



Yearly Status Report - 2019-2020

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
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-2018-19.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-2019-20.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		
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		

GSIRF	28-Feb-2020 1	2990
NIRF	11-Jun-2020 1	2990
IQAC MEETING FOUR	04-Mar-2020 1	21
IQAC MEETING THREE	07-Jan-2020 1	21
IQAC MEETING TWO	05-Nov-2019 1	21
IQAC MEETING ONE	08-Jul-2019 1	20
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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
NIL	NIL	NIL	2020 NIL	0
View File				

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)

PARTICIPATED IN NIRF 2020.

PARTICIPATED IN GSIRF 2020 AND GOT 2 STARS.

ORGANIZED ONE DAY NATIONAL LEVEL COCLAVE ON NAAC FOR QUALITY IMPROVEMENT IN HIGHER EDUCATION.

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

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

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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 arrange prize distribution, annual gathering and cultural programs in college.	Arranged prize distribution program to encourage the students on their achievements during the year and annual gathering with cultural programs in college under cultural committee.
undefined	undefined
To prepare for NAAC	Evaluation by NAAC under leadership of IQAC coordinator is in progress
To induce service quality and increase patriotism a seminar for students to be organized .	Induced service quality and increased patriotism by organizing a seminar for students.
To organize a staff satisfaction survey.	Undertook a staff satisfaction survey and analyzed its pertaining problems and queries under leadership of trustee Shri Jal Garda.
To organize a tour for students .	Organized 1 day tour under planning forum.
To organize an alumni meeting.	Organized alumni meeting by alumni committee.
To update college website	Updated college website under leadership of Dr. A. R. Patel
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. And 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 participate in GSIRF and NIRF	Participated in GSIRF2020 which is conducted by Education department of Gujarat and got 2 stars. Also Participated in NIRF2020.

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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>IQAC</td> <td>15-Sep-2021</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	IQAC	15-Sep-2021
Name of Statutory Body	Meeting Date				
IQAC	15-Sep-2021				
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	2020				
Date of Submission	19-Feb-2020				
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)	<p>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.</p>				

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, HINDI, SANSKRIT, HISTORY, PSYCHOLOGY, ECONOMICS	17/06/2019
BCom	ACCOUNTANCY AND STATISTICS	17/06/2019
MA	GUJARATI, HISTORY	17/06/2019
MCom	FINANCIAL AND MANAGEMENT ACCOUNTANCY	17/06/2019

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
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	PSYCHOLOGY	54
MA	HISTORY	86
MA	GUJARATI	98
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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
BA	Gujarati/English/Sanskrit/Hindi/Psychology/Economics/History	1680	871	871
BCom	Financial	2250	1746	1746

	Accountancy & Statistics			
MA	Gujarati/ History	352	184	184
MCom	Financial & Management Accountancy	176	140	140
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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
2019	2617	324	19	Nil	16

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
19	19	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)

Students support and progression is the main objective of the institute. The institute is committed to inspire students to recognize their potential to strengthen their varied capabilities to build an interpersonal relationship between the teachers and students and ultimately to pursue their destined dreams. Each teacher in all departments is assigned with the task of mentoring students. Teachers are directed to monitor the growth of the students assigned to them. All mentors keep a confidential data sheet about their students, “mentors assessment of students” which records a report of mentoring done by the teachers. These reports are periodically evaluated by a team of teachers selected from each department. The mentoring program is monitored by a committee consisting of the Principal, Vice Principal and some experienced faculty. Guidelines of Mentor-Mentee Program Specific number of Students shall be assigned to teaching faculty who will enact as mentor. The mentor shall meet the mentee regularly and will be attached to the same mentor for the entire duration of the program of his/her study. The mentor shall meet the mentees regularly and record the outcome of the meeting. The details about each mentee will be recorded and periodically updated. The mentor shall also note the details of those students whose performance is below average. The mentor shall interact with the students and try to understand the cause of the lower performance. If needed the mentor can involve the parents or subject teachers for improving the performance of the students. The mentor shall monitor the presence of the mentees and if mentee is absent for a longer period, he shall report to the mentor. The mentor may take disciplinary action if any mentee violates the code of conduct. Build confidence in students through affirmation of their skills and values. Suggest effective strategies that enable students to thrive in college, leading to successful completion of their education and preparing them for future endeavors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2941	19	1:155

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	17	14	2	8

2.4.2 – Honours and recognition 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
2019	DR. NEHA A. HARIYANI	Associate Professor	PARTICIPATED IN GLOBAL PRACTICES IN EDUCATION AT U.K.

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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 6	18/04/2020	11/11/2020
MA	01	SEMESTER 4	18/04/2020	26/11/2020
BCom	03	SEMESTER 6	18/04/2020	12/11/2020
MCom	03	SEMESTER 4	18/04/2020	28/11/2020

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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
01	BA	Gujarati/English/Sanskrit/Hindi/Psychology/Economics/History	200	179	89.50
01	MA	HISTORY	46	41	89.13
01	MA	GUJARATI	44	35	79.54
03	BCom	ACONTANCY AND STATISTICS	411	181	44.04
03	MCom	FINANCIAL AND MANAGEMENT ACCOUNTING	59	45	76.27

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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/SSS-2019-20-.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
Role of Youth in Nation Building: From the	NSS	13/09/2019

Perspective of Swami Vivekanandaji		
Seminar on How to get Government Jobs?	UDISHA CELL	17/09/2019
GAAC Sponsored One Day National Conclave On "Quality Assurance and Assessment of Higher Education Institutions" In association with GAP GAAC	IQAC	18/10/2019
Seminar on "Anti-Corruption"	GYAN DHARA	09/12/2019
Career Guidance Seminar	UDISHA CELL	07/01/2020
Seminar on What is next after Graduation?	UDISHA CELL	07/03/2020
Seminar on Save Water	GYAN DHARA	08/01/2020
Seminar on Young Investor Awareness Workshop on "Basics of Mutual Fund"	IQAC	25/01/2020

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	NIL	Nil
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	1

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)
Nil	NIL	Nil	0
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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	5
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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	Nil	Nil	Nil
View File						

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
View File						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	19	74	3	38
Presented papers	3	Nil	Nil	Nil
Resource persons	Nil	1	Nil	27
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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
PLANTATION DRIVE	SORABJI ECO CLUB	5	10
ENVIRONMENT AWARENESS RALLY	NSS AND SORABJI ECO CLUB	20	95
48TH SPECIAL ANNUAL NSS CAMP	NSS	5	80
NO SINGLE USE PLASTIC AND SWACHCHHATA	SORABJI ECO CLUB	30	145
BLOOD DONATION CAMP	NSS	4	111
LECTURE ON WOMEN WELLBEING PROVISION	NSS	5	80

WOMEN EMPOWERMENT PROGRAMM	NCC	1	20
CYCLE RALLY ON CLEANLINESS MARCH	NCC	1	35
CELEBRATION OF WORLD YOGA DAY	NSS NCC	30	45
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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
BLOOD DONATION CAMP	AWARD	INDIAN RED CROSS SOCIETY	118
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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
SORABJI ECO CLUB	SORABJI ECO CLUB	A VISIT TO THE BOOK FAIR	5	17
SORABJI ECO CLUB	SORABJI ECO CLUB	NATIVE TREES: OUR SAVIOURS	25	210
SORABJI ECO CLUB	SORABJI ECO CLUB	NO SINGLE USE OF PLASTIC AND SWACHCHHATA SAPATH	30	145
NCC	NCC	CYCLE RALLY ON CLEANLINESS MARCH	1	35
NCC	NCC	CLEANLINESS MARCH	1	20
NSS	NSS AND SORABJI ECO CLUB	ENVIRONMENT AWARENESS PROGRAMME	20	95
NSS	NSS	48TH NSS ANNUAL CAMP	5	80
NSS	NSS	WORLD YOGA DAY	30	45
NCC,NSS UNIT, COLLEGE FAMILY	NCC,NSS UNIT, COLLEGE FAMILY	CELEBRATION OF INDEPENDANCE DAY	60	135
NSS	NSS	BLOOD DONATION CAMP(111 UNITS OF BLOOD COLLECTED)	4	111
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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
MOTIVATIONAL TALK	STUDENTS	NIL	1
THE IMPORTANCE OF EDUCATION IN LIFE	STUDENTS	NIL	1
LIFE MANAGEMENT	STUDENTA AND PROFESSORS	NIL	1
SARDAR AND TEACHER	TEACHERS	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	NIL

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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
100000	107420

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

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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
KOHA	Fully	20.05.10.000	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	51969	1886605	1302	259682	53271
Reference Books	12	4720	Nil	Nil	12	4720
Journals	137	58543	42	23704	179	82247
Digital Database	Nil	Nil	1	5900	1	5900
Others (specify)	1513	211946	113	17663	1626	229609

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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
DR. NEHA A. HARIYANI	HISTORY AND EVOLUTION OF CHOICE BASED CREDIT SYSTEM IDEA OF THE CHOICE BASED CREDIT SYSTEM - OPPORTUNITIES AND CHALLENGES OF IMPLEMENTATION -CASE STUDIES OF GOOD IMPLEMENTATION	UGC - HRDC	10/08/2020
DR. NEHA A. HARIYANI	OPPORTUNITIES AND CHALLENGES OF CBCS IN COMPARISON TO ANNUAL AND SEMESTER BASED SYSTEM 7 UNDERSTANDING THE REALM OF TEACHING	UGC - HRDC	11/08/2020
DR. NEHA A. HARIYANI	BLENDED LEARNING FLIPPED LEARNING	UGC - HRDC	14/08/2020
DR. NEHA A. HARIYANI	COPING MECHANISM WITHCORK, STRATEGY OF INTER AND INTRA UNIVERSITY CO ORDINATOR CONDUCTING DISCIPLNE - SPECIFIC RESEARCH	UGC - HRDC	15/08/2020

DR. NEHA A. HARIYANI	NATIONAL AND GLOBAL TRENDS IN HIGHER EDUCATION CURRENT CHALLENGES AND OPPORTUNITIES IN INDIAN HIGHER EDUCATION IMPLICATIONS FOR THE EVERYDAY CLASSROOM.	UGC - HRDC	21/08/2020
DR. NEHA A. HARIYANI	FRAMING CURRICULAR OBJECTIVES AND ORGANISATION OF CONTENT TAXONOMIES OF INSTRUCTIONAL OBJECTIVES: BLOOMS TAXONOMY AND REVISED BLOOMS TAXONOMY	UGC - HRDC	22/08/2020
DR. NEHA A. HARIYANI	FLIPPED LEARNING	UGC - HRDC	09/09/2020
DR. NEHA A. HARIYANI	BLENDED LEARNING	UGC - HRDC	10/09/2020
DR. NEHA A. HARIYANI	BLENDED AND FLIPPED LEARNING	UGC - HRDC	18/09/2020
DR. NEHA A. HARIYANI	BLENDED AND FLIPPED LEARNING	UGC - HRDC	02/10/2020
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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	19	10	16	0	0	10	0	50	1
Added	1	0	0	0	0	1	0	0	0
Total	20	10	16	0	0	11	0	50	1

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

50 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
7000000	7240730	200000	101064

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	78	33671
Financial Support from Other Sources			
a) National	STATE GOVERNMENT POST METRIC SCHOLARSHIP	1289	5321322
b) International	NA	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 AND MEDITATION	12/06/2019	647	DR. D. M GURJAR , DR. P. B . PATEL

[View File](#)

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	Number of benefited students by	Number of students who have passed in	Number of students placed
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		competitive examination	career counseling activities	the comp. exam	
2019	Seminar on How to get Government Jobs?	155	155	Nil	Nil
2020	Career Guidance Seminar	115	115	Nil	Nil
2020	Seminar on "What is next after Graduation?"	145	145	Nil	Nil
2020	Mega Placement 2020	Nil	711	Nil	208
View File					

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
VARIOUS COMPANY	711	24	NA	Nil	Nil
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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
2020	6	B.COM.	B.COM.	VNSGU	M.COM
2020	7	B.A.	GUJARATI	S. B. GARDA COLLEGE, NAVSARI	M.A.
2020	7	B.A.	HISTORY	S. B. GARDA COLLEGE, NAVSARI	M.A.
2020	44	B.COM.	B.COM.	S. B. GARDA COLLEGE,	M.COM.

				NAVSARI	
2020	3	B.A.	ENGLISH	Z F WADIYA WOMENS COLLEGE, SURAT	M.A.
2020	3	M.A.	GUJARATI	T N RAO COLLEG	B.ED.
2020	3	B.A.	ENGLISH	D.D.LAW COLLEGE	LLB
2020	2	B.A	ECONOMICS	DDLAW COLLEGE, NAVSARI	LLB
2020	6	B.A.	HISTORY	D.D. LAW COLLEGE, NAVSARI	LLB
2020	11	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
Any Other	43
Any Other	65
View File	

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

Activity	Level	Number of Participants
FABRIC PAINTING COMPETITION	INSTITUTIONAL LEVEL	37
View File		

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
2020	NATIONAL FINALS OF THE NATIONAL YOUTH PARLIAMENT FESTIVALS	National	Nil	1	514758	PATEL AARIF E
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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:

264

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

15675

5.4.4 – Meetings/activities organized by Alumni Association :

A MEETING OF ALUMNI ASSOCIATION ORGANISED ON 19-10-2019

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. The college faculty including ad-hoc and temporary faculty members are given significant roles and responsibilities related to various functions of the college, like organizing administrative as well as cultural activities of the college, preparing time-table, planning and proposal activities etc. Students are actively involved in organizing most of the events of the college such as seminars, career counselling fairs, placement drives, health check-up camps, blood donation camps, disaster management training and Different committees are constituted The responsibilities and duties are allocated to teaching and non-

teaching staff at the beginning of the academic session. The Principal discusses with the faculty members and communicates the essential information to head of the departments , chairman/ Vice-chairpersons of the various committees. A Notice/ Order Register is maintained to keep the record of various duties assigned from time to time to all faculty members. The responsibility assigned to the teachers is displayed on faculty notice board and also conveyed to them in the meetings and in person. All the committees, departments, academic and administrative wings function under the direct supervision of the principal. The Vice- Principal assists the principal in academic and administrative works. The head of different committees and departments have full autonomy to organize activities in the concerned departments and committees. Day-to-day academic activities of the departments are taken care of by the HoDs. Various committees are constituted to facilitate academic and administrative activities. All the committees and departments have been given complete administrative as well as academic autonomy and mobility for effective governance.

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
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
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
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.
Human Resource Management	Many students work under Earn while Learn scheme. 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.
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
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. Centralized Admission of F.Y.B.Com. students by the University.
Examination	Internal marks online generated in the university program. Teachers enter the assessment marks in the program.

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
2019	DR. H. J. PATEL	One Day State Level Workshop on NAAC organized by Rofel College, Vapi	NA	600
2019	DR. H. J. PATEL	GSIRF METHODO LOGY organized by, KCG, Gandhinagar	NA	2983
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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)
2019	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
VIRTUAL FACULTY DEVELOPMENT PROGRAMME ON ROLE OF TEACHERS IN QUALITY ENHANCEMENT AND ACCREDITATION	1	11/05/2020	18/05/2020	8
REFRESHER COURSE IN LANGUAGE	1	07/11/2019	07/11/2019	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	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)

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/ Grnats received in Rs.	Purpose
NIL	0	NIL
View File		

6.4.3 – Total corpus fund generated

280411.11

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	Nil	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	Yes
c)ISO certification	Nil

d)NBA or any other quality audit

Yes

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
2019	WORLD YOGA DAY	21/06/2019	21/06/2019	21/06/2019	75
2019	CYCLE RALLY ON CLEANLINESS MARCH	04/07/2019	04/07/2019	04/07/2019	36
2019	BLOOD DONATION CAMP	14/09/2019	14/09/2019	14/09/2019	115
2020	'NATIVE TREES: OUR SAVIOURS'	21/01/2020	21/01/2020	21/01/2020	235
2020	A VISIT TO THE BOOK AND HORTICULTURE FAIR	03/02/2020	03/02/2020	03/02/2020	22
2019	CELEBRATION OF CLEANLINESS FORTNIGHT	01/12/2019	01/12/2019	15/12/2019	71

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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
The Late Shree T.K. Batliwala Essay Writing Competition on "Effect Of Social Media On Young People"	27/12/2019	27/12/2019	11	14
Shri Balubhai Maganbhai Desai Essay Writing Competition on "Importance Of Human Values In Life"	13/01/2020	13/01/2020	15	8
Women Wellbeing	31/08/2019	31/08/2019	49	31

Provision

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

100

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	Yes	2
Ramp/Rails	Yes	2
Rest Rooms	Yes	2
Scribes for examination	Yes	2
Any other similar facility	Yes	2

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
2019	1	1	21/06/2019	1	CELEBRATION OF INTERNATIONAL YOGA DAY	YOGA PROMOTION	75
2019	1	1	14/09/2019	1	BLOOD DONATION CAMP (111 UNITS OF BLOOD COLLECTED)	COMMUNITY SERVICE THROUGH BLOOD DONATION	115
2019	1	1	12/12/2019	7	48TH NSS ANNUAL CAMP	SOCIAL SERVICE	85
2019	1	1	05/07/2019	1	CLEANLINESS MARCH	ENVIRONMENT AWARENESS	21
2019	1	1	03/10/2019	1	'NO SINGLE USE PLASTIC' AND SWACHHTA SHAPATH' (PLEDGE)	ENVIRONMENT AWARENESS	175

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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` `	17/06/2019	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
CYCLE RALLY ON CLEANLINESS MARCH	04/07/2019	04/07/2019	36
WOMEN EMPOWERMENT PROGRAM	01/08/2019	01/08/2019	21
ESSAY COMPETITION ON "THE CURRENT INDIAN EDUCATION SYSTEM MAKES INTELLECTUALS OR JUST LITERATE?"	30/08/2019	30/08/2019	15
ENVIRONMENT AWARENESS RALLY	03/10/2019	03/10/2019	115
CELEBRATION OF CLEANLINESS FORTNIGHT	01/12/2019	15/12/2019	71

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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.
ARRANGED COMPETITIONS ON THE THEME OF ENVIRONMENT AWARENESS.
SWACHHTA PROGRAMME
ESTABLISHED SORABJI ECO CLUB

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

<http://sbgardacollege.org/wp-content/uploads/2021/03/Best-Practices-2019-20.pdf>

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-2019-20.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

<http://sbgardacollege.org/wp-content/uploads/2021/03/DISTINCTIVENESS-2019-20.pdf>

Provide the weblink of the institution

<http://sbgardacollege.org/wp-content/uploads/2021/03/DISTINCTIVENESS-2019-20.pdf>

8.Future Plans of Actions for Next Academic Year

TO FOCUS ON STUDENTS CENTRIC ACTIVITIES FOR THEIR HOLISTIC DEVELOPMENT. TO STARTPOST 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 MOTIVATE STAFF FOR RESEARCH ACTIVITIES.

MJ Patel
Co-ordinator
IQAC

MJ Patel
Vc. Principal
S. B. Garda College (Arts) &
R. K. Patel College Of Commerce
Narsari.