
4.	Number of Administrative Staff	Nil	
5.	Number of Technical Staff	Nil	
6.	Number of Teachers and Students	3	573
7.	Demand Ratio (No. of seats : No. of applications)	-	
8.	Ratio of Teachers to Students	1:191	
9.	Number of research scholars who had their master's degree from other institutions	-	
10.	The year when the curriculum was revised last	2007	
11.	Number of students passed NET/SLET etc. (last two years)	-	
12.	Success Rate of students (What is the pass percentage as compared to the University average?(only T.Y.B.A.)2007-08	T.R.% 95.83	U.R.% 93.27
13.	University Distinction/ Ranks	-	
14.	Publications by faculty (last 5 years)	10	
15.	Awards and recognition received by faculty (last five years)	-	
16.	Faculty who have Attended National and International Seminars (last five years)	22	1
17.	Number of National and International seminars organized (Last five years)	1	-
18.	Number of teachers engaged in consultancy and the revenue generated	-	-
19.	Number of Ongoing projects and its total outlay	-	-
20.	Research projects completed during last two & its total outlay	-	-
21.	Number of inventions and patents	-	-
22.	Number of Ph. D theses guided during the last two years	-	
23.	Number of Books in the Departmental Library, if any	2254	
24.	Number of Journals/Periodicals	10	
25.	Number of Computers	-	
26.	Annual Budget	-	

Profile of the Sanskrit subject, There are different main subject in Arts Faculty.

		Responses	
1	Name of the Department	Sanskrit	
2	Year of Establishment	1990	
3	Number of Teachers sanctioned and present position	3	3
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers and Students	3	390
7	Demand Ratio (No. of seats : No. of applications)	-	
8	Ratio of Teachers to Students	1:130	
9	Number of research scholars who had their master's degree from other institutions	-	
10	The year when the curriculum was revised last	2007	
11	Number of students passed NET/SLET etc. (last two years)	-	
12	Success Rate of students (What is the pass percentage as compared to the University average?(only T.Y.B.A)2007-08	T.R.% 95.24	U.R. % 93.27
13	University Distinction/ Ranks	-	
14	Publications by faculty (last 5 years)	4	
15	Awards and recognition received by faculty (last five years)	-	
16	Faculty who have Attended National and International Seminars (last five years)	9	-
17	Number of National and International seminars organized (Last five years)	1	-
18	Number of teachers engaged in consultancy and the revenue generated	-	-
19	Number of Ongoing projects and its total outlay	-	-
20	Research projects completed during last two & its total outlay	-	-
21	Number of inventions and patents	-	-
22	Number of Ph. D theses guided during the last two years	-	
23	Number of Books in the Departmental Library, if any	624	
24	Number of Journals/Periodicals	3	
25	Number of Computers	-	
26	Annual Budget	-	

Profile of the Sociology subject, There are different subsidiary subject in Arts Faculty.

		Responses	
1	Name of the Department	Sociology	
2	Year of Establishment	1992	
3	Number of Teachers sanctioned and present position	1	1
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers and Students	1	640
7	Demand Ratio (No. of seats : No. of applications)	-	
8	Ratio of Teachers to Students	1:640	
9	Number of research scholars who had their master's degree from other institutions	-	
10	The year when the curriculum was revised last	2004	
11	Number of students passed NET/SLET etc. (last two years)	-	
12	Success Rate of students (What is the pass percentage as compared to the University average?(only Overall F.Y.& S.Y.B.A)2007-08	T.R.% 96.48	U.R.% 89.14
13	University Distinction/ Ranks	-	
14	Publications by faculty (last 5 years)	-	
15	Awards and recognition received by faculty (last five years)	-	
16	Faculty who have Attended National and International Seminars (last five years)		-
17	Number of National and International seminars organized (Last five years)	2	-
18	Number of teachers engaged in consultancy and the revenue generated	-	-
19	Number of Ongoing projects and its total outlay	-	-
20	Research projects completed during last two & its total outlay	-	-
21	Number of inventions and patents	-	-
22	Number of Ph. D theses guided during the last two years	-	
23	Number of Books in the Departmental Library, if any	208	
24	Number of Journals/Periodicals	2	
25	Number of Computers	-	
26	Annual Budget	-	

Profile of the Economics subject, There are different subsidiary subject in Arts Faculty.

		Responses	
1	Name of the Department	Economics	
2	Year of Establishment	1988	
3	Number of Teachers sanctioned and present position	2	2
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers and Students	2	371
7	Demand Ratio (No. of seats : No. of applications)	-	
8	Ratio of Teachers to Students	1:185	
9	Number of research scholars who had their master's degree from other institutions	-	
10	The year when the curriculum was revised last	2004	
11	Number of students passed NET/SLET etc. (last two years)	-	
12	Success Rate of students (What is the pass percentage as compared to the University average?(only T.Y.B.Com)2007-08	T.R.% 78.05	U.R.% 79.02
13	University Distinction/ Ranks	-	
14	Publications by faculty (last 5 years)As a Co-Author	2	
15	Awards and recognition received by faculty (last five years)	-	
16	Faculty who have Attended National and International Seminars (last five years)	5	-
17	Number of National and International seminars organized (Last five years)	-	-
18	Number of teachers engaged in consultancy and the revenue generated	-	-
19	Number of Ongoing projects and its total outlay	-	-
20	Research projects completed during last two & its total outlay	-	-
21	Number of inventions and patents	-	-
22	Number of Ph. D theses guided during the last two years	-	
23	Number of Books in the Departmental Library, if any	345	
24	Number of Journals/Periodicals	3	
25	Number of Computers	-	
26	Annual Budget	-	

Profile of the English subject, There are different Compulsory subject in Arts Faculty.

		Responses	
1	Name of the Department	English	
2	Year of Establishment	1988	
3	Number of Teachers sanctioned and present position	1	1
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers and Students	1	161
7	Demand Ratio (No. of seats : No. of applications)	-	
8	Ratio of Teachers to Students	1:161	
9	Number of research scholars who had their master's degree from other institutions	-	
10	The year when the curriculum was revised last	2007	
11	Number of students passed NET/SLET etc. (last two years)	-	
12	Success Rate of students (What is the pass percentage as compared to the University average?(only T.Y.B.Com)2007-08	T.R.% 78.05	U.R.% 79.02
13	University Distinction/ Ranks	-	
14	Publications by faculty (last 5 years)As a Co-Author	-	
15	Awards and recognition received by faculty (last five years)	-	
16	Faculty who have Attended National and International Seminars (last five years)	-	-
17	Number of National and International seminars organized (Last five years)	-	-
18	Number of teachers engaged in consultancy and the revenue generated	-	-
19	Number of Ongoing projects and its total outlay	-	-
20	Research projects completed during last two & its total outlay	-	-
21	Number of inventions and patents	-	-
22	Number of Ph. D theses guided during the last two years	-	
23	Number of Books in the Departmental Library, if any	127	
24	Number of Journals/Periodicals	-	
25	Number of Computers	-	
26	Annual Budget	-	

Part II:
Evaluative Report

a. Executive Summary

Smt.J.C.Dhanak Arts &Commerce College, Bagasara, Dist.Amreli (Gujarat) was founded in the year 1988 as the first co-education college in the downtrodden area of Bagasara. Overall development of the student is the prime objective of the institution by education and life skills developing environment. With the help of the number of activities, this institute is the right place for total development of the student.

The institute takes care at the utmost disciplined and learner centered environment created in the institute so that we generate education for both boys and girls who can contribute to the betterment of the society and the nation at large. The college is blessed with committed and dynamic management, young and permanent and qualified principal, and young and energetic staff.

The college runs two program

1) Bachelor of Arts program specializing in three subjects:

Gujarati

Hindi

Sanskrit

And five subsidiary subjects

Gujarati

Hindi

Sanskrit

Sociology

Economics

2) Bachelor of Commerce

We accept that we do not offer variety of courses as others.

The college aims at providing qualitative higher education to the number of students.

Focusing on girls education presently 928 students are acquiring education in two programmes. The college schedules in the one session. It starts at 12.00 p.m. with prayer.

B.A.and B.Com. are scheduled in this session that ends at 5.15 p.m. The college had 226 working days and 170 teaching days last academic year to fulfill the academic targets.

The college has 01 Principal, 13 Full time lecturers,01 part time lecturers,03 Management appointed lecturers,04 Visiting lectures, 09 non-teaching sanctioned posts out of which all are filled up with permanent/ qualified candidates. Four faculties are doctorate, Two faculties are having M.Phil, Seven faculties have been working on their doctorate. In last five years 09 faculties have participated in refresher courses conducted by UGC-ASC.

The faculty members perform additional administrative work and support in strengthening the college requirements. Student assessment of the faculty performance is carried out regularly and feedbacks from other stake holders are also taken. Faculties actively participate in conferences, seminars and other events and college promotes them by facilitating and support in academic calendar adjustment which includes leaves to be provided.

The college is spread up in 2.009 acres of land in which there are one building, play ground, parking zones and it is well equipped with fully ventilated 13 class rooms 2 administrative offices, 1 library, and 1 sport centre for boys and girls students. The college library is fully computerized library but we have not received any grant for it.

The college has 03 computers and has dial up internet connectivity with the computers.

Most of the staff members are trained to use the computer by own faculty of the college

and have done either CCC or CCC+. Though this is an arts and commerce college, computer is a part of the faculties' lives. The college has sports field, vehicle parking. College has outperformed redressal cell, alumni association, and parent- teacher association.

Hence the main building is about 28 years old. It requires maintenance time to time. Good human beings but the ratio of passing examination like NET/SLET is negligible. However for the last three four year the craze for MCA, MBA led the students to appear for entrance examination like GCET within a short period more than 12 students have passed such examinations.

With these entire strengths and weaknesses institute has decided to move forward to take on the next challenges posted by the environmental factors.

B:Criterion-wise Evaluative Report

Criterion -I **Curricular Aspects**

B. Criterion-Wise Evaluative Report

Criterion I: Curricular Aspects

1.1. Curriculum Design and Development

1.1.1. State the vision and mission of the institution, and how it is communicated to the students, teachers, staff and other stakeholders?

VISION:

To provide qualitative education with equal opportunities for men and women of the downtrodden region of Bagasara.

To produce graduates according to the regional needs of the time.

To contribute in nation building by providing value based education.

MISSION:

To commence and run degree and diploma courses.

To appoint qualified faculties according to rules and regulation of Gujarat Government and Saurashtra University (This is compulsory not a mission)

To establish required latest equipments. (To make teaching-learning process more effective through audio -visual aids)

To create awareness towards society and environment.

To give education which promote positive attitude and family values.

To develop integrated personality of students.

OBJECTIVES:

To provide quality education with equal opportunities for men and women of the downtrodden region of Bagasara and make them financially and socially independent.

To cater growing need of industry through students' career planning.

Development of personality traits of students through co-curricula and extra curricular activities.

To Focusing on education of women.

To Creating social and environmental awareness.

Vision and mission of the institute are communicated to the students, teachers, staff and other stakeholders through prospectus, induction meeting and other college programmes. The prospectus of the college is given to all students admitted in all programmes in the college. Thus through students the proclamation of our vision and mission unquestionably reach to the parents and society as a whole.

The college has special display boards for the permanent display of these statements.

1.1.2. How does the mission statement reflect the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientation?

This institutes has its own characteristics .Though it is rural oriented institute, we can find lot of primary facilities. The institution has efficient president, dutiful principal and lecturers and administrative staff. This institution has a significance place in university. It has been trying to fulfill needs of the society. Since the college has been established, the society has also accepted the existence of the institutes. The society wished that the student of this rural area, should get the facility for higher study and it have been possible. Otherwise before established

of college many students left the study incomplete. Students had to go far for study which many times resulted into negatively. This institute always tries to provide higher education to the students. So far **four** students have got university 1st, Gold medal and distinctions. We can't value less to these institutes as par the tradition of educational world. This institute has got its own NAME. Students and society have esteem for the institute which has always followed the higher goals and great education values.

- 1.1.3. Are the academic programmes in line with the institution's goals and objectives? If yes, give details on how the curricula developed / adopted, address the needs of the society and have relevance to the regional / national and global trends and developmental needs? (access to the Disadvantaged, Equity, Self development, Community and National Development, Ecology and environment, Value orientation, Employment, ICT introduction, Global and National demands and so on)**

The purpose and objective of the institution is similar to the educational programmes. To be in touch with the developmental needs, and also to make our students more employable in ever expanding job markets, the college has started Certificate Course in Computer.

- 1.1.4. How does the curriculum cater to inclusion/integration of Information and Communication Technology (ICT) in the curriculum, for equipping the students to compete in the global employment markets?**

Curriculum is designed by Saurashtra University. The syllabus includes all the aspects that equip the students to compete in global arena. Some courses of Dr.Babasaheb Ambedkar Open University are ICT enabled ones like CCC etc.

1.1.5. Specify the initiatives and contributions of the institution in the curriculum design and development process. (Need assessment, development of information database, feedback from faculty, students, alumni, employees and academic peers, and communicating the information and feedback for appropriate inclusion and decisions in statutory academic bodies, Membership of BOS and by sending agenda items etc.)

The existing curriculum for a subject is supposed to revive and update every three years by the existing board of studies of the university, according to UGC guideline and colleges are supposed to follow them Whenever needed, the Board of Studies holds a meeting and the necessary amendments are made by the University with immediate effect .The faculty members are also sent to different places to attend seminars, conferences, workshop regarding curriculum development. Evaluation of the courses by the students is done on regular basis and its reports are evaluated by Head of the Department. Its report is sent to the chairman of the each Board of Studies for consideration in the meeting, if needed.

1.2. Academic flexibility

1.2.1 What are the range of programme options available to learners in terms of Degrees, Certificates and Diplomas?

Our institute offers two Grant-in-aid Degree programmes, one Grant in aid P.G.degree programme, two self financed degree programmes, one self-financed Post-Graduate Diploma programme and one Self-financed Certificate programme to the students. These are as under:

- 1: Bachelor of Arts – B.A. (Grant-in-Aid)
- 2: Bachelor of Commerce – B.Com. (Grant-in-Aid)
3. Master of arts Gujarati Subject (Grant-in-Aid)
4. Certificate course in computing (B.A.O.U.)

1.2.2 Give details on the following provisions with reference to academic flexibility, value addition and course enrichment:

- a) Core options b) Elective options c) Add on courses d) Interdisciplinary courses e) Flexibility to the students to move from one discipline to another f) flexibility to pursue the programme with reference to the time frame (flexible time for completion)**

- a) Core options:**

B.A & B.Com.

- b) Elective options:**

The institute offers two degree programmes to the students:

- a) B.Com. and b) B.A.

Both the programmes are offered with elective option.

- a) B.com.

(with optional paper- Salesmanship and publicity/ Human resource management/ Accounting & Finance/ Business management)

- b) B.A.

- There are three main subjects:

1)Gujarati, 2)Hindi, 3)Sanskrit.

- There are Five subsidiary Subjects:

1)Gujarati, 2)Hindi, 3)Sanskrit, 4)Sociology,

5)Economics.

From which students choose their main and subsidiary subjects. There are also two subjects of language English and Hindi from which students choose any one as a compulsory language paper.

c) Add on courses:

C.C.C. (B.A.O.U.)

d) Interdisciplinary courses:

C.C.C. & B.A.

e) Flexibility to the students to move from one discipline to another:

It is not possible but double graduation is available

f) Flexibility to pursue the programme with reference to the time frame (flexible time for completion):

No flexibility of time is given to pursue the programme.

1.2.3 Give details of the programmes and other facilities available for international Students (if any)

The College has not any programme and other facilities for international students.

1.2.4 Does the institution offer any self-financed programmes in the institution? If yes, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification and salary etc.

The college does **not** offer any self-financed programmes in the institution.

At present the institution has no self finance programme but in the next year 2009/10. M.A. Hindi (self- finance) is going to be initiated.

1.3. Feedback on Curriculum

1.3.1. How does the college obtain feedback on curriculum from

a) Students? b) Alumni c) Parents? d) Employers/industries? e) Academic peers? f) Community?

- | | |
|----------------------------|--|
| a) Students: | We prepared a questionnaire based on course for students. They are to give their written opinions in them when their courses are over. |
| b) Alumni: | We prepared a questionnaire based on course for students. They are to give their written opinions in them when at the time of meeting with them. |
| c) Parents: | Their written and oral suggestions are taken.in the meeting with them. |
| d) Employers / industries: | Their written and oral suggestions are taken. |
| e) academic peers: | --- |
| f) Community: | --- |

1.3.2. How is the above feedback analyzed and the outcome / suggestions used for continuous improvements, and communicated to the affiliating university for appropriate inclusion?

The detail and data is collected by concerned teachers and the analytical reports are prepared. These reports are sent to the university through the Chairman of BOS. If major change is required, it is discussed in the meeting of Board of Studies.

1.4. Curriculum update

1.4.1 What is the frequency and the basis for syllabus revision and what are the major revisions made during the last two years?

The syllabus is revised at every 3 years. The heads of concerned department appears before the committee and presents their suggestions and thus they play an active role.

1.4.2 How does the institution ensure that the curriculum bears a thrust on core values adopted by NAAC?

As the CURRICULA are designed, developed, revised or restructured by the BOS constituted by the University, and thus, the college does not have a major or significant role to play in these processes.

BUT, our faculty members of different subjects are the members of BOS and they sincerely try and make all the efforts to see that the revised or restructured curricula bear appropriate thrust on the core values such as contributing to national development, national integrity, preservation of culture and cultural heritage, equality among all communities, fostering global competencies among students, inculcating a value system among students and promoting the use of new technologies.

1.4.3 Does the institution use the guidelines of statutory bodies (UGC/ AICTE / State Councils of HE and other bodies) for developing and/or restructuring the curricula?

Yes, this institution is affiliated to the Saurashtra- University and as university has fixed its curricular structure as per the guidelines for UGC. It is entirely implemented.

1.4.4 How are the existing courses modified to meet the emerging/ changing national and global trends?

We are to follow the curricula prescribed by university. We can't change it. No doubt, the members of Board of Study give their suggestions when they go in this meeting at university campus.

1.5. Best Practices in Curricular Aspects

1.5.1 What are the quality sustenance and quality enhancement measures undertaken by the institution during the last five years in curricular aspects?

The college executes the curriculum of the university which is four star accredited by NAAC. To sustenance the quality and for enhancement of quality Board of studies of university revised the curricula time to time considering relevance to the regional/national and global trends and developmental needs. Generally after every three years of span, curricula of every subject is revised or updated by the concerned committee of Boss.

1.5.2 What best practices in 'Curricular Aspects' have been planned/ implemented by the institution?

The institute is following the below given best practices for better functions of the curricular activity.

- ❖ Best qualitative teaching
- ❖ To develop reading, concentration writing and allocation
- ❖ To cultivate ex-temper poetic form, debate, an essay
- ❖ To cultivate artistic fact in drawing, creative activity, folk-song bhajan, Doha, Chhand, and group dance.
- ❖ The planning of class test, G.K quiz, oral and written test.

Thus this institution followed the best methods in which institutional facility, **lectural** consistency and students' curricular upliftment are constantly endeavoured.

Criterion – II:

Teaching – Learning And Evaluation

Criterion II: Teaching – Learning and Evaluation

2.1 Admission Process and Student Profile.

2.1.1 How does the institution ensure wide publicity to the admission process?

The institution gives wide publicity for admission process in the following things

a. Prospectus :

Information related to admission is given with the syllabus in the next annual report published by the college.

b. Institutional Website:

There is no facility of website in the organization but in future we have planned to develop our website and admission information will be given on it.

c. Advertisement in Regional/ National Newspapers :

The students are informed by the regional and national news. They are also informed by distributing the pamphlets .Parents of the students are given information for the admission by the college staff.

d. Any other (specify): -

2.1.2 How are the students selected for admission to the following courses? Give the cut off percentage for admission at the entry level.

a) General

b) Professional

c) Vocational

We are not offering professional or vocational education. We are running general courses. Our institution is situated in the rural area. So our criteria for

admission are 'first come first serve'. No doubt, importances are given to those students who achieved first class and then second class and pass class.

2.1.3 How does the Institution ensure transparency in the Admission process?

We give importance to the merit in the procedure of admission and as per Saurashtra University norms.

2.1.4 How do you promote access to ensure equity?

- a) Students from disadvantaged community**
- b) Women**
- c) Differently-abled**
- d) Economically-weaker sections**
- e) Sports personnel**
- f) Any other (specify)**

As mentioned earlier the students are admitted on the first come first serve basis without any prejudice for admission for both the programmes in the college. Students from disadvantaged community, women, differently-able, economically weaker sections and sports personnel etc. are accepted and admitted to the course of their choice.

2.2 Catering to Diverse Needs

2.2.1 Is there a provision for assessing the students' knowledge and skills before the commencement of the programme? If yes, give details on the strategies of the institution to bridge the knowledge gap of the incoming students for enabling them to cope with the programmer to which they are enrolled

There is no provision for assessing the students' knowledge and skills before the commencement of the programme. But our some faculty members take oral class tests to assess students' knowledge and skills before commencing the syllabus teaching in the class.

2.2.2 How does the institution identify slow and advanced learners? Give details on the strategies adopted for facilitating slow and advanced learners

The organization pays special attention to the student having slow and fast grasping power and give proper suggestions during educational work. The institute makes effort to educate their understanding. High, medium and low level students are divided when the various exams are arranged and professors give special lectures and guidance to such students and try to remove their weaknesses and encourage them properly.

2.2.3 Does the institution have a provision for tutorials for the students? If yes, give details.

We don't have tutorial system but our faculty member find out the educationally weak students and teach them in extra lectures.

2.2.4 Is there a provision for mentoring of students or any similar process? If yes, give details.

We don't have mentoring system but our faculty members find out the educationally weak students and teach them in extra lectures.

2.2.5 How does the institution cater to the needs of differently-abled students?

The students are given special lectures by an expert in related subject and seminars are arranged to help them educationally. In this way they are given latest information which becomes very powerful for them.

You may include special physical facilities you are giving to them.

2.3 Teaching -Learning Process

2.3.1 How does the institution plan and organize the teaching-learning and evaluation Schedules? (Academic calendar, teaching plan and Evaluation blue print, etc.)

The institution plans in advance about the teaching-learning activities, class tests and preliminary examination. For evaluation of the institute and the faculty member, feedback sheets are prepared. Teacher have prepared Annual Academic Teaching plan week-wise. Teachers are to plan their annual teaching plan in advance they have to submit it to the principal at the beginning of the academic year. We have also prepared institutions Annual Academic calendar. It is prepared collectively after meeting with the different committees.

2.3.2 What are the various teaching- learning methods (lecture method, interactive method, project-based learning, computer-assisted learning, experiential learning, seminars and others) used by the teachers? Give details.

Most of the teachers are using lecture methods except the teachers of computer Science and the physical training Instructor. Apart from classroom interaction, the teachers use OHP, Multimedia, giving notes, discussion, seminars, assignments .

2.3.3 How is learning made student-centric? What are the institutional strategies, which contribute to acquisition of life skills, knowledge management skills and lifelong learning?

Arts and commerce faculties are run in our college. Their courses are of lecture types. To make teaching learning process students centric, our teachers teach literature, poem chart drama by using audio visual aids. Camps and lectures are also arranged to create their interest. They are also informed about co-operative activities by arranging **clapses** for the students of sociology and economics and commerce.

2.3.4 How does the institution ensure that the students have effective learning experiences? (Use of modern teaching aids and Jet tools)

Teachers are adapting to the usage of ICT. Some of the teachers use OHPs in the classroom. Computer teachers teach them with the help of computer etc. Even our teacher's traditional teaching methodology is effective. Students have positively responded about it in their feedbacks.

2.3.5 How do the students and faculty keep pace with the recent developments in the various subjects?

The students and faculty make use of library book, websites and read current magazines to keep pace with the recent development in their respective subjects. Teachers also participate in seminars / workshops /conferences to do the same.

2.3.6 Are there departmental libraries for the use of faculty and students? If yes, how effectively are they used for the enhancement of teaching and learning?

No. we don't have department library we have subject structure so we have central-library. By borrowing books, reading journals/magazines and using internet, the faculty and students enhance their knowledge.

2.3.7 Has the institution introduced evaluation of the teachers by students? If yes, how is the feedback analyzed and implemented for the improvement of teaching?

Yes, we have introduced teacher's evaluation by students. The feedback forms are analyzed by the ex-person who is not evaluated by the students and handed to principal. The poorly rated teachers are guided by senior teachers and principal. Thus' we make a serious attempt to implement of teaching. If a group of teachers are found lacking in any of the soft skills like language or computer, they are trained by other faculty members.

2.4 Teacher Quality

2.4.1 How are the members of the faculty selected? Does the college have the required number of qualified and competent teachers to handle all the courses? If not, how does the institution cope with the requirements?

The recruitment of the professors is made in our college as per the rules and regulation of U.G.C and the university. There is limited staff in our college. There is no enough staff for definite subject like English, Economics & Sanskrit for which lecturers are appointed on temporary basis to complete the workload.

The entire process is described here:

The vacancies exist as the students strength increase or by any retirement/resign/death of staff. The requirements of these vacancies are sent to The Commissioner of Higher Education, Government of Gujarat for sanction according to Roster Point. The advertisements for the same are published in local and state Newspaper after getting the NOC from the Gujarat Government. At least Fifteen days time should be given for the candidate to apply. We also receive the applications of the qualified candidates and the list from the employment offices, which are taken into consideration by the college. Interview calls are dispatched accordingly. Interviews are arranged at university campus in which the following selection committee comprising of eight members is there. For the self-financed programmes, the place can be the institute itself.

1. One nominee of the Vice chancellor of the Saurashtra University.
2. Two Subject experts.
3. The Principal of the college.
4. One nominee of the management of the college.
5. One nominee of the Govt. of Gujarat.
6. Dean of the concerned faculty
7. Head of the concerned department (Optional)

No.	Criteria	Details	Max.Marks
1.	Bachelor's Degree	53% to 70% (per 1% 0.5Mark)	09
		If more than 70%, 1 Mark	05
	University First	More than 71%	01
2	Post Graduation	56% to 70% (per 1% 1 mark)	15
	University First		10
3	M.Phil.		05

4	Ph.D.		10
5	NET/SLET		10
6	Publication of books	Per book 5 marks	05
7	Publication of research Articles	Per Article 1 mark	05
8	UGC Fellowship		05
9	Experience	Per Year 1 mark(based on the certificate given by the principal before 1 month of Interview date)	15
10	Performance in the interview		05

The college selects the candidate based on purely merit base. After the selection by the above-mentioned committee, the selection list is to be sanctioned by the Govt. of Gujarat and Saurashtra University. The appointment letter is issued and the employee joins the duty within prescribed time limit at list.

1. If any candidate refuses to join within prescribed time, the college informs the Government of Gujarat and Saurashtra University.
2. In case, if any suitable candidate is not available through selection procedure, re-advertisement is given according to the decision of the selection committee.
3. In case, any application/ employment list is not received for specific category even after three successive advertisements, the college asks to change the category to another one with certain terms from the Government of Gujarat. The fresh advertisement is given according to new category.
4. In case if interview is postponed due to any circumstances, every eligible candidate is informed the new date & time through letter.

N.B. The Commissioner of Higher Education has authority to appoint surplus faculties (from other colleges) directly.

The institution doesn't have required number of teachers. The requirements are coped with the management appointees.

2.4.2 How does the college appoint additional faculty to teach new programmes/modern areas of study (Biotechnology, IT, Bioinformatics etc.)? How many such appointments were made during the last three years?

There is no additional faculty in our college therefore it is not necessary to more the appointments of the same.

2.4.3 What efforts are made by the management for professional development of the faculty? (e.g.: research grants, study leave, deputation to national/international conferences/ seminars, training programmes, organizing national/ international conferences etc)? How many faculty have availed these facilities during the last three years?

The management freely allows the teacher to participate in seminar /conference /workshops for their professional development. The following faculty members have participated in seminars/conference during the last three years.

S.N.	Name of the faculty	Seminar			Conference			Papers presented
		Int. Nat.	National	State	Int. nat.	National	State	
1	Dr.K.M.Trivedi (Hindi)	–	05	04	–	03	02	11
2	Mr.B.J. Patel (Hindi)	–	05	01	–	01	02	05
3	Mr.D.M. Rathod (Hindi)	–	02	01	–	01	01	05

4	Dr. J.R. Jadav (Hindi)	-	01	02	-	01	02	06
5	Prin.Dr.S.D. Mori (Gujarati)	-	03	05	-	-	04	12
6	Mr. H.L. Vala (Gujarati)	-	05	06	-	-	03	04
7	Mr. H.V. Chaudhari (Gujarati)	01	03	04	-	03	04	07
8	Mr. R.C. Fichadiya (Sanskrit.)	-	03	03	-	03	03	09
9	Ms. N.C. Patel (Sanskrit)	-	03	03	-	-	-	04
10	Mr. B.B. Gohil (Sociology)	-	01	02	-	01	02	04
11	Ms.M.S. Fadadu (Economics.)	-	03	02	-	02	02	06
12	Mr.B.G. Dhanani (Accountancy.)	-	04	-	-	-	-	03
13	Dr. B.M. Dodiya (commerce.)	-	05	05	01	02	-	13
14	Mr. B.K Paramar (P.T.I.)	-	01	02	-	01	06	03
15	Mr. A. P. Sosa (Librarian)	-	01	03	-	-	-	02
Total		01	45	43	01	18	31	94

2.4.4 Give details on the awards/ recognitions received by the faculty during the last five years?

No awards are received by the faculty but Dr. K.M. Trivedi (department of Hindi) has got Ph.D. guide ship recognitions recently.

2.4.5 How often does the institution organize training programmes for the faculty in the use of?

- a) **Computers** :The institute has arranged Basic Training programmed for Computer Operation.

- b) **Internet** :The institute has arranged How to use Internet.
- c) **Audio Visual Aids** :The institute has arranged How to Prepare Slides on Power Point.
- d) **Computer-Aided Packages** : The institute has sent Mr. A.P.Sosa, the librarian to SUN software used currently exists in our library for the training course on “SUN Installation and Operations” during Vacation period.
- e) **Material development for CAL, multi-media etc.:** The institute has given free hand to all faculty members to develop their teaching materials.

2.5 Evaluation Process and Reforms

2.5.1 How are the evaluation methods communicated to the students and other institutional members?

Our institution provides necessary guidance about the evaluation methods to the students and members of our institution. (Include Prospectus/examination forms/induction programme /Annual Academic Calendar, Notice board)

2.5.2 How does the institution monitor the progress of the students and communicate it to the students and their parents?

The institute monitors the progress of the students by oral questionnaire and class-room tests. Looking at the maturity of the students, it is not necessarily important to communicate student's progress to the parents to the every time, but in the annual parents meeting we discuss the matter with parents. With a view to communicate student's progress to the parents; the test papers are given to the students which they may show to their parents.

2.5.3 What is the mechanism for redressal of grievances regarding evaluation?

The mechanism for the redressal of grievances (regarding) evaluation is very simple. For the class-test, students can directly approach the concerned teachers and most of the time grievances are solved. If students are not satisfied, they are free to contact principal.

So far as grievances regarding Final Exams evaluation are concerned, Saurashtra University solves the grievances of the students. The students who are not satisfied with their results are supposed to fill up University Reassessment/Rechecking forms with applicable fees. The university does the needful and replies the concerned students.

We have also placed suggestion box at the prime location in the institute. Students drop their grievances into this box. The Grievance Redressal Cell opens the box every month, scrutinizes and solves them with the help of the principal.

2.5.4 What are the major evaluation reforms initiated by the institution/affiliating University? How does the institution ensure effective implementation of these reforms?

One of the major evaluation reforms initiated by the University for Final Examination is that of, one teacher, one answer, and assessment system. The answer book is to be assessed by at least 5 teachers. This helps in objective assessment of the answers.

2.6 Best Practices in Teaching -Learning Process

2.6.1 Detail any significant innovations in teaching/learning/evaluation introduced by the institute?

The institute has started using multi-media tools in teaching learning process. The college has also started project work though it is not in curriculum.

Criterion – III
Research, Consultancy and Extension

Criterion – III : Research, Consultancy And Extension

3.1 Promotion of Research

3.1.1 Is there a Research Committee to facilitate and monitor research activity? If yes, give details on its activities, major decisions taken (during last year) and composition of the Committee.

Yes, our institute has Research Committee to facilitate and monitor research activity. This committee facilitates faculty members to attend state / national / international seminars / workshops / conferences etc. The main objective of the committee is to guide the research scholars. The committee also motivates the faculty members for research by providing them information regarding their interested research areas. The committee gives yearly report to the principal about the research activities done by faculty members and students. The composition of the research committee consists of doctorate faculties. Principal is the Head of this committee. The committee is formed after February, 2007. So there is only one meeting held during the last year. In this meeting the following decisions are taken.

- Preparation of teacher's individual profile.
- Creation of environment to enable the faculty and the students to Participate in conferences/seminars/workshops and project works and enrich the library with reference books/journals/magazines etc which can be helpful to them.
- Keeping of important records.

- Honor the Ph.D. holder teachers of the institution and take their help to create good atmosphere of research in the institute.
- Listing of names of Ph.D. degree holders of the institute with title of their thesis.
- Listing of broad areas of research of the faculty members.
- Identifying best teacher from the next year. For identifying best teacher, 30marks will be given for Subject Result; 16marks for Seminar/ Conference/ Workshop, 8 marks for SET, 16 marks for Innovative teaching methods/practice; 15 marks for publication; 10 marks for Research Guide / Ph.D. / M.Phil / NET / SLET; and 5 marks for Extra Academic Qualification.

3.1.2 How does the institution promote faculty participation in research? (providing seed money, research grants, leave , other facilities)

The institute promotes faculty participation in research by:-

- Giving Duty Leave.
- Motivating them through the use of library, internet, infrastructural Facilities, stationeries etc. They are also rewarded by the institution for their research excellence.

3.1.3 Does the institutional budget have a provision for research and development? If yes, give details.

At present there is no financial arrangement in our budget for research activity. Recently we have got 2(f)&12(B) by UGC. After getting financial help from UGC in the XI-plan, we shall make provision for research activities in our budget.

3.1.4 Does the institution promote participation of students in research activities? If yes, give details.

Our college is a graduation College and there is less opportunity at graduation level for the students to undertake and/or participate in any kind of research project.

3.1.5 What are the major research facilities developed on the campus?

The following major research facilities are developed and available on the campus.

- Computer facility in the library.
- Internet facility in the library.
- Library is equipped with good number of reference books for research work.
- The infrastructural facility of the college building is available any time for the research activity.

3.1.6 Give details of the initiatives taken by the institution for collaborative research (with national/ foreign Universities/ Research/Scientific organisations / Industries / NGOs)

There is no any such initiative taken by the college for any kind of collaborative research.

3.2 Research and Publication Output

3.2.1 Give details of the research guides and research students of the institution (Number of students registered for Ph.D. and M. Phil., fellowship/scholarship, funding agency, Ph.D. and M.Phil. awarded during the last five years, major achievements, etc.,)

There is one research guide in our institution. Dr. K. M. Trivedi got his recognition as a University Research Guide since 4th December, 2007. Mr. Devmurari Vipul J. and Mr. Trivedi Himanshu C., Mr. D. M. Rathod and Ms. Jethave Afsana I. have placed their Research works through their Research guide Dr. K. M. Trivedi to Saurashtra University in February 2008. He has given the guidance to M.A.-9 students and M.Phil.-5 students of Saurashtra University.

3.2.2 Give details of the following:

a) Departments recognized as research centres

There is no any department recognized as a research centre.

We have not any recognized department as research centre but we have research committee.

b) Faculty recognized as research guides

Our one faculty, Dr. Kapil M. Trivedi is university recognized research guide in our institution. Mr. Devmurari Vipul J. and Trivedi Himanshu C. Lecturers in Hindi, Shri Talaja Kelwani Mandal Arts and Commerce

College, Talaja are the research scholars doing their doctoral research under Dr.K.M.Trivedi since2007.

c) Priority areas for research

We have specific priority areas for research in Doctoral level for seven faculty members.

d) Ongoing Faculty Research Projects (minor and major projects, funding from the Government, UGC, DST, CSIR, AICTE, Industry, NGO or International agencies)

Nil

e) Ongoing Student Research Projects (title, duration, funding agency, total funding received for the project).

Nil

3.2.3 What are the major achievements of the research activities of the institution (findings contributed to subject knowledge, to the Industry needs, community development, patents etc.)?

In our institution one teacher has research guideship. Under him, 4 students have joined and R.D.C. has been passed. Moreover the following faculty members are doing research work for their doctoral degree

No.	Name	Title
1	Devmurari Vipul J.	A Comparative study of the chief rural and urban regional novels of Hindi
2	Trivedi Himanshu C.	A comparative study of humor and satire in the prose of Harishankar parsai and vinod Bhatt
3	D.M.Rathod	A novelist of world shrilal shukla: critical study.
4	Jethva Afsana I.	A stylistic study in the pros-literature of Nirmal verma.

3.2.4 Are there research papers published in refereed journals by the faculty? If yes, give details for the last five years including citation index and impact factor.

The research papers by our faculty members are published in the journals. The details are given in the following table. We don't have any details regarding its citation index and impact factor.

Sr. No.	Title of the Article	Name of the Journal	Year	Publisher
Dr. K.M.Trivedi				
1	Hindi kavita me navgit	rachnakarm	Des. 2004	Shil prakashan - Aanand
2	Hindi ke vikash me vignapano ki bhumika	Rachnakarm	March 2005	Shil prakashan - Aanand
3	Hindi sahity ke etihash ki samasyaye	Taptilock	March 2006	Taptilock publication – Surat
4	Hindi sahity ka etihash adhyapan ki samashyaye	Rachanakarm	March 2006	Shil prakashan – Aanand
5	Kavya - prakash or kavya ke rup me vyakt kavya - vimarsh	Taptilock	June 2006	Taptilock publication – Surat
6	Rastrabhasha hindi ke vikash me Gujarat ke sahitya karo ka yogdan	Vivran-patrika	Aug 2006	Hindi prachar sabha – haidrabad
7	Akhil bhumandaliy sampradayik mukti vyavstha me vyakt – vichar	Lekhmala	July 2007	Shree hari sharanagati mandal kukavav
8	Tulnatmak sahity: swarup gat samiksha	Abhinandangrath	Feb. 2008	Dr. Girishbhai Trivedi – abhinandangrath
9	Kanayalal maneklal munshi	Vivran patrika	March 2008	Hindi prachar – sabha – haidrabad

10	‘Sabari’ khand kavy me gandhi darshan	Anvikshiki	July 2008	Manisha prakashan - varansi
11	Kishor kabraki kavy pratibha	Anvikshiki	Oct 2008	Manisha prakashan - varansi
Mr. B.J. Patel				
1	‘Sahity, samaj adhyeta avem sahityakar’	‘kalanidhi’ patrika	2006-07	Smt. J. C. Dhanak Arts & Commerce college Bagasara
2	‘Tanavmukt’ kaise rahe?	‘kalanidhi’ patrika	2007-08	Smt. J. C. Dhanak Arts & Commerce college Bagasara
Mr. D.M. Rathod				
1	‘Sahitya’	‘Kalanidhi’ patrika	2006-07	Smt. J. C. Dhanak Arts & Commerce college Bagasara
2	‘Dakshata’	‘Kalanidhi’ patrika	2007-08	Smt. J. C. Dhanak Arts & Commerce college Bagasara
Dr. J. R. Jadav				
1	‘Kabir ki bhakti bhavana’	Kabir ke kavy sidhant	1999	Pashv prakashan ahemadabad
2.	Tulsi kavy me prakruti chitran	‘Tulsi ke kavyadarsh’	1999	Pashv prakashan ahemadabad
3	‘Bharatiy samaj or nari’	‘sodhanvav’	Jan. 2006	Urai (utarpradesh) prakashan
4	‘Badalte yug ke pariprekshy me nari’	Kalanidhi	2008	Smt. J. C. Dhanak Arts & Commerce college Bagasara
5	Upanyash me tatvik vivechan ek samashya	Sahitya surbhi	2007	Surbhi prakashan anand
Mr. R.C.Fichadiya				

1	siksan	vidhyamurti	2007	Smt. J. C. Dhanak Arts & Commerce college Bagasara
2	Sahitya sant shree krushn valabha chary	lekhmala	2007	Harisharanagat mandal kukavav
3	kelavani	Vidhyamrut	2008	Smt. J. C. Dhanak Arts & Commerce college Bagasara
Mrs. N.C.Patel				
1	‘Sikshan and aadhyatmikata’	‘vidyamrut’ patrika	2006- 07	Smt. J.C. Dhanak Arts & Commerce college Bagasara
2	‘saskrut, sanskruti and sanskar’	‘vidyamrut’ patrika	2007- 08	Smt. J.C. Dhanak Arts & Commerce college Bagasara
Mr.H.L.Vala				
1	‘Gujarati sahitya ma mulya Bodha’	‘unmesha’ varsik mukhyapatra	2006- 07	Smt. J. C. Dhanak Arts & Commerce college Bagasara
2	Gujarati lock sahitya ma sansodhan	‘unmesha’ varsik mukhyapatra	2007- 08	Smt. J. C. Dhanak Arts & Commerce college Bagasara
3	‘Akha nu jivan ane kavan’	Book	2007- 08	Shree ambaji arts college ,kumbhariya, ambajii
Dr.S.D.Mori				
1	Akha na purogami kavio	Book	2007- 08	Ambaji college.
Mr. Choudhari H. V.				
1	Anubhav binidu nu tatva darshan	Book	2007- 08	Shree ambaji arts college, kumbhariya, ambajii
2	‘Gandhi dershan’ mari najare	‘Tammana’masik	Apr 2007	Turab ‘haumdum’
3	‘Gandhiji ane gujarati sahity	‘Tammana’masik	Nave. 2007	Turab ‘haumdum’

4	Vyakti vikash vishe mara ketlak vicharo	‘Unmesh’ varsihik mukhpatra	2007	Smt. J. C. Dhanak Arts & Commerce college Bagasara
5	“Maun”	‘Unmesh’ varsihik mukhpatra	2008	Smt. J. C. Dhanak Arts & Commerce college Bagasara
6	Vaidik samaye nari nu mahatva	Book - sovenear	2007	Pro. Bharat Vyash
Msr. M.S.Fadadu				
1	Rastriykrut banko no gram laxi abhigam sarthak thayo che.	‘Sandesh vartamanpatra vyapar purti’	1990	‘Sandesh vartamanpatra’
2	Navi krushi-niti ane udhyog tarike kheti	Arth sankalan and vanijya nu pramukha gujarati samayik ank -261	1991	Dr.S.B.Vora Ahmedabad
3	Kalu nanu : samsya nae nivarani	Arth sankalan ank	2007	Dr.S.B.Vora Ahmedabad
4	Sandriy khatar kem banavso	Krushi vignan	2008	Dr.S.B.Vora Ahmedabad
5	Sandriy kheti ek utamkheti	Yojana ank 691	2008	Dr.S.B.Vora Ahmedabad
Dr. B.M.Dodiya				
1	Corporate governance – Recent trends	Arthsankalan	June 2004	Journal of commerce and.
2	Privatisation and its inapct	Arthsankalan	Oct 2004	Journal of eco. & com.
3	Privatization and recent scenario.	Arthsankalan Nov.	Nov. 2004	Journal of eco. & com.
4	Indian capital market (stock market)	S.D.School or management	2002	Journal of management
5	Corporate Governance	Contemporary issues in management	2008	Book of H.M.Shah Jaipur.

3.2.5 Give list of publications of the faculty.

A. Books:

There are four faculty members who have given their contribution in publication work.

Dr. Kapil M. Trivedi

- 1) Chandabardai Krut kaymas vadh parva, Published by Saurashtra University,Rajkot, 2007.
- 2) Tulsidas krut Ayodhya kand, Published by Saurashtra University,Rajkot, 2007.

Mr. R.C. Fichadiya

- 1) Prerak Sanskrut Vyakaran, It is a self Published, 2006.
- 2) Shakti Upasana It is a self Published, 2007.
- 3) Sahityavid Santshree Krushnavallabhacharya, It is a self Published, 2007.
- 4) Anakashvani, It is a self Edited Published, 2008

Dr. B.M.Dodiya

- 1) Contemporary Issues in management. It is a self publication work published in 2007.
- 2) Managerial decision making in corporate sector. It is a Published in Book Enclave Publication,Jaipur-2008.
- 3) Management of Finance in the University level It is a self publication work published in 2005.
- 4) Principles and practice of Accountancy, It is Published joint author by B.S.Shah Publication, Ahmedabad, Year, 2006-07 & 2007-08.

Mrs.M.S.Faldu

- 1) A principle of Economics.It is published by Anada publisher, 2003.

2) Micro economics. It is published by Anada publisher, 2003.

B. Articles

Articles is mentioned in 3.2.4

C. Conference/Seminar Proceedings

Nil

D. Course materials (for Distance Education)

Nil

E. Software packages or other learning materials

Nil

F. Any other : Abstracts

Mr.R.C.Fichadiya

1. National seminar on Arthaalankarna pariprexyama sambheshwardevkrut
“surthostva mahakavyano vivarana” 11-12, feb, 2005, Vadhwan.
2. State level seminar on shantiparvama shikshan sabhandhi vicharo,8-
9,dec,2006.

Mrs.M.S.Faldu

1. National seminar on Bharatma arthik sudharama sayam ane savdhani
jaruri,5-6,jan.,2002,at M.M.Ghodasara college,Junagadh.
2. 37th Annual conference On W.T.O. ni ayat jakat Mantranani
falshruti,27-28,jan.,2007,at Palitana.

Mr.H.V.Chaudhari

- International Sanskrut conference in status of women vedic times at 20-21-
22, dec,2007at amroli(Surat)

3.3 Consultancy

3.3.1 List the broad areas of consultancy services provided by the Institution during the last five years (free of cost and/or remunerative). Who are the beneficiaries of such consultancy?

No faculty member is doing any type of consultancy service in the institute.

3.3.2 How does the institution publicize the expertise available for consultancy services?

There is no consultancy service done in our institute. So there is no question of publication of their expertise.

3.3.3 How does the institution reward the staff for the consultation provided by them?

There is no reward given by the institute to the staff as there is no consultancy provided by the staff.

3.3.4 How does the institution utilize the revenue generated through consultancy services?

There is no revenue generated as there is no consultancy.

3.4 Extension Activities

3.4.1 How does the institution promote the participation of students and faculty in extension activities? (NSS, NCC, YRC and other NGOs)

The institution promotes participation of students in extension Activities of NSS by:

- Explaining the importance and utility of the extension activities.
- The students are informed that such activities are integral part of Curriculum.
- The students are assured that their participation in this Programme will not check their academic progress but it will be very useful to them in their future life.
- They are awarded certificates by the university and the institute at the completion of such activities.
- Special rewards are given for the outstanding performance in such activities.

Whereas institution promotes faculty participation by:

- Appreciating his/her work in meeting, functions and other get- to gether.
- The programme officer of NSS is sent for the special training Campus/meeting.
- the institute avails financial assistance for such training campus

3.4.2 What are the outreach programmes organized by the institution? How are they integrated with the academic curricula?

The following outreach programmes are organized by the institute:

- The Programmes undertaken by National service scheme (NSS) such as, Tree plantation, Blood donation camp, Lecture series on Abolition of Blind beliefs, Prevention from addiction, activities for the empowerment awareness are arranged.

- Industrial visit to the places which have industry place like Sidhhi cement ltd. Modasa (Sutrapada) and Shipping breaking yard Alang (Bhavnagar).
- Campaign for the “Beti bachao” our college since 4th Sept.2008 has organized essay competition is supported by block health centre bagasara since 6th Oct., 2008.
- Campaign of “Gram Rajya dwara ram rajya” in project chair-person delivered the lectures given 18th July, 2008, in our college. In this project 26 villages involved and 52 students are working.

They are integrated with the academic curricula as under:

All these activities develop integral Value system i.e. truthfulness, nationality, responsibility, fearlessness, adventurous attitude, sportsman-ship, fraternity, equality, integrity and honesty among students. To impart value based education is the core area of our curricula. Thus these activities integrate with academic curricula, and help students to be citizens of the nation.

3.4.3 How does the institution promote college-neighbourhood network in which students acquire attitude for service and training, contributive to community development?

As per need of society, institution always promotes college neighborhood network in accordance with the convenience of the institution’s functioning. College is very keen to promote college neighborhood network. We do it by our NSS unit.

Various extension activities carried out by the institution are as under:

No.	Activity	Beneficiary	Agency involved
1	Orientation & College Campus Cleanliness Service	The Institute & the Town	N.S.S.

2	Agricultural Exhibition & Training	Students & the Town People	NSS programme Officers
3	Tree Plantation	The Institute & Nearby Area	Nursery Deptt. & Gujarat Govt.
4	Celebration of 15 th August	Students & Teachers	Students of NSS
5	Celebration of Sadbhavna Din	The Town People & Students	NSS programme Officers
6	Celebration of Yuva- Asmita Day	The Town People & Students	Girl Students of NSS
7	Blind Day & International Peace Day	The Town People & Students	National Blind Association
8	Celebration of NSS Day	Students	NSS programme Officers
9	One Day Camp	The Institution & Nearby Area of the Temple Bhootnath	N.S.S.
10	Annual Camp	People of Rafala Village & Students	NSS Team
11	Environment awareness	Students & Teachers	N.S.S., Environment awareness cell

3.4.4 What are the initiatives taken by the institution to have a partnership with University / Research institutions / Industries / NGOs etc. for extension activities?

The college has established NSS unit affiliated to the sports and cultural Department of Saurashtra University. The NSS unit actively works in collaboration with it. The college has done any formal collaboration but it also arranges the collaborative activities with Life Insurance Corporation Bagasara, Block Resource Health Centre, Shubham Diamond industry, Nagar Seva sadan Bagasara and CCDC of Saurashtra University, Rajkot.

3.4.5 How has the local community benefited by the institution? (Contribution of the institution through various extension activities, outreach programmes, partnering with NGOs and GOs)

Our NSS units have been arranging ten days camp in a neighbouring village every year. During these camps, the students have carried out different extension and outreach activities including, cleanliness programme, abolition of blind beliefs, educating villagers, tree plantation etc.

The whole village community – men and women, school going children, farmers, labourers, teachers – have been benefited for clean and green living environments, various types of information and knowledge related to the progress and happy living.

3.4.6 How has the institution involved the community in its extension activities? (Community participation in institutional development, institution-community networking etc.)

The college is managed by the management of the ex-member of legislative assembly. So, the community interaction is very strong and adequate care is taken for the students. The community also contributes through various means (like funding) for the institutional development.

3.4.7 Any awards or recognition received by the faculty / students / Institution for the extension activities?

No awards or recognition has so far been received by the faculty, students or the college for the extension activities.

3.5 Collaborations

3.5.1 Give details of the collaborative activities of the institution with the following organizations:

The college has made few collaborations with the below given agencies but the college is doing many activities with collaboration of NGOs, Universities, District Industrial centers etc.

- local bodies/ community: Nagar Seva- sadan Bagasara, Life Insurance Corporation Bagasara, Block Resource Health Centre
- State : -
- National : -
- International: -
- Industry: Shubham Diamond industry Bagasara.
- Service sector : -
- Agriculture sector: -
- Administrative agencies: Saurashtra University(NSS,CCDC, Sports,Cultural activities etc)
- Any other (specify) : -

Except NSS unit affiliated to the sports and cultural Department of Saurashtra University, the college has not made any permanent, long term collaborations with any Organizations or agencies. The NSS unit actively works in collaboration with it.

3.5.2 How has the institution benefited from the collaboration?

The institution has benefited from the collaboration in the following way. Include the impact factor of the above activities.

- (a) **Curriculum development:** Our linkage with different institutes and Universities helps us to enhance our quality of teaching and other academic activities.
- (b) **Internship:** -----
- (c) **On-the-job training :** -----
- (d) **Faculty exchange and development:** It gives space for the exchange of thoughts and knowledge through lecturers of different colleges.
- (e) **Research:** The collaboration with the University, UGC creates space for the research in specific areas.
- (f) **Consultancy :** -----
- (g) **Extension:** The collaboration with the industries provides us a stage to serve the community through various activities which provide social image and practical exposure to our students.
- (h) **Publication:** Collaboration with the university may sometimes publish research work done by faculties.
- (i) **Students Placement:** Collaboration with the industries gives job opportunity to the students. They may inquire about deserving students of the institute for the placement, if we have collaboration with them.

3.5.3 Does the institution have any MoU/MoC / mutually beneficial agreements signed with

- **Other academic institutions**
- **Industry**
- **Other agencies**

No, The College has not signed any MOU/ MOC/ mutually beneficial agreements.

3.6 Best Practices in Research, Consultancy and Extension

3.6.1 What are the significant innovations / good practices in Research, Consultancy and Extension activities of the institution?

The college has taken an initiation to promote faculties to publish their books by Giving grants for publication of books.

Criterion – IV

Infrastructure And Learning Resources

4. Criterion IV: Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 What are the infrastructure facilities available for

- (a) Academic activities?**
- (b) Co-curricular activities?**

(c) Extra –curricular activities and sports?

(a) In view of conducting all the programmes of college timely, on the basis of students' strength in the classroom, there are spacious, medium and small classrooms on the campus. Girls and boys have separate toilets. The principle office is in the centre of the college along with the administrative offices. The staff room has attached bathroom. The entire administrative work is computerized. The college doesn't have transportation facility but when the need arises, we shall arrange for the same. There are one deep well bores and electric pump for the water. For drinking water there is an underground tank with 20000 litter capacity. Water is brought from outside and stored in it. There is a water cooler which provides cool water. There is electricity connection of the state board. The future expansion project of the college building is attached along with SSR.

There are ten spacious and airy classrooms for educational activities. They are equipped with lights, fans, stage, blackboard and benches

(b) Open ground and big classrooms, Agriculture tools, Multimedia projector, Musical instruments.

(c) The college has its own vast sports ground. There are different courts for cricket, Khokho, kabadi, volleyball, etc. the college has also instruments for sports and games. We have also the instruments for hammer throw disk, long jump, high jump, athletics etc. The P.T.I. looks after all this activity independently.

4.1.2 Enclose the Master Plan of the college campus indicating the existing physical infrastructure and the projected future expansions.

The Plan is enclosed.

4.1.3 Has the institution augmented the infrastructure to keep pace with its academic growth? If yes, specify the facilities and the amount spent during the last five years.

Items	2003-04	2004-05	2005-06	2006-07	2007-08
—	Cost(Rs)	Cost(Rs)	Cost(Rs)	Cost(Rs)	Cost(Rs)
Furniture	28050	49040	20130	55225	56980
Electricity Items	25,874	36,946	39829	43812	63411
Sports	18228	10657	14329	12979	23839
Computer	-	-	-	22020	12450
Library Books	38372	50503	32496	39609	65654
Water-Cooler	9600	14725	14350	13000	14650
Miscellaneous	13816	2162	3527	8599	22836
Telephone and Internet	3483	6420	6977	5064	7249

4.1.4 Does the institution provide facilities like common room, separate rest rooms for women students and staff?

Yes, the institution provides facilities like common room and separate rest room for women students. There is no extra room for women staff.

4.1.5 How does the institution plan and ensure that the available infrastructure is optimally utilized?

The institution has its own ground in which the work of building is going on. The institution is capable to fulfill the necessity.

4.1.6 How does the institution ensure that the infrastructure facilities meet the requirements of the differently-abled students?

The institution fulfills the necessity of physically handicapped students which are asked by them.

4.2 Maintenance of Infrastructure

4.2.1 What is the budget allocation for the maintenance of (last year's data)

- a. Land?**
- b. Building?**
- c. Furniture?**
- d. Equipment?**
- e. Computers?**
- f. Vehicles?**

The details of the budget allocation for the following items are given in the table below (Last year-2007-08):

Sr. No.	Item	Amount Rs.
01	Land	-----
02	Building(Trust)	320749
03	Furniture	56980
04	Equipment(sports)	5572
05	Computer	12450
06	Vehicles	-----

4.2.2 How does the institution ensure optimal utilization of budget allocated for various activities?

The institute constantly works for the maintenance of above said things and lot the fund as per the needs. We look forward for the need of the development of infrastructure. Everything which are necessary for the development of the institute is done accordingly with suitable plan.

4.2.3 Does the institution appoint staff for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained?

The college has not made any appointment for the maintenance and repairing work. For xerox machine, computer etc generally, the company provides services and repairing. The normal faults in electronic item such as tube-lights, fans, etc are done by the serviceman on provisional basis.

4.3 Library as a Learning Resource

4.3.1 Does the library have a Library Advisory Committee? What are its major Responsibilities?

The library has a Library Advisory Committee. The major responsibility of the committee is to look at infrastructural facilities and their improvements, placing proposals to the principal about purchasing of new books, etc. On the basis of this committee's recommendations, the significant changes and improvement have been made in the infrastructural and other facilities in the library.

Following improvements have been added.

- Computerized data bank of books in SUN Software,
- Display of new arrivals
- Magazine stands

- Newspaper stands
- Entry registers for faculty and students.
- Photocopying Machine
- Printer.

4.3.2 How does the library ensure access, use and security of materials?

There are daily Six Gujarati newspapers and one English newspaper clasped on the specially made newspaper stands. These stands are kept outside of the library and can be easily accessed by all.

At present 35 magazines and 05 journals are subscribed in the library. They are always kept on the display stands as well as on the reading tables. They can be accessed and used by both the faculties and the students without any restrictions.

4.3.3 What are the various support facilities available in the library? (Computers, internet, band width, reprographic facilities etc.)

We have a computer, internet (dial-up), photocopy machine, printer, and information display board. There are reading rooms for girl students and boy students.

4.3.4 How does the library ensure purchase and use of current titles, important journals and other reading materials? Specify the amount spent on new books and journals during the last five years.

The relevant books, reference books, magazines and other reading materials are directly bought from the publishers. The publishers send the ordered materials

directly to the college by parcel. The college sends the bill amount of the books by Demand draft of the nationalized bank. So far, during the last five years (2002 in the direction of 2007) rupees 312684, have been spent for library purpose.

Year	Head	Amount spent on		Total Rs.	Overall Total Rs.
		Books Rs.	Journal/ Magazine/ Newspaper Rs.		
2003-04	College/ P.G. A/c	37823	5590	43413	43413
2004-05	College/ P.G. A/C	60537	5685	66222	66222
2005-06	College/ P.G. A/C	42265	6030	48295	48295
2006-07	College/ P.G. A/C	46865	8860	55725	55725
2007-08	College/ P.G. A/C	90019	9010	99029	99029

4.3.5 Give details on the access of the on-line and Internet services in the library to the students and faculty? (hours, frequency of use , subscriptions, licensed software etc.,).

Students are not use on-line internet services in the library. The Faculty members are using dial-up BSNL internet services. They are visiting useful websites and download important materials from it.

4.3.6 Are the library services computerized? If yes, to what extent?

No. The library services are not fully computerized. We have bought SUN software for library. In near future we allot them that kind of facility.

4.3.7 Does the institution make use of INFLIBNET / DELNET/IUC facilities? If yes, give details.

The College does not have any mechanism to partner with and use the INFLIBNET/DELNET/IUC facilities.

4.3.8 What initiatives are taken by the library staff to enrich the faculty and students with its latest acquisitions?

The latest acquisitions of new books are displayed as ‘New Arrivals’ in the library.

The display of new arrivals invariably attracts both the faculties and students. Moreover, the Reading trainee is arranged this year for students to motivate them for the use of library books.

4.3.9 Does the library have interlibrary borrowing facility? If yes, give details of the facility

The library does not have interlibrary borrowing arrangement with any other library or institution.

4.3.10 What are the special facilities offered by the library to the visually- and Physically – challenged persons?

For physically challenged person, the library has special sitting facility.

4.3.11 List the infrastructural development of the library over the last two years

The Following infrastructural developments are done during the last two years:

- Renovation of library rooms.
- Purchase of new cupboards.

- Computerization of library.
- Newspaper and magazine stands are purchased.
- Display/notice Boards.
 - 1) Cupboard –steel 2
 - 2) Paper stand 3
 - 3) Mega stand 1
 - 4) Table-computer 1
 - 5) Chair 24
 - 6) Reading Table 4
 - 7) Notice board 1
 - 8) Display 1
 - 9) Book stand 1
 - 10) Computer 1

The above facilities are made available the last two years.

4.3.12 What other information services are provided by the library to its users?

The librarian arranges reading workshop in the beginning of the year to motivate the students for reading books and also to familiarize them with the terms and conditions of the library as well as the facilities.

4.4 ICT as Learning Resources

4.4.1 Does the Institution have up-to-date computer facility? If yes, give details on the available hardware and software (Number of computers, computer-

students ratio, stand alone facility, LAN facility, configuration, licensed software etc.)

The college has satisfactory computer facility. There is a computer laboratory for students. The administrative section. Though not fully but is also equipped with computer system. Our library is also going to be computerized shortly. The installation of sun software is in progress.

The detailed information of computers, its configurations, licensed software's, etc. are as under:

Details of Computers with Configurations:

NO.	Item	Configuration	Quantity
1	Computer System (assembled)	Intel dual core 1.6 GHz CPU, Mercury Main Bored, 80 GB HD western Digital, 256 MB DDR, P4 Atx Cabinet, 15" LG Monitor, Keyboard Intex, Optical Mouse intex, LG DVD Writer	1
2	Computer System (Assembled)	Intel Celeron 1.7 GHz CPU, Mercury Main Board, 40 GB HDD, P4 ATX Cabinet, 128 MB DDR RAM 15" previews Monitor, Keyboard Amkettee, Logitech Mouse, LG CD Writer.	12
3	Computer System (Assembled)	LG Intel P4-2.66 GHz(DUAL CORE), Mercury Via Mother Board, 256 MB DDR RAM, Como Drive, 80 GB Hard Disk, LG 17" TFT Monitor, MM keyboard, Optical Mouse, P4 TFT Monitor, MM Keyboard. Optical Mouse, P4 ATX Cabinet With SMPS	2
4	Printer	HP Laser Jet 3050	1
		Wipro+ Dx 330	1
		HP inkjet-1400	1
5	Projector	Toshiba TDP-S35	1

6	Scanner	HP Laser Jet 3050	1
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Details of licensed software:

NO.	Software details	Quantity
1.	Windows XP Professional – 2002	1
2.	Sun Payroll	1
3.	Sun G.R	1
4.	SUN (library software)	1
5.	Accounting Software	1
6.	Fee Receipt Software	1
7.	Visual Basic 6.0	1
8.	Oracle 8i	1
9.	Oracle 8 Personal	1
10.	Oracle 9 i	1
11.	Java	1
12.	Flash	1
13.	Page Maker 6.5	1
14.	Acrobat Reader 7.0	1
15.	Nero	1
16.	Photoshop 7.0	1
17.	Corel Draw	1
18.	ACDSee 3.2	1
19.	ACDSee 4.0	1
20.	MS-Office 2003	1
21.	MS-Office 2007	1

Computer Students ratio:

The computer education is not compulsory for all students of all the programmes.

The students admitted in the B.A. programme do not study computers. Ratio will be 1:82.

4.4.2 Is there a central computing facility? If yes, how is it utilized for staff to students?

There is no central computing facility in the college. We have put computer in the library. The staff are free to use them.

4.4.3 How are the faculty facilitated to prepare computer-aided teaching/ learning materials? What are the facilities available in the college for such efforts?

The special courses on computers are not conducted by the institute. But the institute is willing to commence them in future. At present the administrative work of the institute is computerized. The computerized papers for exams are also prepared by the staff.

There has not been any computer aided special teacher learning material prepared by the faculties in the computer section.

4.4.4 Does the Institution have a website? How frequently is it updated? Give details.

The institution doesn't have its website but we are in the process of developing it.

4.4.5 How often does the institution plan and upgrade its computer systems? What is the provision made in the annual budget for update, deployment and maintenance of the computers in the institution?

There is no fix time schedule for the up gradation of the computer system. But, whenever there are any requirements, the College makes appropriate efforts to up-

grade the existing system. There is no annual budget allocation for up gradation, deployment and maintenance of the computers in the institution.

4.4.6 How are the computers and their accessories maintained? (AMC etc.)

There is a campus Renovation and Maintenance committee. This committee is given the responsibility about maintenance of computers and their accessories. The expenses are borne by the institute.

4.5 Other Facilities

4.5.1 Give details of the following facilities:

a. Capacity of the hostels (to be given separately for boys and Girls)

We don't have hostel.

b. Occupancy

c. Rooms in the hostel (to be given separately for boys and Girls)

d. Recreational facilities

Rooms and playground

e. Sports and Games (Indoor and Outdoor) facilities

Outdoor games: Playground for cricket, Volleyball, Kho-kho, Kabbadi, etc.

Indoor games: Carem, Chess.

f. Health and Hygiene (Health Care centre, Ambulance, Nurse, Qualified Doctor) (full time/ part time etc.)

There is no health care centre in the college campus. When there is any such needs, we call the doctor from the city area which is very near.

4.5.2 How does the institution ensure participation of women in intra-and inter-institutional sports competitions and cultural activities?

- The College has play ground for Kho-Kho, Kabbadi, Volleyball, Cricket, and athletics which can be used for women as well.
- The College provides all possible facilities – expert coaching, uniforms, Equipments, financial assistance for participating in sports activities.
- A good number of cultural activities and competitions are arranged and Organized every year in the College.
- The College takes very active interest and participates in the intercollegiate Youth Festival of Saurashtra University every year.
- Here also, the College provides every help- training and expert coaching Dress, expenses with great encouragement to the students to participate in these activities.

4.5.3 Give details of the common facilities available with the Institution (Staff room, day care centre, common room for students, rest rooms, health centre, vehicle parking, guest house, Canteen, telephone, internet cafe, transport, drinking water etc.)

There are following common facilities available in the College

- Staff room with lockers.
- Vehicle parking

- Public telephone for students and the staff.
- Drinking Water Cooler

4.6 Best Practices in Infrastructure and Learning Resources

4.6.1 What innovations/best practices in ‘Infrastructure and Learning Resources’ are in vogue or adopted/adapted by the institution?

The college has developed indoor and outdoor sports facilities.

The college has developed library with internet facility.

The college has developed well planned infrastructure facilities for students and staffs.

Criterion - V:
Student Support and
Progression

Criterion V: Student Support and Progression

5.1 Student Progression

5.1.1 Give the socio-economic profile (General, SC/ST, OBC etc.,) of the students Of the last two batches.

The socio-economic profile of the students of the last two batches of the years

2006-07 and 2007-08 are given in the following tables:

Year 2006-2007

Programme	General		SC.		ST		OBC		Total		Total
	M	F	M	F	M	F	M	F	M	F	
B.A.	226	424	45	23	-	2	64	81	335	530	865
B.Com	70	61	4	-	-	-	5	5	79	66	145
M.A.	11	53	9	3	-	3	22	32	42	91	133
C.C.C.											

Year 2007-2008

Programme	General		SC		ST		OBC		Total		Total
	M	F	M	F	M	F	M	F	M	F	
B.A.	227	547	47	38	0	1	111	123	385	709	1094
B.Com.	68	53	2	2	-	-	15	8	85	63	148
M.A.	14	50	13	07	-	2	24	30	51	89	140

5.1.2 What are the efforts made by the Institution to minimize the dropout rate and facilitate the students to complete the course?

A special counseling is given to the students who are dropping out. The Principal, administrative as well as teaching staff spares their time to counsel Such students and their parents to continue with the studies.

5.1.3 On an average, what percentage of the students progress to further studies and for employment? Give details for the last two years. (UG to PG to Ph.D and /or to employment)

In the year 2006/07, out of 226 total graduating students, the request application For transfer certificate of 105 students from the other institution/P.G.Centre/ Universities was received by our college. It meant that Only 105 students of 2006/07 batch moved to the further studies of the P.G. or the other courses. Thus, from the total graduating students of 2006-07 batches, about 47.46% students progressed for further studies.

In the year 2007-08, out of 226 total students, the College received total 127 request application for the TCs from other institutions. It meant that only 127 Students of 2007-08 batches moved to the further studies of the P.G. or the other Courses.

Thus, from the total graduating students of 2007-08 batch, 56.19% students Moved for the P.G. or other studies.

In the year 2006/07, out of 133 total Post graduating students, the request application

For transfer certificate of 25 students from the other institution/P.G.Centre/ Universities was received by our college. It meant that Only 25 students of 2006/07 batch moved to the further studies or the other courses. Thus, from the

total graduating students of 2006-07 batches, about 18.80% students progressed for further studies.

In the year 2007-08, out of 140 total students, the College received total 45 request application for the TCs from other institutions. It meant that only 45 Students of 2007-08 batches moved to the further studies or the other Courses.

Thus, from the total graduating students of 2007-08 batch, 56.19% students Moved for the job or other studies.

5.1.4 How does the institution facilitate the placement of its outgoing students? What proportion of the graduating students have been employed? (average of last five years)

Since ours is an institute located in a rural area, it is very difficult to find Placement for our graduating students. However, the Career Counselling Committee of our institute helps students to find jobs.

5.1.5 How does the institution facilitate and support students for appearing and qualifying in various competitive examinations? Give details on the number of students coached, appeared and qualified in various competitive examinations (Average of last five years) (UGC-CSIR-NET, SLET, GATE, CAT, GRE, TOFEL, GMAT, Civil Services- IAS,IPS,IFS, Central/State services etc.)

Such competitive exams are mostly taken after graduation. Even though in view of such examinations, Information is provided to the students and the employment Guidance committee provide them employment magazines and

books. However the institute does not get exact information of howmany students are successful in it. In the P.G.Department several students cleared certain exams as following.

Sr.	Student's name	Examination
1	Atara Jatin Kumar V.	SLET
2	Kalavadiya Nehalben N.	SLET
3	Jadav Lakhan K.	SLET
4	Katharotiya daya G.	NET
5	Pandya Ghanshyam	NET
6	Gujariya Hansa B.	NET
7	Khadchadiya Priyankant B	G. P. S. C

5.1.6 Give a comparative analysis of the institutional academic performance with reference to other colleges of the affiliating University and the university average. (Pass percentage, Distinctions, Gold medals and University Ranks, Marks obtained in relation to university average etc.(Last five years' data)

A table of comparative analysis of the institutional academic performance with reference to the university average. (Pass percentage)

B.A.

Programe	2003/04		2004/05		2005/06		2006/07		2007/08	
	Uni	College								
F.Y.B.A.	86.75	96.03	91.57	97.77	91.05	93.54	89.00	94.95	87.63	76
S.Y.B.A.	87.70	94.47	84.40	94.96	88.56	98.58	87.63	96.15	90.65	95
T.Y.B.A.	87.49	90.80	92.87	96.55	87.50	93.23	89.84	95.99	93.27	92.82

A table of higher and lower results of the college with reference to the University.

Programme	2003/04	2004/05	2005/06	2006/07	2007/08
F.Y.B.A.	+9.28	+6.42	+2.49	+5.95	-11.63
S.Y.B.A.	+6.77	+10.56	+10.02	+8.52	+4.35
T.Y.B.A.	+3.29	+3.68	+5.73	+6.15	-0.45

+ indicates higher result of college than the result of university.

- indicates lower result of college than the result of university.

B.Com

Programe	2003/04		2004/05		2005/06		2006/07		2007/08	
	Uni	College								
F.Y.COM	66.96	94.74	81.06	92.73	70.08	95.12	82.50	90.00	76.83	94.92
S.Y.COM	57.51	72.55	64.37	96.15	64.06	98.33	79.37	80.00	70.42	87.23
T.Y.COM	67.39	69.84	75.64	87.88	73.76	81.54	73.28	82.35	79.02	75.68

A table of higher and lower results of the college with reference to the University.

Programme	2003/04	2004/05	2005/06	2006/07	2007/08
F.Y.B.COM.	+27.78	+11.67	+25.04	+7.5	+18.09
S.Y.B.COM.	+15.04	+31.78	+34.27	+0.63	+16.81
T.Y.B.COM.	+2.45	+12.24	+7.78	+9.07	-3.34

+ indicates higher result of college than the result of university.

- indicates lower result of college than the result of university.

M.A

Programe	2003/04		2004/05		2005/06		2006/07		2007/08	
	Uni	College								
M.A.		82.40		84.50		70.31		75%	78.15	80.62

A table of higher and lower results of the college with reference to the University.

Programe	2003/04	2004/05	2005/06	2006/07	2007/08
M.A.	-	-	-	-	-

+ indicates higher result of college than the result of university.

- indicates lower result of college than the result of university.

5.2 Student Support

5.2.1 Does the institution publish its updated prospectus, handbook and other student information material annually? If yes, what is the information disseminated to students through these publications?

The institute publishes the hand book 'Unnati' and students of Arts Faculty compose articles in Gujarati, Hindi and Sanskrit. These Articles are published in the hand book. Various courses of the college, various activities done during the year, Researches, Research lecture, seminars, Sports and games, cultural programmes, N.S.S. etc. are presented in the hand book to encourage the students.

5.2.2 Does the institution provide financial aid to students? If yes, specify the type and number of scholarships/ freeships given to the students during the last academic year by the institution (other than those provided by the social welfare departments of the State or Central Governments).

The college provides financial aid to economically poor students. The Management committee decides how much relaxation is needed to the concerned student.

5.2.3 Give details of schemes for student welfare? (Insurance, subsidized canteen facilities, special diets, student counseling support, "earn while you learn" scheme etc.)

Welfare schemes for students are:

- Free ships to economically poor students.
- University accident insurance policy by Saurashtra University Rajkot.

- Awards and rewards to the best in the field of academic, sports, Cultural activities etc.
- Promoting intelligent students to participate in seminars / workshop etc.

5.2.4 What type of support services are available to overseas students?

All the above mentioned support services are there for the overseas students. But we don't have any overseas student.

5.2.5 Give details of the placement and counseling services for the students?

The institution doesn't have recognized placement cell but it offers placement and counseling services in a different way. Our Career Counselling Cell members put important information regarding placement/ recruitments on the notice board. They arrange career counseling programmes for the students.

5.2.6 How does the institution encourage and develop entrepreneurial skills among the students?

The students are taught the subject elements of entrepreneurship to develop their skill. We also arrange lectures of the expert from district level place and students take advantage of these expert lectures. The institute arranges 'sahakar week' every year and at least 50 students participate in this festival in association with Gujarat state co-operative Federation. End of saharak week,they issued certificate for the same. The institute arranges bank visit for commerce students every year.

5.2.7 Does the faculty participate in academic and personal counseling? If yes, give details on services provided during the last academic year?

The institute provides academic and personal guidance to all students. They are motivated to read, write, and doing research activities.

5.2.8 Is there a separate guidance and counseling centre for women students? If yes, enumerate the activities of the centre

Women Cell is formed last year. A committee under Mrs. M.S.Faldu and Mrs. N.C.Patel along with five students meets every Tuesday in Week and tries to solve the problems of the girl students. The activities done by the cell is given below:

- Law workshop for women
- Mahendi competition
- Lecture by Gynecologist
- Rangoli competition
- Cuisine Competition

5.2.9 Is there a Cell /Committee constituted for prevention/ action against sexual harassment of women students? If yes, detail its constitution and enumerate its activities (issues addressed during the last two years)

The number of the girls exceeds to the boys. Under the leadership of Prof. M.S.Faldu, a committee is formed. This committee works effectively and due to the disciplined atmosphere any case of sexual exploitation has not taken place.

5.2.10 Does the institution have a grievance redressal cell? If yes, what are its functions? Detail the major grievances redressed during the last two years.

Yes, the institute has a Grievance Redressal cell. The cell aims to redress all grievances of the students, the alumni, the parents and the staff of the college. We have placed one 'Suggestion Box' to collect their grievances. On the first day of every month, the box is opened and the grievances are scrutinized. They are discussed with the principal and the committee seeks their possible solutions. Since the cell is established after February, 2007, there are few grievances placed. Before that we have some grievances, but they are solved orally by the institute and its functions are listed below.

- To place suggestion box at the corner of administrative section.
- To inspect these suggestion box every month and scrutinize suggestions/complaints/grievances written by stakeholders (students, staff, parents etc)
- To counsel students regarding their dilemma and grievances.
- To create healthy atmosphere among student for their academic progression.
- To submit written report at the end of the year to the principal on grievances received and redressed throughout the year

5.2.11 Is there a provision for acquiring computer skills / literacy for all students, in the curriculum? If yes, give details on how it is imparted, and level of proficiency.

The students are given training and information during the year. As per the strength of the students, different batches are arranged. The students are taught fundamental and practical computer skills.

5.2.12 What value-added courses are introduced by the institution to develop life skills; career training; community orientation; good citizenship and personality development of students?

We have not introduced regular or formal courses but we integrate teaching of life skills, career skills, community orientation, good citizenship and personality development with the lecture series, NSS activities and other such programmes.

5.2.13 How does the institution ensure safety and security of the students, faculty and the institutional assets?

Institute has vast campus, academic and administrative facility, vast building, electronic appliances and other physical instruments. The insurance for the building has been taken. There are watchmen for the security of the institute. They take care of all these things.

5.3 Student Activities

5.3.1 Does the institution have an Alumni Association? If yes,

i. List its current Office bearers

The institute has formed Alumni association to maintain coordination with them. About sixty six ex-students have joined in this association. Different activities are undertaken by them.

ii. List its activities during the last two years.

The ex-students association meets once in a year. The institute discusses about education and students welfare. When it is necessary, help is provided. The suggestions are also invited. The ex-students are always keen to contribute to the institute for its development.

iii. Give details of the top ten alumni occupying prominent positions.

Details of the top ten alumni occupying prominent positions are given in the following table.

Sr. No.	Name of the prominent student	Educational Qualification	Position held
1.	Jivani Satishkumar M.	M.Com, C.A.	C.A.
2.	Kotila Valkubhai S.	M.Com.	Lecturer
3.	Sarvaiya Mukesh	M.Com.,Ph.D.	Lecturer
4.	Chudasama Manish	M.Com.,Ph.D.	Lecturer
5.	Doshi Himanshu	M.Com.,C.A.	C.A.
6	Sonpal Jignasha	B.A.(Gold medal)	Teacher
7.	Atara Jatin V.	M.A.(Gold medal)	Lecturer
8.	Vala Ashish A.	M.Com.	Lecturer
9	Kharchalia Priyakant B.	M.Com.	Account Officer
10	Jebalia Alkaben	M.A.(Gold medal)	Teacher

iv. Give details of the contribution of alumni to the growth and development of the institution.

Some of the Alumni are ready to render their services in the field of their expertise. Their services are taken in the next year.

5.3.2 How does the institution encourage its students to participate in extra-curricular activities including sports and games? Give details on the achievements of students during the last two years. (Institution level/ inter-collegiate / Inter-University/ Inter-state/ National/ International)

The college provides inspiring environment, supporting facilities and encouraging honors for all kinds of extra-curricular activities.

The institute has playground for outdoor games. The college always provides all the expenses for participating in sports/games and cultural competitions. Quite a few time, our college became champion runner's up at university level in different sports/games/athletics and cultural competitions. The College takes active participation in the University youth festival competitions.

Sports Events

1) Timbalia Manisha G.

- Participated in inter university kabbadi competition in three times 2000, 2001, 2002.
- Participation in state level open womens kabbadi competition 5 times since 2000, 2001,2002,2003,2008.
- Participation in national level kabbadi competition in Itava Bihar.
- Selected in kabbadi competition during 2008-2009 selected at national level.

2) Vala Raviraj (kabbadi)

- Inter university level kabbadi competition, selected in 2007-2008, 2008-2009

3) Vala Vijay & Vasani Aniruddh.

- Selected in khokho competition in inter university level 2006-2007 and played at shimosa. (karnataka)
- 4) Borad Meena**
- Selected inter-university kabaddi Competition since 2002,
Place : Tiruvannampuram (T.N.)
- 5) Thummer Minakshi & Thummer jyoshna.**
- Selected in kabbadi competition in inter uni 2002-2003. (at Kanya Kumari)
- 6) Dobariya Shilpa & Satasiya Shilpa**
- Selected in mahila athletic competition state level. Year 2003, at Godhra. Shilpa Satasiya short puts events at Godhara and shilpa Dobariya runnig events in 1500 mt. at godhara.
 - Selected in inter university Kabaddi competition in year -2003.
- 7) Boricha vipul and Maheta Bhavik**
- Participated in Basic mountain taining competition in Junagadh.
 - Participated ice-tracking competition in Himalaya 2007
- 8) Makwana vipul**
- Participation girnar jungle tracking since 2003.
- 9) Pattani Bhavin J.and Kansagra Ankur C.**
- Participated in Ice-tracking of (Manali) Himalaya since 2005
- 10) Patoliya Krupa**
- Inter university Cross country competition organized by our institution
Selected in 4th rank Year. 2008 August.
- 11) Vaghela Hemang and Maheta Bhavik**

Participation in mountain training in Goa since 2008

Cultural Event.

1) Bagda Keshav M.

- Selected in 'Folk Song Events' in University level Year. 2001-2002

2) Bharaniya A.R. and Makwana Vipul

- Participation & selected in Folk Songs & Traditional dress competition in south zone at University Level.

3) Vala Hareh B.

- Selected in south zone inter university 'Kabaddi' competition since 2003.

4) Bagda Kiran

- Selected in south & north zone 'Drawing' competition since .2005-2006 and participated in west zone Jalgaov in. 2005-2006

5) Shekh Anil and Jadav Ramesh

- Participated in Rangoli & Clay-modelling competition and selected in third Rank in Rangoli & Clay Modeling at south zone university.
- Participation in Inter zone university Competition Rangoli & Duha-Chhand competition in 2006, 2007.
- 5 Students are selected in south zone. Inter university. Padpurti, Lokgit, Bhajan Duha ,Chhand, Hastakala, Hobby. Year 2008.
- 2 Students are selected in inter zone youth festival in .2008.

6) Kyada Alpa

- Participated and selected in ‘Folk Song’ and ‘Bhajan’ Competition in south zone University level since 2008.
- ‘Folk Song’ and ‘Bhajan’ competition First in University level since 2008

Sports Programmes: (2006-2007)

Sr. No.	Name of Event	Level	Achievement	Remarks
1.	Kabbaddi –Boys Inter College Competition Dumiyani.	University	Quarter Final	12 Students were Participated
2.	Khokho Competition Inter College, Baravala.	University	Runners Up	12 Students were participated 2 Students were selected at University level
3.	Cross country competition Inter college Una.	University	-	2 students were Participated
4.	Badminton Girls) Inter college, Savarkundla.	University	-	2 students are Participated One Girl was selected and got sixth rank.

Cultural Programmes: (2006-2007)

Sr. No.	Name of Event	Level	Place	Remarks
1.	University Youth festival	Inter college	Dhoraji	11 Students were Participated Two students were selected in south zone.
2.	University Youth festival	Inter college	Rajkot	2 Students were participated
3.	University Youth festival	Inter college	Maharashtra (Jalgaov)	1 student was participated
4.	Yuva Ashmita Programme	Inter college	Rajkot	3 students were Participated

Sports programmes 2007-08

Sr. No.	Name of Event	Level	Achievement	Remarks
1.	Inter college kabbadi competition	University	Semi-final	12 students were participated 1 student was selected.
2	Athletics competition	University	-	9 students were participated 5 boys and 4 girls
3	Khokho competition	University	-	12 students were participated

Institutional level (2007-08)

Sr.No	Name of event	Place	Date	Remarks
1	Long jump	College campus	28-07-2007	participation in 47 boys and girls
2	100 mtr athletic competition	College campus	2-8-2007	participation in 32 boys and girls
3	Short puts competition	College campus	18-8-2007	participation in 23 boys and girls
4	Carrom and chess competition	College campus	22-9-2007	participation in 18 boys and girls
5	Slow-cycle competition	College campus	1-12-2007	participation in 20 boys and girls

Cultural programme (2007-08)

Sr. No.	Activities	Level	Place	Date	Remarks
1.	Welcome party	Inter college	College campus	14-07-2007	-
2.	Drawing competition	Inter college	College campus	28-07-2007	-
3.	Rangoli	Inter college	College campus	02-08-2007	-
4.	Matrubhumi Vandana	Inter college	College campus	15-08-2008	-
5.	Elocution competition	Inter college	College campus	18-07-2007	-
6.	Bhajan, Duha,	Inter college	College	01-09-2007	

	Chhand, Lokgit, Halavu sangit competition		campus		-
7.	Essay competition	Inter college	College campus	08-09-2007	-
8.	Ras-Garba competition	Inter college	College campus	20-10-2007	-
9.	'Dress' competition	Inter college	College campus	22-12-2007	-
10	Republic day	-	-	26-1-2008	-
11.	Annual day	-	-	31-1-2008	-

5.3.3 How does the institution involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the major publications/ materials brought out by the students during the previous academic session.

According to the annual calendar different activities take place in the institute all the students cooperating to the institute are appreciated. There are university exams, sports, and games, N.S.S., Youth festival, college day, quiz, poetry writing, prose writing, during the 2007 years. There are also college magazines like Unnati, Unmesh, Kalanidhi, Vidhyamrut. By which students show their talent. Most of the programmes like college day and N.S.S. are filmed by videography moreover pressnotes, regarding the programmes are given in sandesh, Gujarat samachar, lok samrthan, Akila, Evening news etc. The photographs and news papers articles are displayed on the bulletin board of the college.(Write about Unnatti, Unmesh, Kalanidhi, Vidhyamrut and how the articles of the students are selected for them etc. Since when they are published)

5.3.4 Does the institution have a Student Council or any similar body? Give details on its constitution, major activities and funding.

We have a student counseling Centre. Students seek their guidance on matters related to career, advanced studies, personal problems etc. in it. Moreover, our student-teacher interaction gives room to solve students' every problem, whenever any student has any personal problem, they are at liberty to consult teachers in staff room or in the campus.

5.3.5 Give details of the various academic and administrative bodies and their activities (academic and administrative), which have student representations on them.

We have eighteen committees in all to see the smooth functioning of academic and administrative activities of the institute. Among them two committees have student representation i.e. Alumni Association and N.S.S. committee. Their activities are given below.

Alumni Association

-Activities

- Arranged Annual general meetings of executive committee.
- Invited former students in college functions.
- Giving platform to former students to interact with current students
- Invited for Donating books and teaching equipments.
- Invited to Interact with current students through lectures, group discussions etc. in their field of expertise.
- Asked to help in sports and cultural activities.

- Given questionnaires for evaluation of course and academic activities.
- The Alumni are awarded with certificates.

N.S.S. Committee

Activities

- Cleanliness campaign.
- Writing Good Thoughts on village wall.
- Lectures.
- Blood Donation Camp.
- Tree Plantation.
- Farmers Workshop on Agricultural Awareness.
- Lecture on Farming with Modern Technology.
- Cultural Programmes.

5.3.6 Does the institution have a mechanism to seek and use data and feedback from its graduates and from employers, to improve the growth and development of the institution?

Yes, we have mechanism to seek and use feedback from its graduates. We give questionnaire to the students who are passing out as graduates. The questionnaire is related with the questions pertaining to the growth and development of the institute. The committee then scrutinizes and analyzes the questionnaires. The data and feedback are used for the further development and growth of student support services etc.

5.4 Best Practices in Student Support and Progression

5.4.1 Give details of institutional best practices towards Student Support and

Progression?

Followings are the best practices towards student support and progression:

- Encourage student's creativity and published them in college wall magazine.
- Formation of alumni association for guidance of present student and growth & development of institution.
- Informal placement activity.
- Student can meet any faculty and get solution of their problems.
- Informal student counseling.

Criterion – VI

Governance and Leadership

Criterion VI: Governance and Leadership

6.1 Institutional Vision and Leadership

- 6.1.1 State the Vision and Mission statement of the institution and give details on how the institution**

- a) **Ensures that the vision and mission of the institution is in tune with the objectives of the Higher Education policies of the Nation?**
- b) **Translates its vision statement into its activities?**

VISION:

To provide qualitative education with equal opportunities for men and women of the downtrodden region of Bagasara.

To produce graduates according to the regional needs of the time.

To contribute in nation building by providing value based education.

MISSION:

To commence and run degree and diploma courses.

To appoint qualified faculties according to rules and regulation of Gujarat Government and Saurashtra University (This is compulsory not a mission)

To establish required latest equipments. (To make teaching-learning process more effective through audio -visual aids)

To create awareness towards society and environment.

To give education which promote positive attitude and family values.

To develop integrated personality of students.

- (a) **ensures that the vision and mission of the institution is in tune with the objectives of the Higher Education policies of the Nation :-**

Our institution works for the higher studies for girls and boys who have passed H.S.C. from the whole Taluka. We provide the higher education to the numerous students of the Taluka. Moreover, our institution creates an atmosphere for social-values, employment-training and other educational activities.

b) translates its vision statement into its activities: -

We give guidance to the students from the first year to decide the goal of their life. And for this, we organize different training classes during the year in which the trainers are invited from District co-operative Union. Our commerce department along with students of economics of Arts faculty has arranged such programmes almost every year. We organize seminar and give guidance for employment for the students who have completed graduation, with the help of employment Information Centre. Here, we provide the information about computer education. Moreover, we have got the centre of B.A.O.U. We have started eleven courses. The institution gives training & information for self-employment to the girls like Beauty-parlors, design and stitching. So our institution tries its level best to translate its vision statement into its activities.

6.1.2 Enumerate the Management's commitment, leadership-role and involvement for effective and efficient transaction of the teaching-learning processes.

The college has committed management, always ready to fulfill the needs of the college, faculty members and students for higher quality education. The college has well established and defined teaching learning process. They give full freedom to the principal, teaching and administrative staff to play their respective roles in imparting quality education and conducive environment for better teaching learning process.

6.1.3 How does the management and the Head of the institution ensure that responsibilities are defined and communicated to the staff of the institution?

In the grant-in-aid institute like ours, normally, all the staff members are made to understand their responsibilities at the time of recruitment. They are clearly stated their job with responsibilities and accountability. Later on, the principal and the management send staff members to orientation programmes and Refresher courses to ensure their role in the institute. Apart from such regular and routine process, Management/principal holds meeting to ensure the responsibilities of each and every person involved with education in the institute. Moreover, the management conduct meeting with the principal and through principal distributes extra responsibility to concerned staff members.

6.1.4 How does the Management/Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the management, to review the activities of the institution?

There is a strong link between staff, principal and management. The management reviews the institution from various points of view. First, they are in direct contact with the principal. The Reporting of the principal is very important in reviewing the activities of the institute. Secondly, the management holds meeting for direct communication with teaching and administrative staff members. Thirdly, during annual celebrations, they come in direct contact with the students. From them also they get feedback regarding the activities of the institute. Thus, from various sources, management gather their information, feedback etc to ensure that

activities of teaching-learning, extension, sports etc are running very effectively in the institute.

6.1.5 How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes?

The management has fully empowered the principal and there is full involvement of the staff in institution building process. This makes sure that the staff feels that this is their institute and work with utmost dedication.

6.1.6 Describe the leadership role of the Head of the institution, in governance and management of the institution.

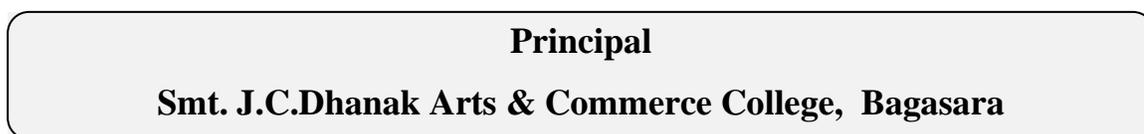
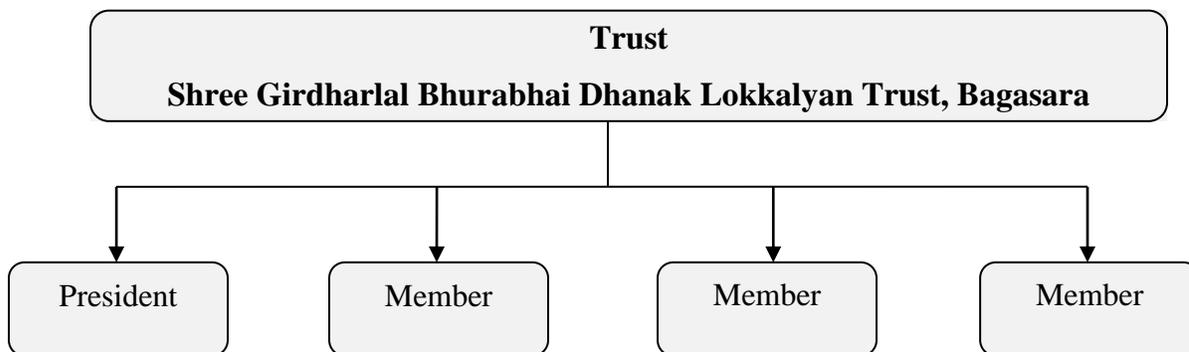
- The head, here the principal of the institute is the key person in the institute. He is a link between various stakeholders. He is the person who have to build report among government, UGC, management, teaching and administrative staff. This role is very effectively played by the principal of the institute.
- Head of institute leads the Academic council and Administrative council.
- By setting goals in accordance with the mission he empowers the academic council members by allocating specific responsibilities and powers.
- He also communicates with the management and systematically conveys the progress of the college and needs of infrastructure expansion in order to keep pace with the academic growth.

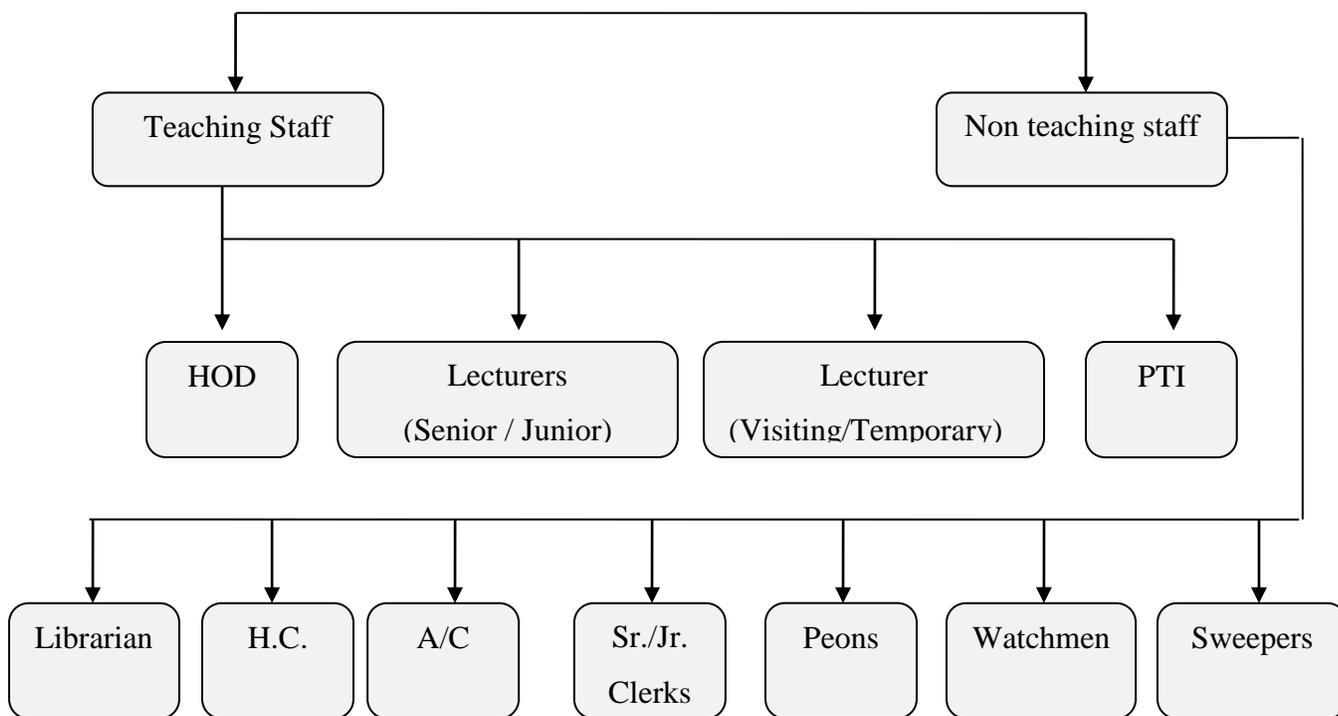
- He develops relationship with different NGOs and organizes different programmes with the NSS unit of college with a view to develop all round personality of students.

6.2 Organizational Arrangements

6.2.1 Give the organizational structure and details of the academic and administrative bodies of the institution. Give details of the meetings held, and the decisions taken by these bodies, regarding finance, infrastructure, faculty recruitment, performance evaluation of teaching and non-teaching staff, research and extension activities, linkages and examinations held during the last two years.

The Chart of the Organization Structure





Details of the meetings held, and the decisions taken by these bodies, regarding finance, infrastructure, faculty recruitment, performance evaluation of teaching and non-teaching staff, research and extension activities, linkages and examination held during the last two years i.e. 2006-2007 and 2007-2008 are given below.

➤ **Meeting of the Governing Body:**

1. **July 4, 2006: Monday (2006-2007)**

➤ **Infrastructural and other facilities:**

- New Room developing and planning in future

➤ **Appointment:**

- Appointment of permanent principal.

➤ **New subjects / specialization:**

- New course brochure in CCC(B.A.O.U.)

2. **June 21,2007: Saturday(2007-08)**
- **Infrastructural and other facilities:**
 - Construction of library & classroom
 - Other infrastructure maintenance
 - **Appointment:**
 - Appointment of lecturers for arts and commerce.
 - **Other facilities to the institution:**
 - process of 2(f) & 12(B) initiated to after Appoint permanent principal
3. **January 07,2008 (2007-2008)**
- Preparation of SSR.
4. **November-2007: (2007-2008)**
- **Evaluation of the institute:**
 - 1 Seek NAAC accreditation
 - 2 Preparation of SSR
 - **Publication:**
 - 1 Prospectus-for the academic year i.e.2008-2009
 - **Appointment:**
 - 1 Appointment of two lecturers as Management appointees.
5. **Internal Administrative Meetings (2006-2007)**
- **26th June, 2006: Monday –Management and principal with the staff**

Smooth functioning of all the activities throughout the year

➤ **25th September, 2006: Monday-principal with the staff**

Infrastructural requirements

➤ **8th January, 2007: Monday -Principal with the staff**

Celebration of Annual Function.

6. Internal Administrative Meetings (2007-2008)

1. 11th August,2007: Saturday-Management and Principal with the staff

Smooth functioning of all the activities throughout the year

2. 6th December, 2007: Thursday-Principal with the staff

Preparation of SSR for Institution Accreditation by NAAC, Bangalore

3. 7th January, 2008: Monday-Principal with the Staff

Annual Day celebration Planning

National seminar planning

6.2.2 To what extent is the administration decentralized? How does the institution collaborate with different sections/departments and personnel of the institution to improve the quality of its educational provisions?

The administration is decentralized into eighteen different committees/Cell and Associations. Principal is the head of each committees/Cell and Associations. Moreover each committee has its convener. Convener and the committee members are given office orders in which their duties and the objectives are mentioned. I have committees plan their annual activities in their meetings and wok accordingly.

6.2.3 Does the institution have effective internal coordination and monitoring mechanisms? If yes, specify.

Yes, the steering Committee is formed to coordinate and monitor the mechanism.

The following are the functions of Steering Committee:

- Well strategic plans for curriculum all the faculty members to ensure quality in the institute.
- To make sure that quality is practiced in each and every department of the college.
- To organize a mechanism of quality circles.
- To monitor the activities planned and done according to their Schedule effectively.

6.2.4 Does the institution have a Grievance Redressal Cell for its employees? If yes, what are its functions? List the number of grievances redressed during the last two years.

The grievance redressal cell takes care of the employee issues also. The management has fully empowered the principal and there is full involvement of the staff in the institution building process. This makes sure that the staff feels that this is their institute and work with utmost dedication, so the amount of grievance is negligible. Its functions are same as given in 5.2.10

6.2.5 How many times does the management meet the staff in an academic year? What are the major issues discussed during the last meeting?

The management meets twice or thrice with the staff every year but many a times. In an informal way. The management met with the principal and the staff on 21th June, 2007 and 07th Jan.2008 in this meeting, the Managing Trustee and the principal became very happy to see the work carried out by the staff in preparing the SSR for accreditation and praised them. The management also wished good-luck to the principal and the staff for a good grade.

6.2.6 Is there a Cell to prevent sexual harassment of women staff? How effective is the functioning of the Cell?

The institution has anti Sexual harassment cell. This Center looks carefully after the issues related to sexual harassment..Normally, we never have any such complaints from students regarding sexual harassment. Yet, whenever need arises; this centre is working very efficiently to solve such problems. The center is very effective. It painstakingly works hard to prevent sexual harassment in college premises. It's the result of effective functioning of this center that we never have such problems in our institute.

6.3 Strategy Development and Deployment

6.3.1 Describe the procedure of developing the perspective institutional plan. How are the Teachers, Students and Administrators involved in the planning process?

When it is necessary, the management and the principal arrange the meetings and the different members involved in the process of different planning.

6.3.2 How are the objectives communicated and deployed to all levels, to ensure individual employee's contribution for the institutional development?

The principal is authorized and entrusted to directly communicate with one and the all individual staff members on any issue regarding activities and objectives for their cooperation and contribution in the functioning of the college.

6.3.3 List the different committees constituted for the management of different institutional activities? Give details of the meetings held and the decisions taken, regarding academic management, finance, infrastructure, faculty, research, extension and linkages, and examinations held during the last two years.

The List of the Committees:

1. Steering Committee
2. Admission Committee
3. Disciplinary action Committee and Grievance Redressal Cell
4. Examination & Annual Planning Committee
5. U.G.C. Correspondence Committee
6. Student Counseling Centre
7. N.S.S., Social Activity & Social Interaction Cell
8. Sports Club
9. 'Shakti'-Women's Empowerment Cell
10. Research Committee
11. SC / ST / OBC Cell
12. Literary Circle

13. Cultural & Extra- Curricular Activity Committee
14. First Aid Centre
15. Environment Awareness Cell / Nature Club
16. Loan and Fund Committee
17. Renovation and Maintenance Committee
18. Study Tour Committee
19. Library Advisory Committee
20. Alumni Association
21. Parent Teacher Association

6.3.4 Has the institution an MIS in place, to select, collect, align and integrate data and information on the academic and administrative aspects of the institution?

No, though there is no automated MIS data is collected from various sources.

6.3.5 Does the institution use the various data and information obtained from the feedback, in decision-making and performance improvement? If yes, give details.

Yes, the institution uses the various data and information obtained from the feedback, in decision-making and performance improvement.

This information is used for curriculum development, improving teaching and learning quality, improve of other services (administrative, Sports, extension) for students as well as community and other stakeholders.

Activities put in effect as a result of such feedback:

1. Regular class tests/assignments and preliminary exams to measure the progress of the students.
2. More camps on plantation and blood donation under NSS activities.
3. More sports equipments are given to students.
4. Administrative services are computerized.
5. Valuable inputs in redesigning of new curriculum.
6. Computer training to teachers and encouragement to use ICT in teaching methodology.
7. Arrangement of more jobs oriented and career guidance activities.
8. Industrial visit for comer's students.

6.3.6 What are the institution's initiatives for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty? (Skill sharing across departments, creating/providing conducive environment, etc.)

The institute takes initiatives for promoting Co-operation, sharing of knowledge, innovations and empowerment of the faculty like arrangement of Summer Computer Courses, OP/RC etc. This helps them in better understanding of each other. It also helps institute in taking initiatives for Skill sharing across departments, creating/providing conducive environment, etc.

6.4 Human Resource Management

6.4.1 What are the mechanisms for performance assessment (teaching, research, service) of faculty and staff? (Self-appraisal method, comprehensive

evaluation by students and peers). Does the institution use the evaluations to improve teaching/ research of the faculty and service of the faculty by other staff? If yes, how?

The College has started collecting self-appraisal from the teaching faculty at the every month of academic year. This report includes assessment of teaching work, participation and paper presentation in seminars/conferences, publications, research work etc. The principal analyzes the reports of the faculty and mentions the essential suggestion. Moreover, the feedback forms are prepared for analysis of the faculty by the students. They grade their respective teachers. This evaluation by the students is also assessed by the principal.

6.4.2 What are the welfare measures for the staff and faculty? (mention only those which affect and improve staff well-being, satisfaction and motivation)

For the financial benefit of the staff and faculty, we established “Staff Credit Society” on 15th September, 1995. Its registration no. is 26013. Every staff is its member. This society provides financial assistance to the needy staff members with less rate of interest than the nationalized or private banks. During medical emergency of staff or their family members, this aid is of great help.

- The credit society gives loan at a very nominal rate of interest without mortgaging anything from the staff member.
- One can get the loan amount within 24 hours of filing an application form for the loan. On account of this staff credit society, all the members feel a

sort of financial relief at this time of emergency crises. One can avail of the loan amount without any obstacle and security at any moment.

- There are 24 members in this society.
- Rate of interest on loan basis is 9%.
- Rate of interest on Deposit is 7% (Up to six months) ``
- Share price Rs.100.
- Share fund Rs. 2, 49,100
- Total loan Rs.5, 33,775
- Total saving Rs. 229752

6.4.3 What are the strategies and implementation plans of the institution, to recruit and retain faculty and other staff who have the desired qualifications, knowledge and skills?

Staff is recruited as per the Saurashtra University and Government of Gujarat norms & UGC guidelines. The complete procedure is given in 2.4.1.

6.4.4 What are the criteria for employing part-time/adhoc faculty? How are the recruitment conditions of part-time/adhoc faculty different from that of the regular faculty? (Eg. salary structure, workload, specializations).

The criteria for employing part-time /adhoc faculty are the same as that of full-time/regular faculty recruitment. The recruitment of part-time/adhoc faculty is different so far as salary and work-load are concerned. The salary of part-time/adhoc faculty is decided according to their word-load that will be fixed for five years. After five years, their academic performance is observed and the final

decision will be taken. If their works found satisfactory, he/she will be made permanent.

6.4.5 What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? (Eg. budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc. and supporting membership and active involvement in local, state, national and international professional associations).

Institute supports faculties in their endeavor for professional development by granting them duty leaves, academic adjustments, conference fees etc. The institute encourages teachers to participate in associations.

6.4.6 How do you assess the needs of the faculty development? Has the institution conducted any staff development programmes for skill up-gradation and training of the staff? If yes, give details.

No, the institute does not conduct faculty development programmes. But as and when it requires the institution send faculty members to their respective training centers for their academic development and skill up-gradation.

6.4.7 What are the facilities provided to faculty? (Well-maintained and functional office, infrastructure and other space to carry out their work effectively etc.,)

The college does not have separate and independent departments. Thus, the common infrastructural and other facilities are provided to the faculty members.

6.5 Financial Management and Resource Mobilization

6.5.1 Does the institution get financial support from the Government? If yes, mention the grants received in the last three years under different heads. If no, give details of the sources of revenue and income generated during the last three years?

The institution is recently a recognized Grant-in-aid institution and gets the only salary grant from the Government of Gujarat.

The details of the grants-received under different heads in the last three years both from the Government of Gujarat are given in the following table:

Source of Fund	Year		
	Rs. 2005-06	Rs. 2006-07	Rs.2007-08
1. Government			
Salary	49,31,288/-	51,15,148/-	58,45,175/-
Adjustment grant	2,00,226/-	14,000/-	80,987/-
2. Management			
Salaries to part time workers	31,200/-	62,400/-	37,350/-

6.5.2 What is the quantum of resources mobilized through donations? Give information for the last two years.

We have not received any type of donations till now.

6.5.3 Is there adequate budget to cover the day-to-day expenses? If no, how is the deficit met?

The operating budget is not adequate to cover the day-to-day expenses. The amount needed is borrowed from the trust. When the Government sanctions the grants, it is repaid to the trust.

6.5.4 What are the budgetary resources to fulfill the institution’s mission and offer quality programmes? (Budget allocations over the past two years (provide income expenditure statements))

In order to fulfill the mission and other quality programmes, the college has following budgetary resources:

- Government Grants.
- Fee from Granted Programmes.
- Management.
- Saurashtra University.

The income-expenditure statements for the year **2006-2007** and **2007-2008** are attached along with this SSR.

Income & Expenditure Account from 1-4-2007 to 31-3-2008

Expenditure	Rupees	Income	Rupees
--------------------	---------------	---------------	---------------

Salaries: Schedule -1	58455175.00	Grant:	
Affiliation Fees	7000.00	Salary Grant	5845175.00
Building rent	26000.00		
Electricity	63411.00	Adjustment Grant	80987.00
Travelling	14331.00		
Printing stationary	64841.00	Fees:	
Sanitation expenses	14650.00	Schedule-2	394498.00
Insurance	1094.00	Other Income:	
Misce. Expenses	22836.00	Sale of admission Forms	4250.00
Telephone Expenses	7249.00	etc.	
Visiting Lecturer Expenses	37350.00		
Postage			
Cultural Expenses	3285.00		
Sports Expenses	32251.00		
Audit Fees.	23839.00		
Bank Commission	4500.00		
Principal Vehicle allowance	5692.00		
Surplus: to balance sheet	4800.00		
	146606.00		
	6324910.00		6324910.00

Schedule forming part of Income-Expenditure account for the
Year ended 31st March,2008.

Salaries : Schedule-1	Rupees	Fees: Schedule-2	Rupees
------------------------------	---------------	-------------------------	---------------

Basic pay	2621720.00	Tuition Fees	540600.00	
Dearness allowance	1370206.00	Paid to Govt.	<u>540600.00</u>	-----
House Rent	187530.00	Admission Fees		58700.00
Medical Allowance	26400.00	Library Fees		48080.00
Arrears.	334230.00	Sports Fees		48080.00
Vehicle Allowance	55200.00	Examination		108908.00
50% D.A. Merge	1249889.00	Book Fees		48080.00
		Other Fees		82650.00
		Environment Fees	29000.00	
		Paid to Uni.	<u>29000.00</u>	
	5845175.00			5845175.00

Balance Sheet as on 31st March, 2008

Liabilities	Rupees	Assets	Rupees
General Fund:	100000.00	Furniture Fixtures	
Transfer from Income- Exp.A/C.		As per last year	
			508235.00
Deposits:	77111.24	Addition	
Shree G.B.Dhanak			<u>56980.00</u>
Lok Kalyan Trust.	5389011.00		565215.00
Other Liabilities	31522.00	Library Books	
Staff P.F.		As per last year	
Saurashtra University			298450.55
Income & Expenditure Account:		Addition	
As per last year			<u>65654.00</u>
	962968.71		5389011.00
Surplus during the year		Advance:	
	<u>146606.00</u>	D.E.staff P.F.	282226.27
	1109574.71	Electricity Deposit	1062.13
Transferred to General Fund		Telephone Deposit	
	<u>100000.00</u>	Bank Balance	
Total	6607218.95	Cash on hand	
		Total Rs.	6607218.95

6.5.5 Are the accounts audited regularly? If yes, give the details of internal and external audit procedures and the audit reports for last two years.

Yes, the accounts are audited regularly. The external audit of the college accounts is regularly done by a Chartered Accountant's firm. While internal audit is done by the Commerce Faculty. The external audit reports are given just above this question i.e. 6.5.4.

6.5.6 Has the institution computerized its finance management systems? If yes, give details.

The institution's finance management system is computerized but not fully. We have software for fee collection from the students.

6.6 Best Practices in Governance and Leadership

6.6.1 What are the significant best practices in Governance and Leadership carried out by the institution?

(These are not the examples of best practices. You should give examples of the extraordinary activities they have done.)

Criterion – VII

Innovative Practices

Criterion VII: Innovative Practices

7.1 Internal Quality Assurance System

7.1.1 What mechanisms have been developed by the institution for quality assurance within the existing academic and administrative systems?

The institute has formed several committees to look after quality assurance. Steering Committee is a very important component of this process. It governs and administers all other committees to ensure quality in academic and administrative systems.

SO FAR AS the quality assurance in teaching process is concerned, the College has stated following measures:

- Monthly / annual teaching plans for all subjects for all programmes are prepared by all faculty members.
- Monthly / report of the completed teaching work for all subjects in all programmes are also done by the faculty members.

7.1.2 What are the functions carried out by the above mechanisms in the quality enhancement of the institution?

The functions carried out by the above mechanism in quality enhancement of the institution are as under:

- To ensure quality in the institute.
- To make sure that quality is practiced in each and every Department of the college.

- To review work of all the committees and help them wherever Needed.
- To monitor the activities planned and done according to their Schedule effectively.

Under this committee, there are twenty one committees /Cells / Associations.

They have their own functions which are clearly written in their orders.

7.1.3 What role is played by students in assuring quality of education imparted by the institution?

The institute is doing the following activities for students to ensure qualitative education.

- Students' Evaluation of Teachers.
- Evaluation of Course/Programme/Syllabus/Campus facilities
- Evaluation of teaching-learning environment and process.
- Suggestion box to lodge their complaints and suggestions.

7.1.4 What initiatives have been taken up by the institution to promote best practices in the institution? How does the institution ensure that the Best Practices have been internalized?

Documented processes have been set at various places which make sure that the best performance is achieved by every process and individual.

7.1.5 In which way has the institution added value to the quality enhancement of students?.

To impart value based education, the institution arranges lectures that throw light on the importance of values in one's life. The institution also arranges lectures on National Integration etc. Environment subject is taught in F.Y.B.A./F.Y.B.Com. Classes which also give value education.

7.2 Inclusive practices

7.2.1 What practices have been taken up by the institution to provide access to students from the following sections of the society:

- a) Socially-backward**
- b) Economically-weaker and**
- c) Differently-abled**

The institute gives priority to the above mentioned sections of the society in admission. They are supported by government aided grants as scholarships. They are even prioritized in library facilities etc.

7.2.2 What efforts have been made by the institution to recruit 1) Staff from the disadvantaged communities? Specify?

- a) teaching**
- b) non-teaching**

The college has always welcomed both teaching and non-teaching staffs from the disadvantaged communities.

The college is strictly following the policy and the rules of the Government of Gujarat in relation to the recruitment of the staff from these communities. The total numbers of the teaching and non-teaching staff members recruited from

these communities in the college have been given in the quantitative report of the institution.(mention in input wise Criterion 7.4)

7.2.3 What special efforts are made to achieve gender balance amongst students and staff?

The institute does not make any special efforts to achieve gender balance among students and staff.

7.2.4 Has the institution done a gender audit and/or any gender-related sensitizing courses for the staff/ students? Give details.

We have yet not done a gender audit or any gender related sensitizing courses for the staff or students.

7.2.5 What intervention strategies have been adopted by the institution to promote the overall development of students from rural/ tribal backgrounds?

Ours is an institute situated in rural area. Almost all the students belong to rural background. Hence, all the extra curricular and extension activities carried out by institute are intervention strategies to promote overall development of the students.

7.2.6 Does the institution have a mechanism to record the incremental academic growth of the students admitted from the disadvantaged sections?

After the admission is over we prepare a report in which we are to specify the numbers of SC/ST/OBC/General/Minority etc. Otherwise we don't have any

special mechanism to record incremental academic growth of the students admitted from the disadvantaged section.

7.2.7 What initiatives have been taken by the institution to promote social-justice and good citizenship amongst its students and staff? How have such initiatives reached out to the community?

The institute is fair and frank in its approach and action. So by action we put an example of social justice before our students and staff.

Secondly, we organize lectures of eminent personalities to promote social justice and good citizenship amongst students and staff.

7.3 Stakeholder relationships

7.3.1 How does the institution involve all its stakeholders in planning, implementation and evaluation of the academic programmes?

The institute involves its stakeholders in planning, implementing and evaluation of the academic programmes through activities of various committees such as Alumni association, Parent-Teacher Committee etc. Secondly, through feedback mechanism. We involve all its stakeholders in planning, implementing and evaluation of the academic programmes.

7.3.2 How does the institution develop new programmes to create an overall climate conducive to learning?

The institute looks at the need of the programme and then develops it to create an overall climate conducive to learning. For instance, to make all teachers use new methodology in teaching with the help of computers and internet, we developed a Computer based training courses through Gujarat Knowledge Society under the guidance by State government. the teachers felt that it helped in creating an overall climate conducive to learning.

7.3.3 What are the key factors that attract students and stakeholders, to the institution and result in stakeholder satisfaction?

Our institution is a prestigious institution in the district as well as in the Saurashtra University. Some key factors that attract the students and parents are:

- Expert, helping, cooperative faculty members
- Regular and consistent class room teaching,
- Suitable computer laboratory
- Plentiful co-curricular activities
- Helping, co-operative faculty members

7.3.4 How does the institution elicit the cooperation from all stakeholders to ensure overall development of the students, considering the curricular and co-curricular activities, research, community orientation and the personal/spiritual development of the students?

Our institution regularly carries out various in campuses as well as off campus academic and other activities and involves individuals, industries, banks and other agencies in these activities. Some of them are:

- Promoting and participation of students in sports and cultural competitions at district level, university level or at inter college competition and at state or national level.
- Academic visits of banks and industries
- Community services by NSS units
- Spreading Health-awareness in the villages.
- Blood Donation Camp
- Arranging experts' lecture or seminars in college

7.3.5 How do you anticipate public concerns in your current and future programme offerings and operations?

By doing different academic, curricular, co-curricular activities, Alumni Association gatherings, parent-teacher gatherings, advertisement of the institute etc, we try/will try to anticipate public concerns in our current and future programme offerings and operations.

7.3.6 How does the institution promote social responsibilities and citizenship roles among the students? Does it have any exclusive programme for the same?

The institution doesn't have any exclusive programmes to promote social responsibilities and citizenship roles among the students but the institution undertakes various extension and outreach activities which play important roles in promoting social responsibilities and good and responsible citizenship of the nation. In NSS camps, the students involve in cleanliness activities of slum and rural areas, Students take part in environmental preservation activities in forest

areas, plant trees in Various places. The involvement of students in these and other such extension, outreach Activities promote social responsibilities and good citizenship in students.

7.3.7 What are the institutional efforts to bring in community-orientation in its activities?

All our extension activities carried out by NSS is community oriented. The NSS programme officers very well understand the demands of the rural community. He frames all its programmes for rural community orientation.

7.3.8 How does your institution actively support and strengthen the neighborhood communities? How do you identify community needs and determine areas of emphasis for organizational involvement and support?

Our institute regularly arranges various extension activities, outreach activities to support and helps neighboring. For example, during the NSS camps, the College students help Villagers to take cleanliness drive, try to abolish false beliefs from the minds of the Villagers.

The students and the faculty members also meet different groups-women folks, farmers, Teachers, student, etc. interact with them and through these interactions; we come to Know about the community needs in specific areas. The students and the faculty members take active participation in all these extension and outreach activities, offer their time, energy and moral support.

7.3.9 How do the faculty and students contribute in these activities?

All the students enthusiastically participate in such activities. Students are motivated by staff members. During such one day or ten days special camping in any of remote villages, all the staff members along with principal and the president of the management remain present to motivate and encourage student for such activities.

7.3.10 Describe how your institution determines student satisfaction, relative to academic benchmarks? Do you update the approach in view of the current and future educational needs and challenges?

The overall academic environment of the institution is inspiring and encouraging. The Institution has very safe and secure campus. It has been doing many cultural and sports activities. The result of each faculty is very good. All these aspects attract students and parents to come to our college and build a lasting Relationship. The institution provides sufficient opportunities of both academic and extra-curricular Activities to the students to enhance and strengthen their intellectual physical and creative potentials. The College is always positive to provide every support Infrastructural, administrative, financial and moral –to the students to achieve higher goals.

This approach certainly helps educational needs of that student who wants to study but could not continue due to financial constraints.

7.3.11 How do you build relationships?

- (a) To attract and retain students: (b) To enhance student’s performance:**
- (c) To meet their expectations of learning:**

(a) To attract and retain students: we give them financial assistance (govt. scholarships/) to poor students, by promising better academic progression to intelligent students.

(b) To enhance student's performance: we monitor their progress through various measures such as, class tests, oral questionnaires, assignments etc.

(c) To meet their expectations of learning: we motivate teachers to be innovative in their teaching methodologies.

7.3.12 What is your complaint management process? How do you ensure that these complaints are resolved promptly and effectively? How are complaints aggregated and analyzed for use in the improvement of the organization, and for better stakeholder-relationship and satisfaction?

Complaints are received through student feedback, student meeting, interaction with student's suggestions/ complaint through suggestions / complaint box etc.

C. Profile of the Department

Department of commerce

1) Faculty Profile:

The department of commerce is started from, 1988 When the college got started Mr.B.G Dhanani has appointed as a lecturer on 01/09/1990. He is the head of the department. Dr.B.M.Dodiya is appointed as an assistant lecturer in 2007. Mr. Dhanani and Dr.Dodiya have got the recognition as the P.G.Teachers.

Sr.No.	Name of the faculty	Edu. Qualification	Sex.	Category of recruitment
1	Mr.B.G.Dhanani	M.Com	M	General
2	Dr.B.M.dodiya	M.Com, M.Phil, Ph.D, D.C.S.	M	General

2) Student Profile- entry level competencies socioeconomic status, language proficiency etc.

Course	SC	ST	OBC	General	male	female	Lg. Proficiency	Total
F.Y.B.COM	02	-	09	52	37	26	Gujarati	63
S,Y.B.COM	01	-	09	38	24	24	Gujarati	48
T.Y.B.COM	01	-	05	31	24	13	Gujarati	37
Total	04	-	23	121	85	63	Gujarati	148

3) Changes made in the courses or programmes during the past two years and the contribution of the faculty to this change.

There is no change in course or programmes during the last two years.

4) **Trends in the success and drop out rates of students during past two years.**

Years	class	Ad.S	Ap.S	Pist	F.C	S.C.	T.C.	A.T. K.T.	Pass	Fail	Ab	W.H	D. Out.	Res.
2006-07	F.Y.B. COM	61	60	00	08	10	23	13	54	05	01	00	1.64	91.66
	S.Y.B. COM	38	38	00	04	16	09	08	37	01	00	00	00	97.37
	T.Y.B. COM	46	46	03	26	08	02	00	39	07	00	00	00	85
	TOTAL	145	144	03	38	34	34	21	130	13	01	00	-	-
2007-08	F.Y.B. COM	63	59	00	06	36	08	06	56	02	01	00	6.35	94.92
	S.Y.B. COM	48	47	01	06	18	09	07	41	02	01	03	2.08	87.23
	T.Y.B. COM	37	37	00	11	14	04	00	28	05	02	02	00	75.68
	TOTAL	148	143	01	23	68	21	13	125	09	04	05	-	-

Ad.S = Admitted Students, **Ap.S** = Appeared Students In Exam, **Dis** = Distinction, **F.C.** = Frist Cllas, **S.C.** = Second Cllas, **T.C.** = Third Cllas, **A.T. K.T.** =Allowed To Keep Term, **Ab** = Absent, **W.H.** = Withheld, **D.Out** = Drop Out.

5) **Learning resources of the department library, computer, laboratories and other resources**

The commerce department has good central library computer, internet etc. through which they can enrich their knowledge and skill and enrich the students knowledge.

6) **Modern teaching methods practiced and use of ICT in teaching learning**

All the faculty members are using multimedia projector OHP and other audio-visual aids, Assignments, class-seminars, class-Tests, exams, discussion, question-answers and such methods are practised by the faculty. Assignments are

also given regularly to the students. They are returned after checking them with necessary comments.

7) Participation of teachers in academic and personal counseling of students

We arrange seminars and class-tests. Assignments are also taken periodically. We give personal counseling like selection of the subject at the time of admission, clarification of any topic personally whenever our students need.

8) Detail of faculty development programmes and teacher who have been benefited during the past two years.

Both the faculty members have participated in faculty development programmes and refresher courses with outstanding grades. The faculty has done 2 (two) O.P. and 4 (four) refresher courses with one “B” grades. In four refresher courses grades are not given because there was no graduation on pattern before 2003. While during the last two years, the faculties have availed 00 or and 00 RC.

9) Participation / contribution of teachers to the academic actives including teaching, consultancy and research.

The entire two faculty members participate / contribute in Academic within the Department, Inter-disciplinary, Extra-Curricular Activities and Extension Activities. They have very good participation and contribution in college committee. Mr.B.G.Dhanani is the member of ‘Admission Committee’, ‘Student Councelling Centre’, ‘Disciplinary Action Committee and Grievance Redressal Cell’ and ‘NSS,Social Activity and Social Interaction Cell’,the Head of ‘Examination Committee and Timing and Annual Planning Committee’. The

faculty members have participated in 17 National and 21 State level Seminars and Conferences.

10) Collaboration with other departments/ institutions at the state, national and international levels, and their outcome during the past two years.

There is no collaboration with other departments and institutions at the national and international levels.

11) Priority areas for Research and Details of the ongoing projects, important and noteworthy publications of the faculty, during past two years.

Dr. B.M.Dodia is Doing his minor Research project in the field of Accounting and finance but recently our institution has 2(f) & 12(b) permission is thereof. Then after we will continue it.

12) Placement record of the past students and the contribution of the department to aid student placements

The past placement record of the students of the department is given is below.

- | | | | |
|----|-----------------------|---|--------------------------------|
| 1) | Priyanant Kharchaliya | - | Account officer,junagadh |
| 2) | Kotila Valkubhai | - | Lecturer, Vadiya College |
| 3) | Sarvaiya Mukesh P. | - | Lecturer, P.D.M.College,Rajkot |
| 4) | Shaikh Reshmaben | - | Employer, I.C.I.C.I.Bank. |
| 5) | Gadhiya Ilaben | - | Teacher, Shilana School. |
| 6) | Maheta Pankaj D. | - | Teacher,Primary School. |
| 7) | Jivani Satish | - | Chartered Accountant |
| 8) | Khakhar Vipul V. | - | Chartered Accountant |

- 9) Rupda Kiran - Chartered Accountant
10) Joshi Kevalya V. - Computer classes,
11) Kachhdiya Haresh N. - Clerk, Amereli bank.
12) Dhadhal Mahendra P. - G.E.B. Employee.

13) Plan of action of the department for the next five years

The following is the plan of action for the next five years:

- We shall arrange students 'visit to service sector.
- We shall arrange lecture of learned persons from the technology to make students familiar and enrich their knowledge in business sector.
- We shall encourage our students to participate in conferences, seminars and workshops.
- We shall establish linkages with the company / industry / service sector to enable our students to get jobs to the commerce graduates.
- We shall attempt to make our students able in the field of entrepreneurship.
- We shall arrange to subscribe national and international journals / magazines etc.
- Motivating the students for Research Activities.

Department of Sanskrit

1) Faculty profile:

The department of Sanskrit is started from June-1990 Mr. R.C. Fichadiya is appointed on 09 September 1992. He is the head of the department. While Mrs.

N.C. Patel is appointed on 01 March 1996 Mr R.C. Fichdiya is doing his research work on “A Critical study of Karya-karanamulak in Sanskrit Poetics since-2004. Mr. R.C.Fichadiya and Mrs. N.C.Patel have got the recognition as the P.G.Teachers.Mr.R.C.Fichadiya is running as a P.G.Teacher in the Department of Sanskrit, Saurashtra Uni.,Rajkot.

	Name of the faculty	Edu. Qualification	Sex	Category of recruitment
1	Mr.R.C. Fichdiya	M.A. , M.Phil	M	Open
2	Mrs. N.C.Patel	M.A.	F	S.T.

- 2) **Student Profile - entry level Competencies, socio economic status, language proficiency etc,**

Course	SC	ST	OBC	General	Male	Female	Lg. Proficiency	Total
F.Y.B.A.	13	00	32	175	53	167	Gujrati	220
S.Y.B.A.	07	00	27	94	49	79	Gujrati	128
T.Y.B.A.	07	00	13	22	20	22	Gujrati	42
Total	27	00	72	291	122	268	-----	390

- 3) **Changes made in the courses or programmes during the past two years and the contribution on the faculty to those changes.**

There is no change in programmes during the last two years.

4) Trends in the success and drop out rates of students during past two years.

Year	Class	Ad.S.	Ap.S.	Dis.	F.C.	S.C.	T.C.	A.T. K.T.	Pass	Fail	Ab.	W.H.	D. Out %	Res. %
2006-07	F.Y.B.A.	168	164	00	07	70	66	09	152	09	03	00	2.38	92.68
	S.Y.B.A.	126	126	00	12	53	56	04	125	00	01	00	00	99.20
	T.Y.B.A.	24	24	00	13	10	01	00	24	00	00	00	00	100
	Total	318	314	00	32	133	123	13	301	09	04	00	-	-
2007-08	F.Y.B.A.	220	211	01	28	106	62	08	205	05	01	00	4.09	97.16
	S.Y.B.A.	128	125	01	25	70	26	00	122	02	01	00	2.34	97.6
	T.Y.B.A.	42	42	00	10	25	05	00	40	01	01	00	00	95.24
	Total	390	378	02	63	201	93	08	367	08	03	00	-	-

Ad.S = Admitted Students, Ap.S = Appeared Students In Exam, Dis = Distinction, F.C. = Frist Cllas, S.C. = Second Class, T.C. = Third Class, A.T. K.T. =Allowed To Keep Term, Ab = Absent, W.H. = Withheld, D.Out = Drop Out.

5) Learning resources of the department library, computer, Laboratories and other resources.

The Sanskrit department has central Library, Computer, and Internet. etc through which they can enrich their Knowledge.

6) Modern teaching methods practiced and use of ICT in teaching-learning.

All the faculty members are using Multimedia and other audio-visual aids whenever needed. Assignment, class-seminars. Class Tests, exams, discussion. Questions-answers and such methods are practised by the faculty. Assignments are also given regularly to the students they are retuned after checking them with necessary comments.

7) Participation of teachers in academic and personal counseling of students.

Whenever the students find any difficulty they can friendly approach to any Teacher of the department to solve their problems.

8) Details of faculty development programmes and teachers who have been benefited during the past two years.

All the faculty members have participated in faculty Development programmes in the form of orientation programme and Refresher courses with outstanding grades, The faculty has done two orientation Programmes and six Refresher courses. With three “B” grades in Refresher courses. Grades are not given because there was no gradation pattern before 2003, while during the last two years. The faculty have availed 00 O.P. and 00 R.C.S.

9) Participation / contribution of teachers to the academic activities including teaching, consultancy and research.

All the two faculty members participate/ contribute in Academic within the department. Inter-Disciplinary. Extra-Curricular activities and extension activities. They have very good participation and contribution in college committee. Mr.R.C. Fichdiya is the steering committee member, convener of cultural committee & Extra curricular activity and member of examination timing, annual planning committee, and literary circle , and research committee and library advisory committee. Mrs.N.C.Patel is the member of sports club and ‘Shakti’-women’s empowerment cell and study tour committee and S.C./S.T./O.B.C cell and cultural & extra curricular activity committee.

Mr.R.C. Fichdiya was invited by arts and commerce college-Baravala and arts and commerce college-Upleta and arts and commerce college-Manavadar for delivering lectures in T.Y.B.A. students and Yogij Mahiya Arts and Commerce College-Dhari Sanskrit day celebration as a chair person speech. The faculty members have participated in 15 National and 21 state level seminars and conferences.

10) Collaboration with other departments / institution's at the state, National and International levels, and their outcome during the past two years.

The Sanskrit Department doesn't have any collaboration with other department / Institution.

11) Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years.

The priority areas for Research of Mr. R.C. Fichadiya "A Critical study of karya Karanamvlak alamkaras in Sanskrit poetics." The department has been publishing college magazine "Viddhyamrut" Since March 2007 and March 2008. Mr. R.C. fichadiya is the main editor of this magazine while the other faculty members are the sub editors of it.

Name of the faculty	Type of Publication (Last two Years)			Type of Publication (During total service period)		
	Books	Article in Journals	Article in Books / Magazine	Books	Article in Journals	Article in Books / Magazine
Mr.R.C.Fichadiya	04	-	02	-	-	-
Mrs. N.C.Patel	-	-	02	-	-	-

12) Placement Record of The Past Students And The Contribution Of The Student Placement.

The past placement record of the students of the department is given below.

- 1) Gujariya Hansaben Bhalabhai ...(H.S.) Teacher...Rajkot.
- 2) Trivedi Bhavika AnilbhaiLecturer...Bilkha.
- 3) Shekh Shobhaben Shambubhai..H.S.Teacher..Bagasara.
- 4) Rangadiya Bharat Lavajibhai H.S.Teacher Bagasara.
- 5) Kasvala Mina Rameshbhaii Teacher .Khambha.
- 6) Vaghela ketan Rameshbhai Teacher Seletex Amreli.
- 7) Bardiya Ranjit Jilubhai Clerk-S.T. Dhari.
- 8) Theba Faruk Kasambhai –Advocate-Amreli.
- 9) Pandya Sunil Shantilal .. B.ed Lcuturer-Jetpur.
- 10) Pathak Ranjan Maganbhai Post office-Devgam.

13) Plan of action of the department for the next five years.

- 1) Arranging Lectures Of Experts.
- 2) Organizing programmes like slok recitation competition Sanskrit reading Workshop etc to enable the students reading Sanskrit language with clarity.
- 3) Motivating students for research work.
- 4) Arranging Debate Competitions.

Department of Gujarati

1) Faculty profile:

The department of Gujarati is started from June-1990 When the Arts Faculty got Started. The P.G.Centre is started since June1998. Dr.S.D. Mori was appointed as a

Lecturer on 04th December, 1991. He is the head of the department. He is the Professor incharge since June 1998 and the Principal of the Institute since 23rd Sept., 2006. While Mr. H.L. Vala was appointed as a Lecturer on 02 November 1993. Mr H.V. Chaudhari was appointed as a Lecturer on 01st March 1996. Dr.S.D.Mori, Mr.H.L.Vala, Mr.H.V.Chaudhari have got the recognition as the P.G.Teachers. We have four visiting faculties in P.G.Centre. They are as under:

1. Dr.J.M.Chandravadia, Yogiji Maharaj College, Dhari.
2. Dr.H.M.Chovatiya, Yogiji Maharaj College. Dhari.
3. Dr.N.D.Dave, Prataprai Arts College, Amreli.
4. Dr.S.J.Trivedi, M.D.Kahor College, Vadia.

Sr.	Name of the	Edu. Qualification	Sex	Category of recruitment
1	Dr. S.D. Mori	M.A., B.Ed., M.Phil., Ph.D.	M	SEBC
2	Mr. H.L. Vala	M.A.	M	SEBC
3	Mr. H.V. Chaudhri	M.A.	M	S.T.

2) Student Profile - entry level Competencies, socioeconomic status, language proficiency etc,

Course	SC	ST	OBC	General	Male	Female	Lg. Proficiency	Total
F.Y.B.A.	25	00	80	192	131	166	Gujarati	297
S.Y.B.A.	13	01	43	163	74	146	Gujarati	220
T.Y.B.A.	08	02	15	31	20	36	Gujarati	56
M.A.	20	02	54	64	51	89	Gujarati	140
Total	66	5	192	450	276	437	-----	713

3) Changes made in the courses or programmes during the past two years and the Contribution of the faculty to those changes.

There is no change in programmes during the last two years.

4) Trends in the success and drop out rates of students during past two years.

Year	Class	Ad.S.	Ap.S.	Dis	F.C	S.C.	T.C.	A.T.K.T.	Pass	Fail	Ab.	W. H.	D.Out %	Res. %
2006-07	F.Y.B.A.	240	232	00	07	100	114	01	222	03	07	00	3.33	95.69
	S.Y.B.A.	136	136	01	13	45	54	00	113	02	16	05	00	83.09
	T.Y.B.A.	58	58	00	05	32	19	00	56	02	00	00	00	96.55
	M.A.	133	128	00	07	68	15	00	90	32	06	00	3.76	70.31
	Total	567	554	1	32	245	202	1	481	39	29	5	-	-
2007-08	F.Y.B.A.	297	264	00	07	100	116	13	236	21	05	02	11.11	89.39
	S.Y.B.A.	220	216	00	09	106	91	03	204	01	06	00	1.82	94.44
	T.Y.B.A.	56	48	00	13	20	13	00	46	02	00	00	14.29	95.83
	M.A.	140	129	-	16	75	13	-	104	20	05	00	7.86	80.62
	Total	713	657	00	45	301	233	16	590	44	16	02	-	

Ad.S = Admitted Students, **Ap.S** = Appeared Students In Exam, **Dis** = Distinction, **F.C.** = First Class, **S.C.** = Second Class, **T.C.** = Third Class, **A.T. K.T.** = Allowed To Keep Term, **Ab** = Absent, **W.H.** = Withheld, **D.Out** = Drop Out.

5) Learning resources of the department library, computer, Laboratories and other resources.

The Gujarati department has central library, computer, and internet. Etc. Through which they can enrich their knowledge and skill and enrich the students' knowledge.

6) Modern teaching methods practiced and use of ICT in teaching-learning.

All the faculty members are using multimedia and audio-visual aids whenever needed. Assignment, class-seminars. Class tests, exams, discussion. Questions-answers and such methods are practiced by the faculty. Assignments are also given regularly to the students they are returned after checking them with necessary comments.

7) Participation of teachers in academic and personal counseling of students.

Whenever the students find any difficulty they can friendly approach to any teacher of the department to solve their problems.

8) Details of faculty development programmes and teachers who have been benefited during the past two years.

All the faculty members have participated in faculty development programmes in the form of orientation programme and refresher courses with outstanding grades; the faculty has done three orientation programmes and nine refresher courses. With three 'A' Grades and One 'B' In Refresher Courses. In Five Refresher Courses Grades Are Not Given Because There Was No Gradation pattern before 2003. While During the Last Two Years, the Faculty have Aailed 00 O.P. And 00 R.C.S.

9) Participation / contribution of teachers to the academic activities including teaching, consultancy and research.

All the three faculty members participate/ contribute in Academic within the department. Inter-Disciplinary. Extra-Curricular activities and extension activities. They have very good participation and contribution in college committee. Dr.S.D. Mori is the Chairman of steering committee. Mr. H.L.Vala is an N.S.S. Program Officer and member of 'Social Activity & Social interaction cell', 'student Counseling centre', 'disciplinary action committee and grievance redresser cell', 'sports club, research committee', 'literary circle – cultural committee & Extra curricular activity, Environment awareness cell & nature club and library advisory committee. Mr. H.V.Chaudhri is the Chairman of SC/ST/OBC Cell Committee. The

faculty members have participated in 14 national and 26 state level seminars and conferences.

10) Collaboration with other departments / institution's at the state, National and International levels, and their outcome during the past two years.

The Gujarati Department doesn't have any collaboration with other department / Institution.

11) Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years.

The priority areas for Research of Dr. S.D. Mori got his doctorate degree in "Mafat Oza: Creator and Creation". Mr. H.L.Vala in "Criticism of Gujarati Comic Novel". Mr. H.V. Chaudhri in "fiction of Dr. keshubhai Desai: A Critical Study". College magazine 'Unmesh' for last two years on April-May 2007, Mr. H.L. Vala is the main Editor of the magazine and sub Editor is Mr. H.V. Chaudhari. The noteworthy publication of the department is given in the following table.

Name of the faculty	Type of Publication (Last two Years)			Type of Publication (During total service period)		
	Books	Article in Journals	Article in Books/ Magazine	Books	Article in Journals	Article in Books/ Magazine
Dr. S.D. Mori	-	-	02	-	-	02
Mr. H.L Vala	-	-	04	-	-	04
Mr.H.V. Chaudhri	-	-	07	-	-	07

12) Placement record of the past students and the contribution of the student

Placement.

The past placement record of the students of the department is given below.

1. Sonpal Jignasa (T.Y.B.T.Gold medalist) -Teacher in Dhari

2. Jebaliya Alka A. (M.A.Gold medalist) -Teacher in Dhari
3. Atara Jatin (M.A.Gold medalist & Slet clearer)-Lecturer in T.N. Rao
-B.Ed. College Rafakot
4. Lunagariya Damayanti -Lecturer in Dhari
5. Trivedi Aruna G. (M.A.Gold medalist) -Teacher in Rajkot.
6. Jadav Laxman (S.L.E.T. clearer) -Teacher in Rajkot
7. Kathrotiya daya (S.L.E.T.clearer) -Teacher in Amreli
8. Makvana vipul s. -Teacher in Palitana
9. Malaviya gita -Teacher in Kumbhan
10. Radadiya bhavana -Teacher in Katar

13) Plan of action of the department for the next five years.

- Arranging Lectures of experts.
- Organizing Workshop / Seminar for Teachers.
- Motivate T.Y.B.A. and M.A. students for research work.
- Arranging debate competitions.

Department of Hindi

1. Faculty Profile :

The department of Hindi is started form June 1990 when the college got started Mr.K.M.Trivedi has appointed as a lecturer on 4th December 1991. He is the head of the department Dr.K.M.Trivedi got his doctorate degree in “A Comparative Study of Humourous and Satirical Essays of Harishankar Parsai and Vinod Bhatt..” He is the

Ph.D. Guide in saurashtra uni. Rajkot. Mr.B.J.Patel has appointed on 18th December 1993. He is current the ph.d. Work title is “Novels of Amritlal Nagar: A Critical Study” Mr.D.M.Rathod has appointed on 1st July 1995. He is current the Ph.D. work title is “The Novelistic World of Shrilal Shukla:A Critical Study.” Mr J.R.Jadav appointed on 15th June 2007. He has doctorate degree in “Prose Literature of Jainendra: A Psychological Study.” Dr.K.M.Trivedi,Mr.B.J.Patel,Mr.D.M.Rathod and Dr.J.R.Jadav have got the recognition as the P.G..Teachers.

Sr.No	Name of the faculty	Educational	Sex	Category of Reeruitmrnt
1	Dr K.M.Trivedi	M.A.Ph.D	M	Open
2	Mr.B.J.Patel	M.A	M	ST
3	Mr.D.M.Rathod	M.A	M	SC
4	Dr.J.R.Jadav	M.A Mphil Ph.D	M	OBC

2. Student Profile – Entry level Competencies, Socioeconomic status Language Proficiency etc.

Course	SC	ST	OBC	General	Male	Female	Lg.Proficienay	Total
F.Y.B.A.	38	--	112	367	184	333	Hindi	517
S.Y.B.A.	20	01	70	257	123	225	Hindi	348
T.Y.B.A.	12	--	24	95	38	93	Hindi	131
Total	70	01	206	719	345	651	-	996

3. Changes Made in the courses or Programs during the Past two Years and the Contribution of the faculty to those Changes,

There is no Change in course or Programmes during the last two year

4. Trends in Success and drop out Rates of student during past two years

Year	Class	Ad.s	Ap.s	Dis	F.C	S.C	T.C	A.T. K.T	Pass	Fail	A.b.	W.H.	D. O.%	Res %
2006/07	F.Y.B.A	408	396	03	12	170	135	56	376	12	08	00	2.94	96%
	S.Y.B.A	262	262	02	11	135	87	17	248	05	05	05	00	95%
	T.Y.B.A	115	112	--	21	55	30	--	106	06	--	--	6.15	95%
	TOTAL	785	770	05	44	360	252	73	730	23	13	05	3.75	95%
2007/08	F.Y.B.A	517	475	07	111	195	130	15	458	13	04	---	7.16	96%
	S.Y.B.A	348	341	---	40	189	98	07	330	04	03	04	2.01	95%
	T.Y.B.A	131	126	---	40	60	23	---	123	02	01	---	3.81	96%
	Total	996	943	07	191	444	251	22	911	19	08	04	5.32	---

Ad.S = Admitted Students, **Ap.S** = Appeared Students In Exam, **Dis** = Distinction, **F.C.** = First Class, **S.C.** = Second Class, **T.C.** = Third Class, **A.T. K.T.** =Allowed To Keep Term, **Ab** = Absent, **W.H.** = Withheld, **D.Out** = Drop Out.

5. Learning resources of the Department – Library Computers, laboratories and Other resources.

The Hindi Department has central Library, computers etc, through which they can enrich their Knowledge and skill and enrich the students Knowledge.

6. Modern teaching methods Practiced and use of ICT in teaching –Learning.

All the faculty Members are using Multimedia Projector and other audio visual aids whenever needed. Assignments class seminars class tests exams discussion question answers and such methods are Practiced by the faculty Assignments are also given regularly to the student they are returned after checking them with necessary comments

7. Participation of teachers in academic and personal counseling of students

If the students Find any difficulty they can friendly approach to any teacher of the Department to solve their Problems.

8. Details of faculty development Programmes and Teachers who have been Benefited during the past two years.

All the faculty, Members have Participated in faculty Development Programmes in the form of Orientation programme and Refresher courses with grades the faculty has four Orientation Programmes and Nine Refresher courses with Three “B” grades in six refresher courses grades are not given because there was no gradation pattern before 2003 while during the last two years the faculty have availed 01 OP and 00 RC.

9. Participation? Contribution of Teachers to the Academic activities Including Teaching consultancy and research.

All the four faculty members participants contribute in academic within the Department Inter Disciplinary extra curricular Activities and Extension Activities They have good Participation in college committees Dr.K.M.Trivedi is the Member of steering committee for NAAC Convener of student counseling center convener of Research committee member of Admission committee Examination Committee and Timing Annual Planning N.S.S Social Activity Social Interaction cell Literary circle cultural committee & Extra curricular Activity and Library Advisory committee Mr. B.J.Patel is the convener of Literary circle Member of Research committee SC/ST/OBC cell, Environment Awareness cell/Nature club Mr.D.M.Rathod is the convener of loan and fund committee members of study tour committee SC/ST/OBC/cell cultured of committee & Extra curricular Activity Dr. J.R.Jadav is Member of sports club and Environment Awareness cell/nature club.

The faculty members have participated in 21 National and 26 state seminars and conferences

10. collaboration with other Departments/Institution at the state National and International levels and Their out come during the two years

The Hindi Department doesn't have any collaboration with Departments Institution.

11. Priority areas for research and details of the ongoing projects important and noteworthy publications of the faculty during past two years.

The Priority areas for Research of Mr.K.M.Trivedi got his Doctorate degree in "Humourous and Satirical Essays of Harishankar Parsai:A Comparative Study." Mr. B.J.Patel in "Novels of Amritlal Nagar:A Critical Study" Mr. D.M.Rathod "The Novelic World of Shrilal Shukla:A Critical Study." Mr. J.R.Jadav got his Doctorate degree in "Prose Literature of Jainendra:A Psychological Study." The noteworthy Publications of the department are given in the following table college magazine "Unnati" for last Two Year on April May 2007 and April May 2008 Mr.B.J.Patel is the Main Editor of this Magazine while the other faculty Members are the sub editors of it and Other Hindi Department Magazine "Kalanidhi" for last two year on March 2007 and March 2008 Mr. K.M.Trivedi is the Main editor of this Magazine while the other three faculty Members are the sub editors of it (Mr.B.J.Patel, Mr.D.M.Rathod and Mr.J.R.Jadav)

Name of the Faculty	Type of Publication (Last two year)	Type of Publication (During total service period)
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- 3) Arranging “Kavy sammelan” (Conference on Poetry Recitation)
- 4) Arranging Reading workshop for student
- 5) Celebration Hindi Day, KabirJayanti, TulsidasJayanti, PremchandJayanti
- 6) To hold various Hindi Examination which are taken by Vardha.
- 7) Counseling the student about Media and Door darshan.
- 8) Arranging Lectures of the Expert.
- 9) Arrangement of Programme for Enrichment of Gujarati Language.
- 10) Motivate T.Y.B.A Student for Research Activities.
- 11) Arranging Students visits to the Reputed and qualitative Institutes.
- 12) Computer Education In Hindi Language.

Faculty of sociology

(Optional subject offered in our institution)

1. Faculty profile:

The faculty of sociology as an optional subject started from June 1991. Mr.B.B.gohil has appointed as a lecturer on 14 sept, 1992. He is the head the head of department.

Sr. No.	Name of the Faculty	Edu. Qualification	Sex	Category of recruitment
1.	Mr.B.B.Gohil	M.A, M.Phil.	M.	S.E.B.C.

2. Student profile- entry level competencies, Socioeconomic states, Language proficiency etc.

Course	SC	ST	OBC	Gen.	M	F	Lg. Proficiency	Total
F.Y.B.A.	30	00	87	270	138	249	Gujarati	387
S.Y.B.A.	15	01	47	190	84	169	Gujarati	253
Total	45	01	134	460	222	418	-	640

3. Changes made in the course or programmes during the past two years and the contribution of the faculty to those changes.

There is no change in course or programmes during the last years.

4. Trends in the success and drop out rates of students during past two years.

Year	Class	Ad.s	Ap.s	Dis.	F.C.	S.C	T.C.	A.T K.T	Pass	Fail	Ab	W.H.	D.Out %	Result %
2006 -07	F.Y.B.A.	280	276	00	15	139	103	09	266	04	06	00	1.43	96.38
	S.Y.B.A.	236	234	06	52	121	49	01	229	02	03	00	0.85	97.86
Total		516	510	06	67	260	152	10	495	06	09	00	1.17	97.06
2007 -08	F.Y.B.A.	387	352	03	73	189	73	00	338	12	02	00	9.04	96.02
	S.Y.B.Y.	253	245	04	72	132	33	00	241	01	03	00	3.16	98.37
Total		640	597	07	145	21	106	00	576	13	05	00	2.17	96.48

Ad.S = Admitted Students, **Ap.S** = Appeared Students In Exam, **Dis** = Distinction, **F.C.** = First Class, **S.C.** = Second Class, **T.C.** = Third Class, **A.T. K.T.** = Allowed To Keep Term, **Ab** = Absent, **W.H.** = Withheld, **D.Out** = Drop Out.

5. Learning recourse of the department library, computers, internet, laboratories and other resources.

The sociology department has central library, computers, internet, etc. through which they can enrich their Knowledge and sill and enrich the students Knowledge.

6. Modem teaching methods practiced and use of ICT in teaching learning.

All the faculty members are using OHP and other audio-visual aids. Assignments, class-seminars, class-tests, exam, discussion, questions-answers and such methods are practiced by the faculty. Assignment are also given regularly to the students they are returned after checking them with necessary comments.

7. Participation of teachers in academic and personal counseling of students.

Whenever the students find any difficulty they can friendly approach to any teachers of the department to solve their problems.

8. Details of faculty development programmes and teachers who have been benefited during the past two years.

He has participated in faculty department programmes in the form O.P. and R.C. with outstanding grades. Faculty has completed one O.P and there R.C. with one R.C. is 'B' grade.

9. participation/ contribution of teachers to the academic activities including teaching, consultancy and research

Only one faculty member exists in department. So faculty members participate / contribute in academic within the department, Inter. Disciplinary, extra curricular activities and extension activities. He has very well, participation and contribution in college committees. Mr.B.B.Gohil is actively served in,

1. Environment answer cell/ nature club.
2. First aid center committee and. He is also active in
 - Exam & Annual plan com.

- Student counseling.
- Social activity & social interaction com.
- Loan & fund committee.
- Study tour com.
- Research committee
- Library advisory committee

Mr. B.B.Gohil is invited by V.D. Ghelani Mahila Arts College Savarkundla to deliver lecture on “Over Population”. He is also actively working co-coordinator of Dr. Babasaheb Ambedker open University, Ahmedabad, parterre Arts college & vadia college the faculty has participated in 2 National and 4 state level Seminars and conferences.

10. Collaboration with other department / institutions, at the state, National and International and International levels, and their outcome during the past two years.

The sociology department doesn't have any collaboration with other departments / institution

11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years.

The priority areas for Research are doing in Role of co-operative society in rural development. “With special reference to. Junaghdh and Amreli district”

12. Plan of action of The department for the next five years:-

- 1) Organizing seminars.

- 2) Making files of Assignments.
- 3) Enriching central Library with Reference Books.
- 4) Planning for creating more job opportunities.
- 5) Counseling students about competitive Exam.
- 6) Arranging lectures to enrich subject knowledge.
- 7) Arrangement of Educational workshop.
- 8) Arranging programmes for personality development.
- 9) Assigning project work with field work.
- 10) Plan in future taking with special subject in institution / college.

Faculty of Economics

(Optional subject offered in our institution)

1. Faculty profile:

The Faculty Of Economics has Started From June, 1988, The College Got Started, Mrs. M.S.Fadadu has Appointed As A Lecturer On 9th September 1992. She Is The Head Of The Department. She has Current Ph.D. Work. Title is “Agriculture And Rural Development Though District Central Co-Operative Bank A Study In The Context Of Saurashtra Region.”Mrs.M.S.Faldu has got the recognition as the P.G.Teacher.

Sr.No.	Name of the faculty	Edu. Qualification	Sex	Category of recruitment
1.	Mrs. M.S.Fadadu	M.A	F	Open
2.	Mr.Vekatiya V.P.	M.A.	M	Open

2. Student profile entry level competencies. Socioeconomic status, language proficiency etc.

Course	SC	ST	OBC	General	Male	Female	Lg. Proficiency	Total
F.Y.B.A.	08	00	25	97	45	85	Gujrati	130
S.Y.B.A.	05	00	23	65	37	56	Gujrati	93
Total	13	00	48	162	82	141	Gujrati	223
F.Y.B.Com	02	Nil	09	52	37	26	Gujrati	63
S.Y.B.Com	01	Nil	09	38	24	24	Gujrati	48
T.Y.B.Com	01	Nil	05	31	24	13	Gujrati	37
Total	04	Nil	23	121	85	63		148

3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes.

There is no change in courses or programmes during the last two years.

4. Trends in the success and drop out rates of students during past two years.

Year	Class	Ad.s.	Ap.s.	Dis	F.c.	S.c.	T.c.	A.t.	Pass	Fail	Ab.	W.H.	D.ou. %	Res. %
2006-07	F.Y.B.A.	99	84	01	08	15	56	02	82	00	02	00	15.15	97.62
	S.Y.B.A.	68	52	00	04	10	34	02	50	02	02	00	23.52	96.16
	Total	167	136	01	12	25	90	04	132	02	02	00	18.56	97.06
	F.Y.B.Com	61	60	00	08	10	23	13	54	05	01	00	1.6	91.66
	S.Y.B.Com	38	38	00	04	16	09	08	37	01	00	00	00	97.37
	T.Y.B.Com	46	46	03	26	08	02	00	39	07	00	00	00	85
	Total	145	161	03	38	45	37	21	144	15	02	00		
2007-08	F.Y.B.A.	130	118	01	11	34	43	16	105	11	02	00	9.23	88.98
	S.Y.B.A.	93	73	01	11	22	31	04	69	02	01	01	21.50	94.52
	Total	223	191	02	22	56	74	20	174	13	03	01	14.34	91.10
	F.Y.B.Com	63	59	00	06	36	08	06	56	02	01	00	6.35	94.92
	S.Y.B.Com	48	47	01	06	18	09	07	41	02	01	03	2.08	87.23
	T.Y.B.Com	37	37	00	11	14	04	00	28	05	02	02	00	75.68
	Total	148	143	01	23	68	21	13	125	09	04	05		

Ad.S = Admitted Students, **Ap.S** = Appeared Students In Exam, **Dis** = Distinction, **F.C.** = First Class, **S.C.** = Second Class, **T.C.** = Third Class, **A.T. K.T.** =Allowed To Keep Term, **Ab** = Absent, **W.H.** = Withheld, **D.Out** = Drop Out.

5. Learning resources of the departments- Library. Computers, laboratories and other Resources.

The Economics Department has central library. Computers internet. Etc. through which they can enrich their knowledge and skill and enrich the students' knowledge.

6. Modern teaching methods practiced and use of ICT in teaching Learning.

The faculty members are using multimedia projector and other audio-visual aids whenever needed. Assignments, Class – Seminars, Class Tests, Exams, and Discussion, Questions–answers and such methods are practiced by the Faculty. Assignments are also given regularly to the students. They are returned after checking them with necessary comments.

7. Participation of Teachers in Academic and Personal Counseling Of Students.

Whenever the students find any difficulty they can friendly approach to any teacher of the College to solve their problems.

8. Details Of Faculty Development Programmes And Teachers Who Have Been Benefited Luring The Past Two Years.

The Faculty member Has participated in Faculty Development Programmes In the form of Orientation Programme and Refresher Courses with outstanding grades. The Faculty has done one Orientation Programmes and three Refresher Course With “B”

& “C” grades in two Refresher Courses. Grades are not given because there was no gradation pattern before 2003.

9. Participation / Contribution Of Teachers To The Academic Activities Including Teaching, Consultancy and Research.

The Faculty Member participate / contribute in Academic within the Department inter- disciplinary extra-curricular activities and extension activities. She has very good participation and contribution in College Committees. Mrs. M.S. Fadadu is the convener of Women’s Empowerment Cell and member of other College Committee.

She has participated in 06 National and 05 State Level Seminars and Conferences.

10. Collaboration with Other Departments/ Institutions at the State, National and International Levels. And Their Out Come during The Past Two Years.

The Economics Departments doesnt have any collaboration with other Departments /Institution.

11. Priority Areas For Research And Details of The On going Projects important And Noteworthy Publications Of The Faculty during past Two Years

The priority areas for research of mrs. M.S. Fadadu is agriculture development through co-operative bank sector.

She is running one project under going by department of economics saurashtra university rajkot. On the project “gram rajya dwara ram rajya” in this project 26 villages are involved and 52 students are working.

12. Plan of Action of The Department For The Next Five Years.

- 1.** Arranging co-operative workshops.
- 2.** Arranging discussion sessions among the students on the topic related to the syllabi.
- 3.** Organizing lectures of experts.
- 4.** Enriching central library with reference books.
- 5.** Counseling students on employment opportunities.
- 6.** Counseling students about competitive examinations.

D. Declaration by the Head of the Institution

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during peer team visit.

Signature of the Head of the Institution

With seal:

Place: Bagasara

Date: Nov.2008



F.8-101/2007 (CPP-I)

July, 2008

The Registrar,
Saurashtra University,
University Road,
Raikot-360 005 (Gujarat).

29 JUL 2008

Sub:- List of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956-
Inclusion of New Colleges.-

Sir,

I am directed to refer to the letter No. JCD/BGR/10075/08 dated 12.6.2008 received from Principal, Smt. J.C. Dhanak Arts and Commerce College, Bagasara on the above subject and to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956 under the head Non-Government Colleges teaching upto Bachelor's Degree:-

Name of the College	Year of Establishment	Remarks
Smt. J.C. Dhanak Arts and Commerce College, Bagasara-365 440, <u>District Amreli (Gujarat).</u> (On permanent affiliation)	1988	The College is eligible to receive Central assistance in terms of the Rules framed under Section 12 (B) of the UGC Act, 1956.

The Indemnity Bond and other documents submitted in respect of the above College have been accepted by the Commission.

Yours faithfully,

J. C. D. A. & C. C.
B. R.
L. No. 99008
Date 29/7/08
Sign. m

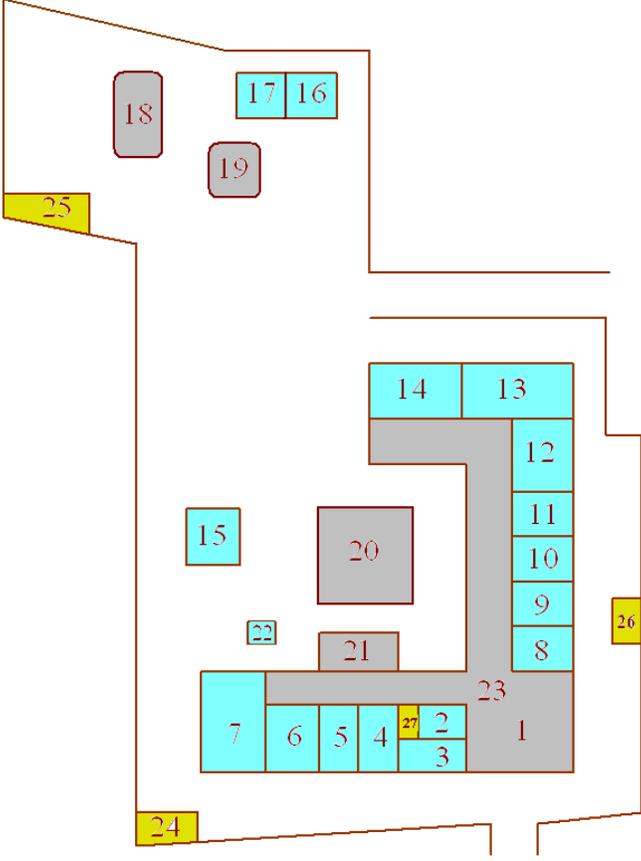
(S.C. Chadha)
Deputy Secretary

Copy to:-

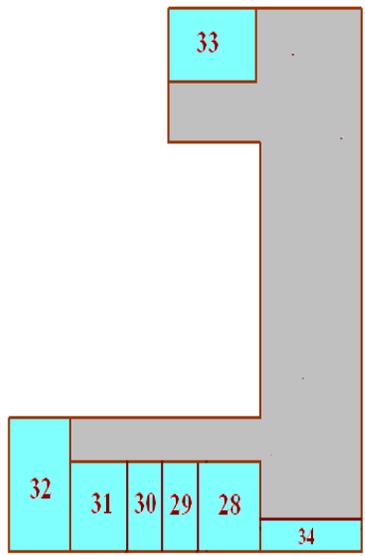
1. The Principal, Smt. J.C. Dhanak Arts and Commerce College, Bagasara-365 440, District Amreli (Gujarat).
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhavan, New Delhi-110 001.
3. The Secretary, Government of Gujarat, Department of Higher Education, Gandhinagar (Gujarat).
4. The Additional Secretary, UGC, Western Regional Office, Ganeshkhind, Poona University Campus, Pune-411 007 (M.S).
5. Publication Officer, UGC-Website, New Delhi.
6. Section Officer (F.D.-III Section) U.G.C., New Delhi.
7. All Sections, U.G.C, New Delhi.
8. Guard file.

S. Gulati
(Mrs. Sunita Gulati)
Section Officer

Ground Flor



First Flor



Sr.			
1	Pray Holl		
2	Principal office		
3	Clerk office - 2		
4	Clerk office -1		
5	Computer Lab		
6	Ledis Room		
7	SYBA Cllas-1		
8	Staff Room		
9	FYBCOM Class		
10	SYBCOM Class		
11	TYBCOM Class		
12	FYBA Class- 1		
13	FYBA Class- 2		
14	TYBA-Hin. Class		
15	TYBA-Guj. & MA		
16	PTI Office		
17	NSS Office		
18	Kho Kho Ground		
19	Gymnasium		
20	Volley Ball Ground		
21	Dramatik Stage		
22	Water Room / Hut		
23	Lobby		
24	Male Toilet		
25	Female Toilet		
26	Staff Toilet		
27	Principal Toilet		
28	TYBA-Sans. Class		
29	Staf Reading Room		
30	L C D Projet Room		
31	SYBA Cllas-2		
32	FYBA Class-3		
33	Library		
34	Ladder/ staircase		