



Yearly Status Report - 2017-2018

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. DHARMVIR MODIRAMJI GURJAR
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02637250277
Mobile no.	9427176101
Registered Email	DMGURJAR1431@GMAIL.COM
Alternate Email	SBGARDACOLLEGE@GMAIL.COM
Address	SAYAJI ROAD NEAR FUWARA NAVSARI
City/Town	NAVSARI
State/UT	Gujarat
Pincode	396445

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. HITESHKUMAR JAYANTIBHAI PATEL
Phone no/Alternate Phone no.	02637250277
Mobile no.	9879038709
Registered Email	HITESH PATEL1669@GMAIL.COM
Alternate Email	SBGARDACOLLEGE@GMAIL.COM

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://sbgardacollege.org/wp-content/uploads/2021/03/AQAR-2016-17.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://sbgardacollege.org/wp-content/uploads/2021/03/ACADEMIC-CALENDAR-2017-18.jpg

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.27	2008	16-Sep-2008	16-Sep-2013

6. Date of Establishment of IQAC	01-Jul-2015
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7. Internal Quality Assurance System

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

IQAC MEETING ONE	08-Jun-2017 1	17
IQAC MEETING TWO	04-Dec-2017 1	17
IQAC MEETING THREE	09-Mar-2018 1	17
IQAC MEETING FOUR	23-May-2018 1	17
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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
INSTITUTION	UDISHA CELL	KCG, GANDHINAGAR	2017 0	2000
INSTITUTION	SWARNIM GUJARAT	KCG	2017 0	40845
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

ORGANIZED ORIENTATION PROGRAMME FOR THE FRESH STUDENTS .

SWACHCHATA AWARENESS PROGRAMME

ORGANIZED SPECIAL ANNUAL 46TH NSS CAMP

VARIOUS COMPETITIONS AND LECTURES ORGANIZED FOR IMPARTING INTELECTUAL AS WELL AS PHYSICAL SKILLS.

BLOOD DONATION CAMP, FREE EYE CHECK UP CAMP AND FREE MEDICAL CAMP FOR NEEDY PEOPLE.

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

Plan of Action	Achivements/Outcomes
To distribute work load and prepare time table.	Distributed work load and prepared time table under leadership of I/C principal.
To arrange orientation program for the students of first year.	Arranged orientation program for the students of first year.
To form various committees under student council, saptdhara etc. And to appoint a chairman, vice chairman and student representative for the same so as to develop all round personality of students.	Formed various committees under student council, saptdhara etc. Appointed a chairman, vice chairman and student representative for the same and the report of all such activities during the year was submitted to IQAC coordinator.
To organize online admission procedure.	Provided online admission from college website for the students of commerce first year.
To organize a tour for students.	Organized 1 day tour under planning forum.
To organize a cleanliness awareness camp.	Organized a cleanliness awareness camp under NSS.
To organize a mega medical camp.	Organized a mega medical camp under NSS was collectively undertaken.
To organize a seminar for students.	Organized a seminar for students under gyandhara.
To undertake feedback from students.	Undertook feedback from students regarding multifarious issues.
To form admission committee for the next academic year of 201819 and to publish college prospectus and teaching diary for professors for the same.	Formed admission committee under leadership of I/C principal for the next academic year of 2018-19 and published college prospectus as well as prepared teaching diary for the same which was handed over to Dr. Asha Patel.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
IQAC	04-Mar-2020
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	20-Feb-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The college has instituted an Internal Quality Assurance Cell (IQAC) as per the guidelines of NAAC/UGC. The cell consists of members from the Management, college Alumni, Principal of the college, Coordinator of the steering committee (NAAC and IQAC), heads of the departments and other reputed people of the town. The cell aims at quality enhancement based on the suggestions of the previous NAAC peer team report. Every year the cell outlines the goals and sets targets regarding the overall quality of the institution, which includes needful things to be done and feedback from the stakeholders. The meeting of IQAC is regularly being held at the college wherein all the concerned issues regarding quality improvement are being discussed and solutions are arrived at. The annual report on the institute efforts of quality improvement and the achievement of superior outcomes on all aspect of holistic education is being sent to NAAC as Annual Quality Assessment Report (AQAR) by the IQAC.

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. Explain in 500 words

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 curricula prescribed by the University. The college ensures effective curriculum delivery through a well planned and documented process. The IQAC prepares the academic calendar of the college and also the concerned departments prepare their departmental academic planning and distribution of work prior to the commencement of every academic year. The academic calendar specifies suitable available dates for significant academic and other activities. The faculty members are instructed for the academic activities on the commencement of every academic year. The HODs arranges departmental meetings to distributes 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. Faculty members prepare semester-wise teaching plan for the theory and the practical in the beginning of the academic year. Each teacher is provided with teaching diary containing timetable, workload, semester wise teaching plan, daily teaching plans. The timetable committee prepares a general time-table and teachers conduct - classes according to the time table. College also provides special guidance to the slow learners. Besides this the college has a mentoring system for academic - related issues.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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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	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	GUJARATI, ENGLISH, SANSKRIT, HINDI, ECONOMICS, HISTORY, PSYCHOLOGY	12/06/2017
BCom	ACCOUNTANCY AND STATISTICS	12/06/2017
MA	GUJARATI AND HISTORY	12/06/2017
MCom	FINANCIAL AND MANAGEMENT ACCOUNTANCY	12/06/2017

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

	Certificate	Diploma Course
Number of Students	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
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NIL	Nil
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Nil
Parents	Nil

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The college has been continuously working on quality improvement and betterment of student learning experiences in order to analyze every aspect of the college and scope for further improvement , the college has been collected every year the feedback of students through feedback form which has included various key indicators. The responses of the students have helped on quality improvement of teaching-learning and achieve the motto of the institution "excelsior". The overall feedback from students shows that the students are well satisfied with the facilities and effort taken by the institute. • The responses on feedback form shows the different views expressed by present students in regard to their perception of quality in an educational institution. Students are very satisfied with curriculum, availability of teaching learning sources of the institution. Their feedback significantly shows the actual qualities of teaching-learning process as well as the other possible improvements.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	FINANCIAL AND MANAGEMENT ACCOUNTANCY	140	147	147
MA	GUJARATI/ HISTORY	280	244	244
BCom	FINANCIAL ACCOUNTANCY AND STATISTICS	2520	1443	1443
BA	GUJARATI, ENGLISH, SANSKRIT, HI	2100	582	582

NDI, ECONOMICS,
PSYCHOLOGY, HIST
ORY

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	2025	391	21	Nil	19

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
21	15	3	3	Nil	2
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

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
2416	21	1:115

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 Ph.D
59	21	Nil	Nil	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognized 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
2018	PROF. HITESHKUMAR J. PATEL	Associate Professor	Ph.D.

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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
BA	01	SEMESTER	26/04/2018	05/05/2018
MA	01	SEMESTER	26/04/2018	16/05/2018
BCom	03	SEMESTER	26/04/2018	05/05/2018
MCom	03	SEMESTER	26/04/2018	05/05/2018

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

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 (250 words)

The college has to adhere to the academic calendar published by the university. IQAC also prepares the academic calendar in accordance with the academic calendar for the university. The academic calendar specifics the teaching learning schedule of every academic year and CIE. The In-charge principal of the college regularly conducts meetings for better functioning of academic and examination related activities. It is mandatory for the students and the faculty to adhere to the academic calendar for the completion of academic activities.

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 (to provide the weblink)

<http://sbgardacollege.org/wp-content/uploads/2021/03/FINAL-PO-PSO-CO.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
03	MCom	FINANCIAL	70	30	42.8571

		& MANAGEMENT ACCOUNTANCY			
03	BCom	ADVANCED ACCOUNTING AND AUDITING & STATISTICS ISTICS	233	78	33.4764
01	MA	GUJARATI	59	56	94.92
01	MA	HISTORY	56	55	98.21
01	BA	GUJARATI , ENGLISH, SANS KRIT, HINDI, HISTORY, PSYC HOLOGY, ECONO MICS	122	93	76.2295
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://sbgardacollege.org/wp-content/uploads/2021/03/STUDENTS-FEEDBACK-2017-18.pdf>

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 organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	NIL	0	0
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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
Career guidance seminar on Art of giving Interview in Private Companies	UDISHA CELL	12/09/2017
Seminar on Biodata and Interview Abdicate and How to make digital Resume?	UDISHA CELL	18/01/2018
Seminar on Career Opportunities in three wings of armed forces	UDISHA CELL	20/01/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	00	Nil

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	ACCOUNTANCY	1	Nil
International	ENGLISH	2	Nil

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

Department	Number of Publication
ENGLISH	4

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	Nil

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	Nil	Nil	NIL

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

Number of Faculty	International	National	State	Local
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Attended/Seminars/Workshops	5	2	Nil	3
Presented papers	Nil	1	Nil	Nil
Resource persons	1	Nil	Nil	26
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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 participated in such activities	Number of students participated in such activities
CELEBRATION OF INTERNATIONAL YOGA DAY	NSS, NCC	28	30
CELEBRATION OF INDEPENDANCE DAY	NCC,NSS UNIT, COLLEGE FAMILY	60	125
BLOOD DONATION CAMP(118 UNITS OF BLOOD COLLECTED)	NSS	5	118
46TH NSS ANNUAL CAMP	NSS	5	63
SWACHCHATA AWARENESS PROGRAMME	NSS	12	80
CELEBRATION OF REPUBLIC DAY	NCC,NSS UNIT, COLLEGE FAMILY	50	140
CLEANLINESS MARCH	NCC	1	16
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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	Number of students Benefited
NIL	NIL	NIL	Nil
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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 participated in such activities	Number of students participated in such activities
NSS, NCC	NSS, NCC	CELEBRATION OF INTERNATIONAL YOGA DAY	28	30
NCC,NSS UNIT, COLLEGE FAMILY	NCC,NSS UNIT, COLLEGE FAMILY	CELEBRATION OF INDEPENDANCE DAY	60	125

NSS	NSS	BLOOD DONATION CAMP(118 UNITS OF BLOOD COLLECTED)	5	118
NSS	NSS	46TH NSS ANNUAL CAMP	5	63
NSS	NSS	SWACHCHATA AWARENESS PROGRAMME	12	80
NCC,NSS UNIT, COLLEGE FAMILY	NCC,NSS UNIT, COLLEGE FAMILY	CELEBRATION OF REPUBLIC DAY	50	140
NCC	NCC	CLEANLINESS MARCH	1	16
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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
Life Style	Old Parents	NIL	1
"Time Management"	Students	NIL	1
"Motivation"	Students & Professor	NIL	1
"Parenting Psychology"	Students & Parents	NIL	1
"Beti Vadhavo, Beti Padhavo"	General	NIL	1
"Corruption Free India"	All Staff	NIL	1
"Life of Satya Sai Baba"	Sai Devotees	NIL	1
The importance of handicap	Handicap & Teachers	NIL	1
"How to appear in board Examination"	Teachers & Students Std 9th to 12th	NIL	1
"Old age Adjustment "	Senior citizen	NIL	1
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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	Duration To	Participant

NIL	NIL	NIL	Nil	Nil	0
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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/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	Nil
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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
900000	719771

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with Wi-Fi OR LAN	Existing
View File	

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	51297	1786645	478	62937	51775	1849582
Reference Books	12	4720	Nil	Nil	12	4720
Journals	48	19931	49	19396	97	39327
Others (specify)	796	113471	294	38118	1090	151589

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4.2.3 – 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
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	18	10	16	0	0	5	0	20	1
Added	1	0	0	0	0	1	0	0	0
Total	19	10	16	0	0	6	0	20	1

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

20 MBPS/ GBPS

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

4.4 – 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
5500000	5878190.53	150000	116920

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

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 equipment, purchase of office furniture and electrical items and maintaining of the records of the purchase and depreciated assets. All the assets are maintained as per the resource guidelines of the UGC. On the basis of the requirement of the departments and campus, an annual budget is prepared. The in charge principal forwards that budget to the management for the approval. Quotations are invited from various companies and then it is finalized as per the optimum

price and service.

<http://sbgardacollege.org/facilities/>

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 institution	STUDENTS WELFARE SCHEME	105	24736
Financial Support from Other Sources			
a) National	STATE GOVERNMENT POST METRIC SCHOLARSHIP	903	3487838
b) International	NIL	Nil	0

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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 implemetation	Number of students enrolled	Agencies involved
YOGA MEDITATION	12/06/2017	170	DR. DHARMVIR M. GURJAR

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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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	SEMINAR ON GUIDANCE FOR COMPETITIVE EXAMINATIONS	200	200	Nil	2
2017	GUEST LECTURE ON "ART OF GIVING INTERVIEW IN PRIVATE COMPANY"	Nil	130	Nil	Nil
2018	SEMINAR ON "CAREER OPPORTUNITIES IN THREE WINGS OF ARMED FORCES"	217	217	Nil	Nil

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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	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	KOTAK MAHINDRA BANK	1	1
View File					

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
2018	7	B.A.	B.A. (HISTORY)	S.B.GARDA COLLEGE (ARTS) P. K. PATEL COLLEGE OF COMMERCE, NAVSARI	M.A. (HISTORY)
2018	10	B.A.	B.A. (GUJARATI)	S.B.GARDA COLLEGE (ARTS) P. K. PATEL COLLEGE OF COMMERCE, NAVSARI	M.A. (GUJARATI)
2018	17	B.COM.	B.COM.	S.B.GARDA COLLEGE (ARTS) P. K. PATEL COLLEGE OF COMMERCE, NAVSARI	M.COM.
2018	4	M.A. (HISTORY)	HISTORY	NARANLALA B. ED. COLLEGE NAVSARI	B. ED.
2018	3	B.A. (SANSKRIT)	B.A. (SANSKRIT)	CHIKHLI COLLEGE	M.A. (SANSKRIT)
2018	2	B.A.	PSYCHOLOGY	D.D.LAW COLLEGE, NAVSARI	LLB
2018	1	B.A.	ENGLISH	D.D.LAW	LLB

				COLLEGE, NAVSARI	
2018	1	B.A.	HINDI	D.D.LAW COLLEGE, NAVSARI	LLB
2018	1	B.A.	HISTORY	D.D.LAW COLLEGE, NAVSARI	LLB
2018	1	B.COM.	B.COM.	D.D.LAW COLLEGE, NAVSARI	LLB
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nil
SET	1
SLET	Nil
GATE	Nil
GMAT	Nil
CAT	Nil
GRE	Nil
TOFEL	Nil
Civil Services	Nil
Any Other	37
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
ELOCUTION COMPETITION ON MANUSHYA TU BADA MAHAN	INSTITUTIONAL LEVEL	33
ESSAY WRITING COMPETITION ON VAISHNAV JAN TO TENE RE KAHIE	INSTITUTIONAL LEVEL	12
MATKI DECORATION COMPETITION	INSTITUTIONAL LEVEL	39
CRICKET COMPETITION (BOYS)	INSTITUTIONAL LEVEL	198
VOLLYBALL COMPETITION (BOYS)	INSTITUTIONAL LEVEL	85
KABADDI COMPETITION (BOYS)	INSTITUTIONAL LEVEL	48
CARROM COMPETITION	INSTITUTIONAL LEVEL	42
ESSAY COMPETITION ON "SOCIAL MEDIA: A BOON OR A CURSE !"	INSTITUTIONAL LEVEL	25

GEET GAZAL COMPETITION ON JAR SAVAK MADAN GEET GAZAL SPARDHA	INSTITUTIONAL LEVEL	28
ESSAY COMPETITION ON "IMPORTANCE OF FESTIVALS IN HUMAN LIFE"	INSTITUTIONAL LEVEL	20
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NIL	Nil	Nil	Nil	000	NIL
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

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. Apart from the council there are two important committees of N.C.C. and N.S.S.. All these committees are headed by the faculties as the chairperson. In a way the faculty and the students together collaborate for the various co-curricular and extra-curricular.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

00

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 (maximum 500 words)

S. B. Garda college encourages and practices a culture of decentralization and participative management. A supportive and decentralized system is established by involving all staff members for the smooth functioning of the academic and administrative bodies. The institution functions in a well-coordinated and planned manner to ensure decentralized and participative manner at all levels of decision making. The administration of the college is decentralized by establishing various committees representing the teaching, non-teaching, and supporting staff in order to carry out smooth and effective administrative functions of the college. These committees perform an advisory role in matters within their designated sphere of activity and also help in the execution of administrative decisions. The Principal of the college is always in constant touch with the Governing Body through regular meetings so as all academic and administrative matters can be entertained and accomplished without delay.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	Industry interaction through "Career Guidance Placement Cell" This Cell conducts Training program for Employability, invited Industrialists for lectures and Placement/ Campus interview organized with the help of industrialists
Human Resource Management	Many students work under Earn while Learn scheme - data entry processing Use of human Resource as per their competency to complete particular task (Academic and Administrative) The Administrative system is fully computerized Teachers are given additional charge for various extracurricular and co- curricular activities.
Research and Development	Information on seminars and invitations for paper publication are mailed to all teachers. Leaves are always sanctioned for participation in research oriented activities. Library facilities offered to researchers To encourage teachers for publishing books, journals, papers etc. All types of administrative support for the teacher/researcher.
Library, ICT and Physical Infrastructure / Instrumentation	ICT enabled Seminar halls Public Address system is provided in the College building at various places to facilitate emergency announcements to staff and students.

Examination and Evaluation	Mark sheets are displayed on the notice boards. Exam related material is provided to the students. Rechecking facility of answer book is provided by institution. For PG programmes: group discussion, term paper, debates, seminar etc. University Examination are conducted as per the norms and regulations of VNSGU, Surat First class first students as well as those who achieve highest marks in various subjects are felicitated at the annual prize distribution program
Curriculum Development	Suggestions and complaints are collected from teachers and they are represented in the meetings of the Board of Studies. Students are invited to present their views on the usefulness of the curriculum. Students feedback must be taken and analyzed
Teaching and Learning	Seminars for students using ICT Lectures and seminars helpful to students in facing an interview To undertake assignments of students to continuously check their evaluation To undertake an educational tour once a year
Admission of Students	Guidance given to Students about OnLine Admission Process of Commerce course Counselling to Students to choose appropriate choice/combination of subject in Arts at the time of admission. Admission for UG and PG is done by University.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	Institutional administrative office is fully atomized 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
View File				

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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	NIL	NIL	Nil	Nil	Nil	Nil
View File						

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	From Date	To date	Duration
INTERNATIONAL FACULTY DEVELOPMENT PROGRAMME	2	19/01/2018	20/01/2018	2
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
YES	YES	YES

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<p>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.</p>
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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/ Grnats received in Rs.	Purpose
PROF. P.C SHAH SHRI	136111.11	STUDENTS WELFARE

J.B.PATEL SHRI K. I .
PATEL

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6.4.3 – Total corpus fund generated

278511.11

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	Yes	IQAC/ INCHARGE PRINCIPAL
Administrative	Yes	K.B.ANTALA CO.	Yes	IQAC/ INCHARGE PRINCIPAL

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

CO-ORDINATION WITH PARENTS REGARDING DISCIPLINE OF THE STUDENTS. INVITED PARENTS ON THE OCCASION OF ANNUAL GATHERING.

6.5.3 – Development programmes for support staff (at least three)

TO PROVIDE LOAN FROM CO- OPERATIVE SOCIETY OF THE COLLEGE. TO GIVE DIWALI BONUS. TO GIVE INCREMENT AS PER NORMS.

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

FEEDBACK MECHANISM FOR IMPROVING THE TEACHING - LEARNING PROCESS. FOCUS ON STUDENTS CENTRIC ACTIVITIES LIKE NSS, NCC, SAPTADHARA, SCOPE, SPORTS ETC.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Nil
c) ISO certification	Nil
d) NBA or any other quality audit	Nil

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	CELEBRATION OF INTERNATIONAL YOGA DAY	21/06/2017	21/06/2017	21/06/2017	58
2017	CELEBRATION OF INDEPENDANCE DAY	15/08/2017	15/08/2017	15/08/2017	165
2017	BLOOD DONATION CAMP(118 UNITS OF	09/08/2018	09/08/2017	09/08/2017	123

	BLOOD COLLECTED)				
2017	46TH NSS ANNUAL CAMP	21/12/2017	21/12/2017	27/12/2017	68
2018	SWACHCHATA AWARENESS PROGRAMME	28/02/2018	28/02/2018	28/02/2018	92
2018	CLEANLINESS MARCH	12/03/2018	12/03/2018	12/03/2018	16
2017	CAREER GUIDANCE SEMINAR ON ART OF GIVING INTERVIEW IN PRIVATE COMPANIES	12/09/2017	12/09/2017	12/09/2017	130
2018	SEMINAR ON BIODATA AND INTERVIEW ADEQUATE AND HOW TO MAKE DIGITAL RESUME?	18/01/2018	18/01/2018	18/01/2018	145
2018	SEMINAR ON CAREER OPPORTUNITIES IN THREE WINGS OF ARMED FORCES	20/01/2018	20/01/2018	20/01/2018	217
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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	Period To	Number of Participants	
			Female	Male
ELOCUTION COMPETITION ON MANUSHYA TU BADA MAHAN	24/07/2017	24/07/2017	21	12
ESSAY WRITING COMPETITION ON "SAAMANYA NAGRIK ANE SWACHCHH BHARAT"	30/08/2017	30/08/2017	6	10
PROF. NARSINHBHAI	05/09/2017	05/09/2017	9	11

'UJAMBA' ELOCUTION COMPETITION ON "ARE OLD AGE HOMES NECESSARY?"				
ESSAY WRITING COMPETITION ON "VAISHNAV JAN TO TENE RE KAHIYE"	28/07/2017	28/07/2017	7	5

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
05

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Ramp/Rails	Yes	4
Rest Rooms	Yes	4
Scribes for examination	Yes	4

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	21/06/2017	1	CELEBRATION OF INTERNATIONAL YOGA DAY	YOGA AWARENESS	58
2017	1	1	09/08/2017	1	BLOOD DONATION CAMP (118 UNITS OF BLOOD COLLECTED)	COMMUNITY SERVICE THROUGH BLOOD DONATION	123
2017	1	1	21/12/2017	7	46TH NSS ANNUAL CAMP	SOCIAL SERVICE	68
2018	1	1	28/02/2018	1	SWACHHATA AWARENESS PROGRAMME	ENVIRONMENT AWARENESS	92
2018	1	1	12/03/2018	1	CLEANLINESS	ENVIRONMENT	17

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

Title	Date of publication	Follow up(max 100 words)
CODE OF CONDUCT	12/06/2017	CODE OF CONDUCT FOR STUDENTS AND TEACHERS

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
ELOCUTION COMPETITIONS ON "MANUSHYA TU BADA MAHAN..."	24/07/2017	24/07/2017	33
ESSAY WRITING COMPETITION ON VAISHNAV JAN TO TENE RE KAHIE	28/07/2017	28/07/2017	12
ESSAY WRITING COMPETITION ON SAAMANYA NAGRIK ANE SWACHCHH BHARAT	30/08/2017	30/08/2017	16
ELOCUTION COMPETITION ON INTERNET AASHIRVAAD KE ABHISHRAAP	17/01/2018	17/01/2018	12
PATRIOTIC SONG COMPETITION	06/09/2017	06/09/2017	27
ESSAY COMPETITION ON "IMPORTANCE OF FESTIVALS IN HUMAN LIFE"	15/01/2018	15/01/2018	20
CELEBRATION OF INDEPENDANCE DAY	15/08/2017	15/08/2017	185
CELEBRATION OF REPUBLIC DAY	26/01/2018	26/01/2018	190

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

ARRANGED RALLIES FOR THE AWARENESS OF ENVIRONMENTAL ISSUES.
TREE PLANTATION DRIVE HAS ADOPTED.
PARTICIPATED IN SWACHCHATA MISSION PROGRAMME.
ARRANGED COMPETITIONS ON THE THEME OF ENVIRONMENT AWARENESS.
SWACHCHTA PROGRAMME.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The college is aware of its responsibility towards society and has catered its various needs from time to time. Blood donation is the most humanistic act which the institute is practicing since many years. The blood donated by the

students has helped many people and has saved their lives. 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 NSS unit of the college has organized Eye checkup camps and medical camps at different rural areas for men and women and children of the economically backward classes. People who had developed cataract has been detected and detailed reports of normal and abnormal eyes have been given to them, as an outcome of this activity most of the aged person have found cataract in their eyes and we have counseled them for operation by Doctors. Rotary Eye institute has volunteered free operation of these patients. Free spectacles have been given to them.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://sbgardacollege.org/wp-content/uploads/2021/03/Best-Practices-2017-18.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Holistic Development of Students: The institute's motto 'excelsior' which denotes constantly rising to higher levels of endeavour 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. 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.

Provide the weblink of the institution

<http://sbgardacollege.org/wp-content/uploads/2021/03/DISTINCTIVENESS-2017-18.pdf>

8.Future Plans of Actions for Next Academic Year

TO FOCUS ON STUDENTS CENTRIC ACTIVITIES FOR THEIR HOLISTIC DEVELOPMENT. TO START POST GRADUATE DEPARTMENT IN PSYCHOLOGY SUBJECT. TO CREAT CENTER FOR GPSC AND UPSC EXAMINATIONS. TO FOCUS ON WOMEN SELF DEFENCE TRAINING. TO PROVIDE MORE FACILITY FOR YOGA AND MEDITATION ACTIVITIES. TO START SHORT TERM COMPUTER COURSE. TO MAKE AWARENESS ON ENVIRIONMENT ISSUES. TO GIVE MOTIVATION TO STAFF FOR RESEARCH ACTIVITIES.

HJ Pathy
Co-ordinator
IQAC

[Signature]
W. Principal
S. B. Gardia College (Arts) &
R. K. Patel College Of Commerce
Navsari.