

Yearly Status Report - 2016-2017

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	PROF. HITESHKUMAR JAYANTIBHAI PATEL
Phone no/Alternate Phone no.	02637250277
Mobile no.	9879038709
Registered Email	HITESHPATEL1669@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-2015-16.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/up loads/2021/03/ACADEMIC- CALENDAR-2016-17-1.jpg

5. Accrediation Details

Cycle	Grade	CGPA	Year of	Vali	dity
			Accrediation	Period From	Period To
1	В	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/ beneficiarie		Number of participants/ beneficiaries	

IQAC MEETING ONE	22-Jul-2016 1	17
IQAC MEETING TWO	01-Nov-2016 1	17
IQAC MEETING THREE	06-Feb-2017 1	17
IQAC MEETING FOUR	18-Apr-2017 1	17
<u>View File</u>		

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

Institution/Departmen t/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
INSTITUTION	UDISHA CELL	KCG	2016 0	5000
INSTITUTION	SWARNIM GUJARAT	KCG	2016 0	60000
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9. Whether composition of IQAC as per latest Yes **NAAC** guidelines: Upload latest notification of formation of IQAC View File 10. Number of IQAC meetings held during the vear: The minutes of IQAC meeting and compliances to the Yes decisions have been uploaded on the institutional website Upload the minutes of meeting and action taken report View File 11. Whether IQAC received funding from any of No the funding agency to support its activities during the year?

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

ORGANIZED THREE DAYS NATIONAL LEVEL PSYCHOLOGY CONFERENCE

ARRANGED NSS SPECIAL ANNUAL CAMP.

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

ORGANIZED ONE DAY EDUCATIONAL TOUR.

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

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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

Achivements/Outcomes
ARRANGED AN ORIENTATION PROGRAMME FOR THE STUDENTS.
FORMED VARIOUS COMMITTEES UNDER STUDENTS COUNCIL, SAPTADHARA ETC. AND TO APPOINT A CHAIRMAN, VICE CHAIRMAN AND STUDENT REPRESENTATIVE FOR THE SAME AND THE REPORT OF ALL SUCH ACTIVITIES DURING THE YEAR WAS SUBMITTED TO IQAC CO ORDINATOR.
PROVIDED MOTIVATION TO PROFESSORS DOING RESEARCH, ORGANIZED A NATIONAL LEVEL PSYCHOLOGY CONFERENCE IN THE ACADEMIC YEAR.
PROMOTED AND DEVELOPED MOTIVE OF SERVICE, AND ORGANIZED NSS CAMP.
PRESERVED THE QUALITY OF ENVIRONMENT BY DOING A TREE PANTATION PROGRAMME.
PARTICIPATED IN UNIVERSITY YOUTH FESTIVAL SO AS TO MOTIVATE STUDENTS TO BRING OUT THEIR HIDDEN POTENTIALS.
PROMOTED RESEARCH ACTIVITIES PROVIDED MOTIVATION TO PROFESSORS TO PARTICIPATE IN SEMINARS AND CONFERENCES.
ARRANGED A PRIZE PRIZE DISTRIBUTION PROGRAMM TO ENCOURAGE TO STUDENTS ON THEIR ACHIEVMENTS DURING THE YEAR AND ANNUAL GATHERING WITH CULTURAL PROGRAMMS IN COLLEGE UNDER CULTURAL COMMITTEE.
PUBLISHED COLLEGE MAGAZINE "GARDIAN" FOR THE YEAR UNDER MAGAZINE COMMITTEE DESCRIBING VARIOUS PROGRAMMS AND EVENTS UNDERTAKEN IN COLLEGE DURING THE YEAR.
DIGITIZED SERVICE BOOKS OF EMPLOYEES BY OFFICE STAFF DURING VACATION.

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	2017
Date of Submission	06-Mar-2017
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton 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

Our college 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 theory and practical also wherever applicable, at the beginning. For the effective transmission and delivery of curricula some of our teachers integrate classroom teaching with ICT tools. In the department of Psychology, there are practical and hence we have a fine laboratory. Teachers also assign the students to prepare assignments on relevant topics

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		
Nill NIL		Nill		
<u>View File</u>				

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
ВА	BA(GUJARATI, ENGLISH, SAN SKRIT, HINDI, HISTORY, ECONOMICS AND PSYCHOLOGY)	13/06/2016
BCom	ACCOUNTANCY AND STATISTICS	13/06/2016
MA	GUJARATI AND HISTORY	13/06/2016
MCom	FINANCIAL AND MANAGEMENT ACCOUNTANCY	13/06/2016

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

-				4
	Value Added Courses	Date of Introduction	Number of Students Enrolled	$\ $

NIL	Nill	Nill		
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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
Nill	NIL	Nill

1.4 - Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nill
Alumni	Nill
Parents	Nill

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

Feedback Obtained

• The college has been continuously working on quality improvement and betterment of student learning experiences in order to analyse 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.

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,ENGL ISH,SANSKRIT, HINDI, HISTORY, ECONOMICS AND PSYCHOLOGY	1950	497	497
BCom	FINANCIAL ACCOUNTANCY & STATISTCS	2430	1231	1231
MA	GUJARATI/ HISTORY	280	235	235

MCom	FINANCIAL AND MANAGEMENT ACCOUNTANCY	160	151	151
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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	Number of fulltime teachers available in the institution	Number of teachers teaching both UG and PG courses
	(00)	` '	teaching only UG courses		and i G courses
2016	1728	386	19	Nill	16

2.3 - Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), Elearning 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	Numberof smart classrooms	E-resources and techniques used
19	13	3	3	Nill	2
View File of ICT Tools and resources					

view file of ict roots 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
2114	19	1:111

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	19	Nill	Nill	6

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
Nill	NIL	Nill	NIL

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination	
MCom	03	SEMESTER	29/04/2017	31/05/2017	
BCom	03	SEMESTER	29/04/2017	28/05/2017	
MA	01	SEMESTER	29/04/2017	10/06/2017	
BA	01	SEMESTER	29/04/2017	27/05/2017	
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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,E NGLISH,	91	76	83.52

		SANSKRIT, HINDI, HISTORY, PSYCHOLOGY, ECONOMICS			
01	MA	HISTORY	50	50	100
01	MA	GUJARATI	58	56	96.55
03	BCom	ADVANCED ACCOUNTING AND AUDITING & STATISTICS	185	78	42.16
03	MCom	FINANCIAL & MANAGEMENT ACCOUNTANCY	70	60	85.71
		View	, File		

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-ANALYSIS-REPORT-2016-17.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	
Nill	0	NIL	0	0	
<u>View File</u>					

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
NATIONAL LEVEL THREE DAYS PSYCHOLOGY CONFERENCE	PSYCHOLOGY	10/09/2016
Career Guidance Seminar	UDISHA CELL	11/02/2017
International Motivational Trainers Programme	nss	02/03/2017

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

Title of the innovation	Name of Awardee Awarding Ager		Date of award	Category
NIL NIL NIL		NIL	Nill	NIL
<u>View File</u>				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start- up	Date of Commencement

NIL	NIL	NIL	NIL	NIL	Nill
<u>View File</u>					

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	Nill

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

Туре	Department	Number of Publication	Average Impact Factor (if any)		
National	PSYCHOLOGY	3	Nill		
International	ENGLISH	2	Nill		
<u>View File</u>					

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		
PSYCHOLOGY	8		
Viev	7 File		

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	Nill	0	NIL	Nill	
	<u>View File</u>						

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	Nill	Nill	Nill	NIL
	<u>View File</u>					

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

Number of Faculty	International	National	State	Local
Attended/Semi nars/Workshops	2	16	2	2
Presented papers	5	6	Nill	Nill
Resource	1	Nill	Nill	21

persons

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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	
SWACHCHATA MISSION PROGRAMME	NSS	10	115	
CELEBRATION OF GOOD GOVERNANCE DAY	NSS	10	210	
45TH ANNUAL NSS CAMP	NSS	5	43	
THELESEMIA CHECK UP CAMP	NSS	5	397	
BLOOD DONATION CAMP	NSS	5	102	
SERVICE AT DIVYANGJAN CAMP	NCC	1	25	
AWARENESS PROGRAMME ON LAW OF NATION	NSS	10	70	
TREE PLANTATION PROGRAMME	nss	6	15	
CELEBRATION OF INTERNATIONAL YOGA DAY	NSS/NCC	30	30	
TRAINING FOR YOGA	NSS	3	61	
<u>View File</u>				

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	Nill		
<u>View File</u>					

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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NSS	NSS	SWACHCHATA MISSION PROGRAMME	10	115
NSS	NSS	CELEBRATION OF GOOD GOVERNANCE DAY	10	210

NSS	NSS	45TH ANNUAL NSS CAMP	5	43
NSS	NSS	THELESEMIA CHECK UP CAMP	5	397
NSS	NSS	BLOOD DONATION CAMP	5	102
ASSISTANCE PROGRAMME FOR DIVYANGJAN BY NAVSARI DISTRICT	ASSISTANCE PROGRAMME FOR DIVYANGJAN BY NAVSARI DISTRICT	SERVICE AT DIVYANGJAN CAMP	1	50
NSS	NSS	AWARENESS PROGRAMME ON LAWS OF NATION	10	70
NSS	NSS	TREE PLANTATION PROGRAMME	6	15
NSS/NCC	NSS/NCC	CELEBRATION OF INTERNATIONAL YOGA DAY	30	30
NSS	NSS	TRAINING FOR YOGA	3	61
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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	
BHARATNATYAM	GENERAL	NIL	1	
PERSONALITY	STUDENTS	NIL	1	
THOUGHTS	STUDENTS	NIL	1	
HUMANITY	MEMBER OF ROTARY CLUB	NIL	1	
LEADERSHIP AND PERSONALITY	STUDENTS	NIL	1	
MOTIVATION	PRINCIPALS, TEACHERS , STUDENTS	NIL	1	
PARENTING PSYCHOLOGY	TRAINEE	NIL	1	
MIND POWER WORK PLACE	STUDENTS	NIL	1	
TIME MANAGEMENT	STUDENTS	NIL	1	
WAY OF SPIRITUALITY	PARENTS	NIL	1	
<u>View File</u>				

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	Nill	Nill	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	Nill	NIL	Nill	
<u>View File</u>				

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
330000	364936

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added	
Seminar halls with ICT facilities	Existing	
Classrooms with LCD facilities	Newly Added	
Seminar Halls	Existing	
Laboratories	Existing	
Class rooms	Existing	
Campus Area	Existing	
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added	
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added	
Classrooms with Wi-Fi OR LAN	Newly Added	
<u>View File</u>		

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 patially)	Version	Year of automation
NIL	Nill	NIL	Nill

4.2.2 - Library Services

	Library Existing	Newly Added	Total	
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Service Type						
Text Books	50829	1722664	468	63981	51297	1786645
Reference Books	12	4720	Nill	Nill	12	4720
Journals	10	Nill	38	19931	48	19931
Others(s pecify)	266	34687	530	78784	796	113471
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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	Nill		
<u>View File</u>					

4.3 - IT Infrastructure

4.3.1 - Technology Upgradation (overall)

Туре	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	16	10	16	0	0	5	0	20	1
Added	2	0	0	0	0	0	0	0	0
Total	18	10	16	0	0	5	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 incurredon maintenance of physical facilites
5500000	5683200.71	400000	400903

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 SCHEMES	74	27131		
Financial Support from Other Sources					
a) National	STATE GOVERNMENT POST METRIC SCHOLARSHIP	936	3451853		
b)International	NIL	Nill	0		
View File					

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 c		Date of implemetation	Number of students enrolled	Agencies involved		
YOG	YOGA 13/06/2016		15	DR. DHARMVIR M. GURJAR		
	<u>View File</u>					

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 passedin the comp. exam	Number of studentsp placed			
2017	SEMINAR ON HOW TO FACE AN INTERVIEW?	155	155	Nill	Nill			
	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
Nill	Nill	1

5.2 - Student Progression

5.2.1 – Details of campus placement during the year

	On campus		Off campus			
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed	
NIL	Nill	Nill	ICICI BANK	1	1	
<u>View File</u>						

5.2.2 - Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	1	B.COM.	B.COM.	ROFEL COLLEGE, VAPI	M.COM
2017	1	BA	HINDI	B.ED. COLLEGE, NAVSARI	B.ED.
2017	1	B.A.	SANSKRIT	B.ED. COLLEGE, NAVSARI	B.ED.
2017	1	MA	HISTORY	D.D.LAW COLLEGE, NAVSARI	LLB
2017	1	BA	ECONOMICS	D.D.LAW COLLEGE, NAVSARI	LLB
2017	6	B.A.	HISTORY	D.D.LAW COLLEGE, NAVSARI	LLB
2017	6	B.COM.	B.COM.	D.D.LAW COLLEGE, NAVSARI	LLB
2017	10	B.A.	HISTORY	S.B.GARDA COLLEGE, NAVSARI	M.A.
2017	6	B.A.	GUJARATI	S.B.GARDA COLLEGE, NAVSARI	M.A.
2017	11	B.COM.	B.COM.	S.B.GARDA COLLEGE,NAVS ARI	M.COM.
		<u>View</u>	, File		

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	Nill
SET	Nill
SLET	Nill
GATE	Nill
GMAT	Nill
CAT	Nill
GRE	Nill
TOFEL	Nill
Civil Services	Nill
Any Other	Nill
View	7 File

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

Activity	Level	Number of Participants				
CHESS COMPETITION	INSTITUTIONAL LEVEL	16				
<u>View File</u>						

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
2017	SELECTION IN RUGBI TEAM AT NATIONAL LEVEL	National	1	Nill	0015	DAY HIMALAY ARJUNBHAI
<u>View File</u>						

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 :					
NTT.					

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
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			
Examination and Evaluation	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 - 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 extra- curricular 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 On- Line 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:				

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

E-governace 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	
2017	NIL	NIL	NIL	Nill	
<u>View File</u>					

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)
2017	NIL	NIL	Nill	Nill	Nill	Nill
No file uploaded.						

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			
ONE WEEK INTERNATIONAL FACULTY DEVELOPMENT PROGRAMME ON THE LITERARY AVANT GARDE ALTERNATE MODERNITIES ORGANIZED BY GIAN AT SAURASHTRA UNIVERSITY	1	03/11/2016	09/11/2016	7			
	<u>View File</u>						

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

Teac	hing	Non-teaching		
Permanent Full Time		Permanent Full Time		
Nill	Nill	Nill	Nill	

6.3.5 - Welfare schemes for

Teaching	Teaching Non-teaching	
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		
DR. JANAK PATEL DR. ASHA R. PATEL	100000	FOR FIRST CLASS FIRST STUDENTS IN B.COM.AND.B.A.		
<u>View File</u>				

6.4.3 - Total corpus fund generated

142400

6.5 – Internal Quality Assurance System

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

Audit Type	Exte	ernal	Inte	rnal
	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.

ARRANGED THREE DAYS NATIONAL LEVEL PSYCHOLOGY CONFERENCE FOR QUALITY ENHANCEMENT IN THE SUBJECT OF PSYCHOLOGY.

6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	ORGANIZED THREE DAYS NATIONAL LEVEL CONFERENCE ON PSYCHOLOGY	10/09/2016	10/09/2016	12/09/2016	248
2016	TRAINING FOR YOGA	16/06/2016	16/06/2016	16/06/2016	64
2016	CELEBRATION OF INTERNATI ONAL YOGA DAY	21/06/2016	21/06/2016	21/06/2016	60
2016	TREE PLANTATION PROGRAMME	28/07/2016	28/07/2016	28/07/2016	21
2016	AWARENESS PROGRAMME ON LAWS OF NATION	13/08/2016	13/08/2016	13/08/2016	80
2016	THELESEMIA CHECKUP CAMP	01/09/2016	01/09/2016	01/09/2016	402
2016	SERVICE AT DIVYANGJAN CAMP	17/09/2016	17/09/2016	17/09/2016	50
2016	BLOOD DONATION CAMP	07/09/2017	07/09/2016	07/09/2016	107
2016	CELEBRATION OF GOOD GOVERNANCE DAY	24/12/2016	24/12/2016	24/12/2016	220
2016	SWACHCHATA MISSION PROGRAMME	29/12/2017	29/12/2016	29/12/2016	225

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 F	Participants
			Female	Male
ESSAY WRITING COMPETITION ON RANI PADMAVATI	05/01/2017	05/01/2017	11	1
AGALE JAMAN MOHE BITIYAN HI KIJO	04/02/2017	04/02/2017	22	21
POSTER MAKING COMPETITION ON"BETI BACHAO"	29/08/2016	29/08/2016	18	8

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	3
Ramp/Rails	Yes	3
Rest Rooms	Yes	3
Scribes for examination	Yes	3
Any other similar facility	Yes	3

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva ntages	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
2016	1	1	10/09/2 016	3	THREE DAYS NATIONAL LEVEL PSY CHOLOGY CAMP	TO PROMOTE P SYCHOLOGY AT LOCAL LEVEL	248
2017	1	1	02/03/2 017	1	INTERNA TINAOL MO TIVATIONA L TRAINERS PROGRAMME	MOTIVAT ION PROGRAMME	168

2016	1	1	10/06/2 016	1	TRAINING FOR YOGA	YOGA PROMOTION	64
2016	1	1	21/06/2 016	1	CELEBRA TION OF I NTERNATIO NA YOGA DAY	YOGA PROMOTION	60
2016	1	1	28/07/2 016	1	TREE PL ANTATION PROGRAMME	ENVIRON MENT AWARENESS	21
2016	1	1	13/08/2 016	1	AWARENESS PROGRAMME ON LAWS OF NATION	NATION AND LAW	80
2016	1	1	01/09/2 016	1	THELESE MIA CHECKUP CAMP	HEALTH AWARENESS	402
2016	1	1	07/09/2 016	1	BLOOD DONATION CAMP	COMMUNITY SERVICE	107
2017	1	1	25/01/2 017	1	CELEBRA TION OF NATIONAL VOTERS DAY	VOTERS AWARENESS	121
2016	1	1	29/12/2 016	1	SWACHCH ATA MISSION PROGRAMME	ENVIRON MENT AWARENESS	225
	<u>View File</u>						

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	13/06/2016	CODE OF CONDUCT FOR STUDENTS AND STAFF

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
LECTURE ON YOUTH AND SENSETIVITY	25/10/2016	25/10/2016	43
LECTURE ON AGALE JANAM MOHE BITIYAN HI KIJIO	26/10/2016	26/10/2016	43
ESSAY WRITING COMPETITION ON IMPORTANCE OF ETHICAL VALUES IN LIFE	03/09/2016	03/09/2016	15

ELOCUTION COMPETITION ON ARE WHATSAPP AND FACEBOOK BENEFICIAL FOR SOCIETY?	27/12/2016	27/12/2016	33		
ESSAY WRITING COMPETITION ON AVAILING OF MOTHER TONGUE	23/12/2016	24/12/2016	53		
GEET COMPETITION ON JINDAGI	04/02/2017	04/02/2017	33		
POSTER MAKING COMPETITION ON YAAD KARO KURBANI	23/08/2016	23/08/2016	43		
LECTURE ON LAWS OF NATION	13/08/2016	13/08/2016	43		
<u>View File</u>					

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.

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-2016-17.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/wpcontent/uploads/2021/03/DISTINCTIVENESS-2016-17.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 STRAT SHORT TERM COMPUTER COURSE. TO MAKE AWARENESS ON ENVIRIONMENT ISSUES.

Co-ordinator IQAC

S. B. Garda College (Arts) & P. K. Phiel College Of Commerce Newsork