ANNUAL REPORT

FOR THE YEAR 2014-15

Part – A

Data of the Institution

1. Name of the Institution: -   S. B. GARDA COLLEGE (ARTS) AND P. K. PATEL COLLEGE OF COMMERCE, NAVSARI

- Name of the Head of the institution :   DR. J.J.PATEL

- Designation: INCHARGE PRINCIPAL

- Does the institution function from own campus: YES

- Phone no./Alternate phone no.: (02637)-250177, 250860

- Mobile no.: 02637)-250177

- Registered e-mail: sbgardacollege@gmail.com

- Alternate e-mail : -

- Address   : SAYAJI ROAD, NEAR FUWARA, NAVSARI

- City/Town   : NAVSARI

- State/UT   : GUJARAT

- Pin Code   396445

2. Institutional status:
- Affiliated / Constituent: AFFILIATED
- Type of Institution: Co-education/Men/Women : CO- EDUCATION
- Location : Rural/Semi-urban/Urban: SEMI URBAN
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (Please specify):   GRANTS-IN-AID AND UGC 2f AND 12(B)

- Name of the Affiliating University: VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT
- Name of the IQAC Co-ordinator :   NA
- Phone no. : - (02637)-250177, 250860

Alternate Phone No.

- Mobile: 9408259200

- IQAC e-mail address: NA

- Alternate Email address: - NIL

3. Website address: WWW.SBGARDACOLLEGE.ORG

   Web-link of the AQAR: (Previous Academic Year): NIL

4. Whether Academic Calendar prepared during the year? Yes (Annexure 1)

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	2.27	-	2008	From 2008 to 2013

6. Date of Establishment of IQAC: NIL

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/ beneficiaries
• NIL	NIL	NIL

8. Provide the list of funds by Central/ State Government-
UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	NIL

9. Whether composition of IQAC as per latest NAAC guidelines: No

10. No. of IQAC meetings held during the year: NIL

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website……. No

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   Yes ☐   No ☑

   If yes, mention the amount: NA   Year: NA

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

   * Various competitions & lectures organized for imparting intellectual as wells as physical skills.
   * Motivated faculty members for publication of books, attending conferences and Seminars and paper presentation
   * Career Guidance programmes of different sorts.

      * Tree plantation programmes.

      * Blood donation camp, free eye check up camp and free medical camp for needy residents in outskirts of Navsari.

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

Plan of Action	Achievements/Outcomes
• To organize student centric & need based additional activities	Formation of various committees' under which vivid competitions & lectures organized for imparting intellectual as wells as physical skills. Several awards were achieved by the students in Khel Mahakumbh.
• To encourage teachers for skill up gradation and achieving rewards	Publication and paper presentation by various faculty members.
• Student mentoring program	Arranged motivational program like water awareness to cultivate the students
• To celebrate Republic day	Celebrated Republic day on 26th January.
• To arrange a picnic for students so as to be able to enjoy in natural beauty	Organized 1 day picnic was taken by all under planning forum

14. Whether the AQAR was placed before statutory body?   Yes /No: NO
     Name of the statutory body: NA Date of meeting(s): NA

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to Assess the functioning?
    Yes/No: NO   Date: NA

16. Whether institutional data submitted to AISHE: Yes/No: YES
      Year: 2014-15   Date of Submission: 14/05/2015

17. Does the Institution have Management Information System?
    Yes [   ]   No [✓]

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation.

      S. B. Garda College (Arts) and P. K. Patel College of Commerce, Navsari, is permanently affiliated to Veer Narmad South Gujarat University, Surat and follows the curriculum prescribed by the University.

      The college ensures effective curriculum delivery through a well planned and documented process. The faculty members are instructed for the academic activities on the commencement of every academic year. The HODs arrange departmental meetings to distribute and assign the workload. Considering the workload and planning held in the departmental meetings, the syllabus is disseminated as per classes and courses for teachers.

      The timetable committee prepares a general time-table and teachers conduct – classes according to the time table.

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NA	NA	NA	NA	NA

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
NA	NA	NA	NA

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
B.A.	✓		From 07/06/2011 as per Guidelines of the education department of Gujarat government	✓	
B.Com	✓			✓	
M.A.		✓			✓
M.Com		✓			✓

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

No of Students	Certificate	Diploma Courses
NIL	NIL	NIL

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled
NIL	NIL	NIL

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships

NIL	NIL

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
NO	NO	NO	NO	NO

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution?

NIL

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A.	2100	454	454
B.Com.	2520	918	918

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)   1:86

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2014-15	1372	351	25	NIL	17

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
25	3	NO	0	0	NO

2.3.2 Students mentoring system available in the institution? Give details.

Personal counselling, mentoring etc. on individual basis to weak students for quality up gradation. Teachers and faculty members take personal interest in these weak students and try to solve their doubts and problems at the earliest. Faculty tries to understand the psychology of students and try to understand their problems which can help solve their problems, doubts, grievances etc. They are prepared for facing exams and motivate them to take part in multifarious activities.

Several cells related to women like anti ragging cell, harassment cell etc. work for the safety and security of girl students.

Students are encouraged to pursue higher education by professional courses and Financially weak students are permitted to work on part time basis.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1723	25	69

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with PhD
NIL	NIL	NIL	NIL	07

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
NIL	NIL	NIL	NIL

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A.	01	Semester	26/04/2015	Approximately 1 month
B.COM.	03	Semester	26/04/2015	Approximately 1 month

2.5.2 Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level.

The college initiated continuous internal evaluation in accordance with the norms of the university.

The college examination officers are appointed as per the rules and regulations laid down by the university

Every academic year, the time table committee and the examination officers prepare the schedule of internal evaluation, which is circulated and displayed for the members of the teaching faculty and the same is communicated and displayed to the students on the notice board. Besides this, the concerned faculty members make announcement in the classroom while teaching work

The distribution of assessment is done properly by HOD's. The internal examination committee monitors and conducts internal examination in the college. All the teachers of the concerned department submit a set of question papers through the Head of the Department – to the examination committee.

For the continuous Internal Evaluation the college conducts class discussion, practical examinations, assignments etc.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters
Academic calendar is prepared in the beginning of the academic year in accordance with the University calendar. Academic calendar prepared by college. Assignments, Multiple Choice exam and Internal exams are conducted as per calendar. Except unavoidable circumstance this time schedule is followed. Curricular and extra- curricular activities are planned according to the academic calendar.
2.6 Student Performance and Learning Outcomes
2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution.

- The college has developed the goal & the mission.
- The college website as well as the sign board states the mission and program outcome.
- For each course, the learning outcomes have been defined and linked with the program outcomes.
- Following this the faculty members address the students in the very early lectures with the expected outcomes for the course before introducing the course & syllabi.

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
01	B.A.	192	183	95.31
03	B.COM.	350	189	54
01	MASTER OF ARTS (GUJARATI& HISTORY)	112	110	98.21
03	MASTER OF COMMERCE	53	50	94.33

2.7 Student Satisfaction Survey
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance. NO

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organizations.

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored Projects	NIL	NIL	NIL	NIL

Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students Research Projects *(other than compulsory by the College)*	NIL	NIL	NIL	NIL
International Projects	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total	NIL	NIL	NIL	NIL

3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
NIL	NIL	NIL

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NIL	NIL	NIL	NIL	NIL

3.2.3 No. of Incubation center created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
NIL	NIL	NIL

Name of the Start-up	Nature of Start-up	Date of commencement
NIL	NIL	NIL

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

STATE	NATIONAL	INTERNATIONAL
NIL	NIL	NIL

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)*

Name of the Department	No. of Ph. Ds Awarded
NIL	NIL

3.3.3 Research Publications in the Journals notified on UGC website during the year

Level	Department	No. of Publication	Average Impact Factor, if any
National	English	02	Nil
International	English	02	Nil

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
NIL	NIL

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
NIL	NIL	NIL	NIL	NIL	NIL	NIL

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	0	3	1	0
Presented papers	0	1	0	0
Resource Persons	0	0	0	0

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Celebration Of Republic Day	NCC,NSS UNIT,COLLEGE FAMILY	25	125
Guest Lecture On Anti-Raging Clause	NSS	11	158

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
NIL	NIL	NIL	NIL

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Guest Lecture On Anti-Raging Clause	NSS	NSS	11	158

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	NIL

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
NIL	NIL	NIL	NIL	NIL

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

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
NIL	NIL	NIL	NIL

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
NIL	NIL

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	60424.93 Sq. Ft.	----
Class rooms	33	----
Laboratories	01	----
Seminar Halls	01	----
Classrooms with LCD facilities	00	----
Classrooms with Wi-Fi/ LAN	00	----
Seminar halls with ICT facilities	00	----
Video Centre	NA	NA
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	---	---
Value of the equipment purchased during the year (Rs. in Lakhs)	---	---

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	NIL	NIL	NIL

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	49968	1637173.47	-	-	49968	1637173.47
Journals(LM)	10	-	-	-	10	-
Total	49968	1637173.47	0	0	49968	1637173.47

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (M/GBPS)	Others
Existing	06	00	01	0	0	05	0	20 MBPS	01
Added	0	0	0	0	0	0	0	0	0
Total	06	00	01	0	0	05	0	20 MBPS	01

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

20 MBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
NIL	NIL	NIL	NIL

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
NIL	NIL	NIL	NIL

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sportscomplex, computers, classrooms etc.

The institution provides a composite infrastructure in all functional areas to make sure that the requisite of teaching, learning and other processes indicated by the statutory bodies are met with excellence. With an objective to provide quality education by marching towards our motto "EXCELSIOR", a wide spread policy in infrastructure is framed and implemented. This policy is need based and is implemented on priority bases upon the guidelines of the statutory bodies considering the overall progress in teaching techniques, extension and maintenance of the campus infrastructure, up gradation of laboratory

equipments, purchase of office furniture and electrical items and maintaining of the records of the purchase and depreciated assets.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from Government	Scheduled Caste (Sc)	75	17,24,951
	Scheduled Tribe (ST)	108	
	Baxi panch/OBC	355	
Financial support from other sources			
a) National	NIL	NIL	NIL
b) International	NIL	NIL	NIL

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NIL	NIL	NIL	NIL

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2014-15	NIL	NIL	NIL	NIL	NIL

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
NIL	NIL	SAME DAY OF APPEAL

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of	Number of	Number of	Name of	Number of	Number of Students Placed

Organizations Visited	Students Participated	Students Placed	Organizations Visited	Students Participated	
NIL	NIL	NIL	NIL		

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2014-15	46	B.A.	B.A.	EXTERNAL DEPARTMENT VNSGU	M.A.
	26	B.COM.	COMMERCE	EXTERNAL DEPARTMENT, VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT	M.COM.

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

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	NIL	NIL
SET	NIL	NIL
SLET	NIL	NIL
GATE	NIL	NIL
GMAT	NIL	NIL
CAT	NIL	NIL
GRE	NIL	NIL
TOFEL	NIL	NIL
Civil Services	NIL	NIL
State Government Services	NIL	NIL
Any Other (SCOPE)	NIL	NIL

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Participants
Late Shri T.K.Batliwala Elocution Competition on "Contribution of Women in Independent March of India"	Institutional	13
Late Shri H.T.Pardiwala Elocution Competition on "Hard work is first stage of Success"	Institutional	13
Shri Narsinh 'Ujanba' Elocution Competition on "*Jadta:Patan Ne Panthe Dore Chhe"*	Institutional	15
Late Shri T.K.Batliwala Essay writing Competition on "Terrorism is one Global issue"	Institutional	80
Late Shri Balubhai Maganbhai Essay writing Competition on "Social Approach to Women in 21st Century"	Institutional	30
Geet Competition	Institutional	26
Folk song Competition	Institutional	37
Essay Writing Competition on "Water is Life & Save Tree Save Life"	Institutional	19
Team Teaching Methods	Institutional	10
Drawing and Rangoli Competition on "Gandhiji and Cleanliness"	Institutional	28
Mono Acting Competition	Institutional	13
Waste out of Best Competition	Institutional	33
Bharat Guthan Competition	Institutional	33
Chess Competition	Institutional	8
100m & 200m Run(Boys)	Institutional	14
100m & 200m 400m Run(Girls)	Institutional	5
Kabaddi Competition	Institutional	58

5.3 Student Participation and Activities						
5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
NIL	NIL	NIL	NIL	NIL	NIL	NIL

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution.

As we know that strength of the team is each individual member and the strength of each member is the team. In this way Student Council as a team of any institution plays a significant role in connecting the management, faculty and students of the college. It also provides excellent opportunities to the students to get involved in the inner workings of their institution. It is a formal body of student representatives where the class representative as CR and Ladies Representative as LR are elected from each class. These representatives will then elect the General Secretary (GS) of the college who is one of the elected class representatives. Again various committees are formed where the elected representatives have to contest for their desirable posts. The council consist of General Secretary, Finance Secretary, Debate Secretary, Cultural Secretary, Sports Secretary, Magazine Secretary, Planning Forum Secretary.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? No, if yes give details

Our college has a proud privilege of generating a number of eminent personalities as our Alumni. They contribute in various professions as Entrepreneurs, CAs, Government Officials, Academicians, Administrators, Politicians, Judges, and Social Workers.

With a noble objective to develop and promote mutual and positive interaction between the alumni and present students, our college has constituted an Alumni Association in 2006-2007 at formal level. With this intention for the progress and betterment of the institution, we invite Alumni's for guest lectures for the exchange of professional and social issues of the day which motivate students. The regular meetings with the Alumni's on and off the campus are conducted with an intention to develop a social responsibility towards the betterment of the society by contributing intellectually, financially and physically.

5.3.2 No. of enrolled Alumni: 26

5.3.3 Alumni contribution during the year (in Rupees) : NIL

5.3.4 Meetings/activities organized by Alumni Association : NIL

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year

- The institution practices decentralization and participative management. A supportive and decentralized system is established for the smooth functioning of the academic and administrative bodies.

- Various committees are constituted to facilitate academic and administrative activities.

- All the departments of the college function under the direct supervision of Principal. Day-to-day academic activities of the departments are taken care of by the HoDs.

- Examination related activities are handled by Controller of examinations.

- Under direct supervision of Principal, Administrative office, examination section, central library and all the UG and PG departments are functioning.

- Time to time Principal conducts meeting with the concerned incharges / HoDs and at department,

Heads / Concerned Incharges conduct the meeting with the concerned members to discuss various issues and resolutions made are passed on to Principal for further action. Similarly, the outcomes of Principal meeting will be passed on to individual faculty / staff for implementation.

- Various committees are constituted to facilitate academic and administrative activities.

- All the departments of the college function under the direct supervision of the principal. Day-to-day academic activities of the departments are taken care of by the Head of the Departments.

- Examination related activities are handled by the controller of examinations.

- NSS- NCC Units of the Campus are very active in maintaining the objective of Swachha Bharat Abhiyan.

6.1.2 Does the institution have a Management Information System (MIS)?
Yes/No/Partial: Yes

Management, Principal, Teaching and Office staff have been shouldering the responsibility for the smooth functioning and teaching learning activity of the Institute. Policy based decisions are taken with the consultation of the concerned authority. Decisions, resolutions are shared with the stakeholders. Staff members are assigned with the headships of the different committees, office staff and students function as the members.

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following.

Curriculum Development
A. Suggestions and complaints are collected from teachers and they are represented in the meetings of the Board of Studies.
B. Students are invited to present their views on the usefulness of the curriculum.

Teaching and Learning
A. Lectures and seminars helpful to students in facing an interview.
B. To undertake assignments of students to continuously check their evaluation.
C. To undertake an educational tour once a year.

Examination and Evaluation
A. Mark sheets are displayed on the notice boards.
B. Exam related material is provided to the students.
C. Rechecking facility of answer book is provided by institution.
D. For PG programmes: group discussion, term paper, debates, seminar etc.
E. University Examination are conducted as per the norms and regulations of VNSGU, Surat
F. First class first students as well as those who achieve highest marks in various subjects are felicitated at the annual prize distribution program.

Research and Development
A. Information on seminars and invitations for paper publication are mailed to all teachers.
B. Leaves are always sanctioned for participation in research oriented activities.
C. Library facilities offered to researchers.
D. To encourage teachers for publishing books, journals, papers etc.
E. All types of administrative support for the teacher/researcher.

Library, ICT and physical infrastructure / instrumentation

A. Public Address system is provided in the College building at various places to facilitate emergency announcements to staff and students.

Human Resource Management
A. Many students work under Earn while Learn scheme – data entry & processing
B. Use of human Resource as per their competency to complete particular task (Academic and Administrative)
C. The Administrative system is fully computerized
D. Teachers are given additional charge for various extra-curricular and co- curricular activities.

Faculty and Staff recruitment
A. Recruitment of Faculty is as per State Government and Veer Narmad South Gujarat University, Surat.

Industry Interaction / Collaboration
A. Industry interaction through "Career Guidance & Placement Cell"
B. This Cell conducts Training program for Employability, invited Industrialists for lectures and Placement/ Campus interview organized with the help of industrialists.

Admission of Students
A. Guidance given to Students about On-Line Admission Process of Commerce course
B. Counselling to Students to choose appropriate choice/combination of subject in Arts at the time of admission.
C. Admission for UG and PG is done by University.

6.2.2 : Implementation of e-governance in areas of operations:
❖ Administration Institutional administrative office is fully atomised and all the process is done in office management software
❖ Finance and Accounts All financial accounts are maintained in Tally ERP 9 software.
❖ Student Admission and Support Admission of students is online. The admission is done as per the rules and norms of the university. It is strictly on the bases of merit.

6.3 Faculty Empowerment Strategies

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

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

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2014-15	NIL	NIL	NIL	NIL	NIL

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
NIL	NIL	NIL

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
NIL	NIL	NIL	2/temporary

6.3.5 Welfare schemes for

Teaching	YES Leave - Purchase of books for teachers' research requirement.
Non teaching	YES Washing allowance to support staff and Bonus
Students	YES Financial aid to needy students. Book Bank Scheme. Scholarship Scheme

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

The accounts are maintained in Tally software and entries of accounts are monitored by authorities. There is a mechanism of checking, rechecking and crosschecking of accounts by the authorities. Besides, an arrangement is made by the management for internal audit once a year by a practicing Chartered Accountant. Majority of purchases are done after inviting quotations from prospective suppliers. The grant of SAPTADHARA and UDISHA cell, received from state government is audited and the reports are regularly sent to the concerned department.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
NIL	NIL	NIL

6.4.2 Total corpus fund generated NIL				

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	No	NIL
Administrative	No	NIL	Yes	Management appointed CA

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

NA

6.5.3 Development programmes for support staff

Financial assistance whenever needed

Washing Allowance

Help from credit society (S B G C *Karmacharioni* Credit Society Ltd. NAVSARI)

6.5.4 Post Accreditation initiative(s) (mention at least three)

6.5.5

a. Submission of Data for AISHE portal   : Yes

b. Participation in NIRF   : No

c. ISO Certification   : No

d. NBA or any other quality audit   : No

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC/COLLEGE	Date of conducting activity	Duration (from-----to------)	Number of participants
2014-15	Free Eye Check Up & Chasma Camp	27-12-2014	27-12-2014	130
	Team Teaching Methods	12-02-2015	12-02-2015	10
	100m & 200m Run(Boys)	14-02-2015	14-02-2015	14
	100m & 200m 400m Run(Girls)	14-02-2015	14-02-2015	5

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period (from-to)	Participants	
		Female	Male
Late Shri Balubhai Maganbhai Essay writing Competition on "Social Approach to Women in 21st Century"	22-08-2014	18	07
Late Shri T.K.Batliwala Elocution		8	5

Competition on "Contribution of Women in Independent March of India"	23-08-2014		

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources :No

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	01
Provision for lift	No	NA
Ramp/ Rails	Yes	01
Braille Software/facilities	No	NA
Rest Rooms	Yes	01
Scribes for examination	Yes	01
Special skill development for differently abled students	No	NA
Any other similar facility	ALL	Yes

7.1.4 Inclusion and Situatedness
Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2014-15	NIL	NIL	NIL	NIL	NIL	NIL

7.1.5 Human Values and Professional Ethics
Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
NIL	NIL	NIL

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to ------)	Number of participants
Late Shri T.K.Batliwala Essay writing Competition on "Terrorism is one Global issue"	31-01-2015	80
Drawing and Rangoli Competition on "Gandhiji and Cleanliness"	30-01-2015	28

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

> - Arranging rallies for the awareness of environmental issues
> - Arranging competitions such as drawing, slogan-writing, essay-writing, debate etc. on environment issues.
> - Tree-plantation on and around the college campus
> - To declare campus as 'No Smoking' and 'Plastic Free' zone.
> - Minimizing the use of paper and support the green movement.

7.2 Best Practices

Describe at least two institutional best practices

1. Best Practices in Community Engagement: Community Service through Blood Donation Camp

The Context	- The college is aware of its responsibility towards society and has catered its various needs from time to time. - Blood donation is a major concern to the society as donated blood serves as lifesaving force for individuals who need it. - The healthy, enthusiastic and active students are motivated to donate blood voluntarily to meet the blood requirements. - Every year the college organizes blood donation camp in collaboration with Red Cross society Navsari to cater to the need of the society
The objectives of the Practice	- To create awareness and motivate students for Blood Donation. - To entrust the spirit of responsibility towards humanity in students that they also can save lives and can thus contribute to the national cause of improving the health of others by donating blood. - To encourage students to donate blood voluntarily without any expectation or return. - To support the mission of Red Cross Society of safe and reliable blood services. - To help anyone, in case of any requirement for blood.
The Practice	- The college organizes blood Donation camp every year in collaboration with Red Cross Society, Navsari. The college is conducting this camp since past many years and is contributing to the cause of humanity. - During the year, the college has collected *37* units of blood in collaboration with Red Cross Society, Navsari. - The blood is stored and transported under optimum conditions with the help of Red Cross Society. - The whole process is always done under the supervision of trained personnel as well as medical units. - The blood is made available to people irrespective of their caste, creed and religion, economic or social status.

Obstacles faced if any and strategies adopted to overcome them	• Sometimes due to less weight and less Hemoglobin students are not allowed to donate blood and are advised to take proper diet so as they are able to donate blood in forthcoming camps. • Sometimes students especially girl students feel weakness after donating blood, but they are given urgent attention by the doctors available at the moment. The college does arrangement of coffee and Parley G biscuits. They are advised for rest also. • Due to infrastructural inadequacy blood donation is restricted to college students only. However people from the communities are allowed to donate blood if they come with the prior permission of the principal.
Impact of the practice	• The voluntary blood donation camps have made a great impact on community, students, and teachers. The society is able to avail blood in times of need. Donated blood is being utilized by the patients and needy people. • Over the years the college has made an impression of trust in city. People have approached the institute even in the time of urgency for a rare blood group and whenever there is an SOS call from any hospital; students generously donate blood to save lives. This has built up a trusting confidence in the society. • This activity has inculcated a deep sense of responsibility among students. They are seen working with great sincerity and devotion in such activities. • The impact is also apparent on their personality development and managerial skills for organizing such type of events in the college.
Resources required	• Required Infrastructural facility is always provided by the institute. • All medical facilities, Van and team of doctors--- It is arranged by the Red Cross Society of Navsari. • Human Resources: NSS Volunteers, College staff, administrative staff and Red Cross Society staff accomplish this task together with great cooperation.
Evidence of Practice	1. Photographs of Blood Donation camps 2. List of students who donated blood 3. News-paper cuttings/ Red Cross Society list
Contact person for further details	The Principal S. B. Garda College, Navsari. Contact No. O: 02637(250277) Email:sbgaradacollege@gmail.com

Year	No. of Students who donated blood
2014-15	37

2. Best Practices in Community Engagement: Community Service through Eye-Check Up and medical Camps

The Context	Since its inception, the college is committed to the needs of the community. And community services so as the students, faculty and community can forge linkage and community can be benefitted.
The objectives of the Practice	To facilitate medical facilities for economically weak people.
The Practice	- The college organizes Eye-check-up/mega medical Check-up camps in villages every year in annual NSS camps. - By this practice the institute attempts to help the village community to take advantage of the best medical facilities free of cost. By this practice college play a dynamic role in helping village community. - College contacts expert doctors and invite their team with all required medical equipment. - Local villagers are benefitted by this practice. Some poor patients are given free spectacles.
Obstacles faced if any and strategies adopted to overcome them	NSS organizes Eye Check=Up and Mega medical Camps in special Annual camps every year. One village is selected and along with many other objectives, keeping in view the locational advantages these camps are kept to facilitate medical facility at free of cost to the needy ones. However, to convince people to come to the camp remains a big challenge for because people express their helplessness to reach to the place of the medical camp due to lack of transport facility. This problem is overcome by taking help of some people who have transport facilities who readily agree to carry patients to the camp and to drop again at their homes.
Impact of the practice	This practice helps the rural people to avail best medical facility free of any cost or at nominal cost.
Resources required	'Jaha Chah vahan Rah' dictum is true in case of the institute. In all camps doctors have volunteered without any charges for medical guidance - The medical team of Rotary Eye Institute is always present along with all required equipments, Bus facility etc. - Required medicines are given free of cost to the needy patients. - Space for camps is provided by the local authorities like medical units, school authorities etc. - NSS students along with the local youth work in this camp. Students

		are seen even lifting weak and handicapped people in case of need.
Contact person for further details	The Principal S. B. Garda College Navsari Contact No. O: 02637(250277) Email:sbgaradacollege@gmail.com	

Sr. No.	Year	Event	Place of the Event	Total no. of beneficiaries
1.	2014-15	• Eye Check-Up Camp & Chasma Camp on 27-12-2014	Adada	190

<u>INSTITUTIONAL DISTINCTIVENESS</u>

HOLISTIC DEVELOPMENT OF STUDENTS

MY STUDENTS

"Words written large in my heart. For them I have chosen the motto EXCELSIOR. May they in

the company of their professors strive Higher and Higher."

(A. K. Trivedi March 1946 *The Gardian*)

- The institute S. B. Garda College was established in 1945 with a prime objective of imparting education to all sections of the society irrespective of caste, creed or class. Since its inception the institute is committed to ensure an inclusive and equitable quality education and offer learning opportunities to all. Its mission 'Education for all' affirms and reflects the philanthropic attitude of its founders.

- The mission, motto and vision statements of the institution reflect and define its distinctive characteristics. They provide the basis, upon which the institution identifies its priorities, makes plans for future and evaluates its endeavors. The mission statements not only reflect the institution's traditions but also its vision for the future.

- The institute's motto 'excelsior' which denotes constantly rising to higher levels of endeavor and achievement motivates its stakeholders to strive towards excellence in all spheres of individual and collective activity. The institute is operating and progressing ahead proving rightly its motto *Excelsior* which is never-ending dream of its founder members and is dedicated to the pursuit of creating a knowledge which is instrumental to assist the nourishment and cultivation of values and advancement of the society it serves.

- The institute is constantly trying to improvise the quality of education at all levels. The institute has encouraged and has attempted to serve and uplift the status of the disadvantaged section of the society.

- Though the institute follows the syllabus prescribed by the VNSGU University, the institute is conscious of the changing educational and social needs of the society and strived hard to meet the changing expectations of the society by providing ambient environment and keeping in mind the holistic development of the student.

- The institute has established its distinctive approach towards its comprehensive vision. The main thrust area is holistic development of the students by providing them quality and value based education The College is striving hard to improve students support facilities and thus improving teaching and learning environment constantly. In the last five years support services for the students are made more students' friendly and special attention is paid upon their holistic development.

- Most of the students in the college are from marginalized sections of the society. Many schemes are facilitated for economically weak students. There are scholarship provisions for SC, ST OBC and economically backward classes. The institute facilitates to avail all the financial assistance of the Government for the benefit of S.C., S.T., O.B.C. candidates.

- Feedback system has been systematized and structured. Feedback is collected, analysed and is used for corrective measures.

- The college has organized seminars for competitive exams for S.C./S.T., minority students which showcase the institute's concern for empowering the students from the marginalized class with assistance of Government.

- Students' over all development is the core interest of the institute.

- Protection of students is addressed by adherence to insurance. There is a provision of insurance for students.

- Differently abled students are taken special care and are facilitated with ramps, special facility in library, common room scribes etc.

- The institute is striving hard to strengthen the placement and counselling cell to attract employers and providing the right and relevant information to the students for career planning. There are many limitations in this area because most of the students prefer higher studies or part-time jobs along with their higher studies. The institute organizes various career counselling programmes and invite experts to guide

and counsel the students.

- The institution stresses on outreach programmes and inculcates in its students an awareness of the value of the community engagement and thus instilling empathy for the less privileged sections of society. Students actively participate in community engagement programmes through NSS, Community Service band and other events. The college always initiates and conducts activities like environment awareness, tree plantation, blood donation drives, health check-up camps etc. The college has contributed significantly in Swatchhata mission of the Swachh Bharat Abhiyan.

8. Future Plans of action for next academic year

1	Feedback to be taken from the students and analyze it.
2	Development of ICT facilities
3	Focus on student centric activities to enhance their skills
4	To organise a national conference
5	To motivate professors to participate in seminars and conferences
6	To create ICT enabled classrooms

I/C PRINCIPAL
S.B.Garda College (Arts) &
R.K.Patel College of Com.
NAVSARI

S B GARDA COLLEGE (ARTS) AND P K PATEL COLLEGE OF COMMERCE, NAVSARI

ACADEMIC CALENDAR   2014-15

Duration of the Year	Execution/Action
June-July	Admission Process Allotment of Workload to the Professors
July –August	Students Orientation Programme Celebration of Independence Day To organize various competition under the Saptadhara for the Students
August-September	Regular Swarnim Gujarat Saptdhara, NSS, NCC and Sports Activities
September- October	College Election
October	College Internal Test/Additional Test
November	Diwali Vacation
November-December	University ATKT and Regular Examination
November-December	NSS Annual Camp
December	Beginning of Second Term
January-February	Celebration of Republic Day Sports Activities Days Celebration
March	Annual Gathering & Prize Distribution Ceremony College Internal Test/Additional Test
April –May	University ATKT and Regular Examination University Exam paper Assessment
May-June	Publication of College Magazine Preparation of Admission Forms and Prospectus
May- June	Summer Vacation