

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2016-17

I. Details of the Institution

1.1 Name of the Institution

City C.U. Shah Commerce College

1.2 Address Line 1

Lal Darwaja. Nr. Dinbai Tower

Address Line 2

Ahmedabad

City/Town

Ahmedabad

State

Gujarat

Pin Code

380001

Institution e-mail address

citycomcollege@rediffmail.com

Contact Nos.

079-25506934 , 079-25506930

Name of the Head of the Institution:

Prin. Dr. S.K. Trivedi

Tel. No. with STD Code:

079-25506934

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCogn 18879)

OR

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	2.81	2008	2013
2	2 nd Cycle	B+	2.434	2014	2019
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)- N.A.

- i. AQAR _____ 04-08-2015 _____ (DD/MM/YYYY)
 ii. AQAR _____ 21-07-2016 _____ (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

N.A.

1.11 Name of the Affiliating University (for the Colleges)

Gujarat University - Ahmedabad

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text" value="No"/>		
University with Potential for Excellence	<input type="text" value="No"/>	UGC-CPE	<input type="text" value="No"/>
DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="No"/>	DST-FIST	<input type="text" value="No"/>
UGC-Innovative PG programmes	<input type="text" value="Yes"/>	Any other (<i>Specify</i>)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="10"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="02"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="24"/>
2.10 No. of IQAC meetings held	Four

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

No

2.13 Seminars and Conferences (only quality related) NIL

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

–

2.14 Significant Activities and contributions made by IQAC

- Regular meetings
- Awareness Related Discussions
- Discussions of SSR
- SSR discussion with staff co-ordination
- Discussion with staff for NAAC result of Cycle-2.
- Suggestions by PEER TEAM

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Work on Peer Team Suggestions	Improved Academic Achievements of Staff & Better Formalization of Work

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes ☒ No

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken.

Our Management representative Prin. V.B. Patel monitors the AQAR and related activities and he works as a link between college and Management.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	01	-	-	-
UG	01	-	-	-
PG Diploma	-	-	-	-
-	-	-	-	-
Diploma	-	-	-	-
Certificate	02	-	-	-
Others	-	-	-	-
Total	04	-	-	-

Interdisciplinary	-	-	-	-
Innovative	04	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2 (B.Com. & M. Com.)
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☐ Students ☒
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

As per Gujarat University Syllabus

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
17	03	11	1	02

2.2 No. of permanent faculty with Ph.D.

12

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	2	0	0	0	0	0	0	0	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest : 0

Visiting:03

0

2.5 Faculty participation in conferences and symposia: 2016-17

No. of Faculty	International level	National level	State level
Attended	06	33	09
Presented papers	06	32	00
Resource Persons	-	-	03

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Regular attendance taken.
- Teaching through discussion.
- Teaching through Commerce Lab. A new concept.

2.7 Total No. of actual teaching days

during this academic year

294

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Bar Coding, Reassessment & Rechecking of Answersheets

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

04

-

04

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

80

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	596	0	10	20	7.60	37.10
PG	Result	Not	Available	On Uni.	Website	21.09.2017

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- Stress Laid on following Criteria-wise Planning
- Research Environment is Created
- Stress on formal documentation

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	NIL
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	Yes-02
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	NIL
Others	NIL

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	13	-	03
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Following suggestions of Peer Team.
- In First Cycle, accordingly, stress is laid on Research work.
- Updating activities of Research Committee

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	02	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects (other than compulsory by the University)	0	0	0	0
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : N.A.

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences
organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
04	04	-	-	-	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

01

03

3.19 No. of Ph.D. awarded by faculty from the Institution

01

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Cleanliness Programmes & Blood Donation Camp – NSS
- Women Vocational Courses
- Healthy Food Competition participation of Girls.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4148sq.m.	-	GLS	4148 sq.mt.
Class rooms	15	-	GLS	15
Laboratories	02	-	GLS	
Seminar Halls	02	-	GLS	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

- Internet enabled Computerization of administration
- SOUL Software - Library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	30452	1127445	1061	119113	31513	1246558
Reference Books	731	15500	-	-	731	15500
e-Books	-	-	-	-	-	-
Journals	52	5010	-	-	52	5010
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	53	805	-	-	53	805
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computers in Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	65	58	44	08	-	06	-	03
Added	-	-	-	-	-	--	--	-
Total	65	58	44	08	-	06	-	03

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Ms-word-learnt & practiced by staff members
- Use of Internet and research related activities.
- Internal and University exam related work.
- Tally accounting training for UG and PG students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	--
ii) Campus Infrastructure and facilities	23680
iii) Equipments	650
iv) Others	25466
Total :	49796

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Guidelines for the staff conveyed on timely basis to be undertaken for Students Support.
- Reports of all activities done is collected by the committee to ensure timely submission and care take that the student get ample opportunities to participate.
- Time to time meetings of Committee members and also with the staff to plan students support programmes..

5.2 Efforts made by the institution for tracking the progression

- Results & Internal Viva Assessment.
- One to one help during teaching.
- Bridge Course
- Star Batch

5.3 (a) Total Number of students 1787

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	1197	67%		590	33%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
927	126	271	490	-	1814	909	133	266	479	-	1787

Demand ratio 1:9 Dropout % 15.50

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Guest lectures are arranged to facilitate students to prepare for employment and also for competitive exams.
- Competitive books are made available in the library.
- Students can refer to newspapers, magazines etc.

No. of students beneficiaries 337

5.5 No. of students qualified in these examinations

NET	<input type="text" value="4"/>	SET/SLET	<input type="text" value="3"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

- 9 students of TYBCom Joined C.A. after B.Com.
- 8 students of TYBCOM joined C.S. after B.Com.
- 22 students of TYBCOM completed CPT.

No. of students benefitted

39

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
06	35	08	50

5.8 Details of gender sensitization programmes

- CWDC Counselling, workshops.
- Participation in classroom activities for confidence build up.
- Expressing self through Essays, Creative writing etc.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

80

National level

07

International level

00

No. of students participated in cultural events

State/ University level

16

National level

13

International level

00

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level

10

National level

07

International level

00

Cultural: State/ University level

13

National level

06

International level

00

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	00	00
Financial support from government	443	1541045
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____NIL_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission: "To expand the frontiers of knowledge and promote its dissemination through constant innovations and reforms in teaching and learning methods, seamlessly available to the whole community from among whom innovators and leaders will emerge."

Vision: "The college shall provide high quality learner-centric education, strive towards continuous development by taking innovative steps, provide professional capabilities and training to all and work together for the development of knowledge society",

6.2 Does the Institution has a management Information System

Our Managing Body, Gujarat Law Society, looks after the needs of the college and takes care to provide all necessary help, as and when needed. The Credit Society and Social Groups take care of establishing a link with the staff.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- We follow University Syllabus and Curriculum.

Various committees are formed and IQAC committee members co-ordinate with the committees for implementation of Syllabus and study plan.

6.3.2 Teaching and Learning

- Keeping in focus the students of middle class, coming to this college in large number, our stress is on academic excellence to enable them to seek good employment.
- Our stress on completing courses on time.
- We focus a lot on revision work.

6.3.3 Examination and Evaluation

- College ensures strict discipline.
- Exams conducted as per University Schedule.
- Our Evaluation Process includes re-assessment.
- Grievances of students properly looked after.

6.3.4 Research and Development

- Environment of college conducive for Research work.
- Major staff members are involved in research activities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The Library books as per the change in syllabus and demands of students are updated time to time.
- SOUL software helps for better functioning.
- Library committee takes all care of needs.

6.3.6 Human Resource Management

Gujarat Law Society, our Parent Body organizes various programmes, seminars etc and also social get-togethers. We also have rich Alumni which is looked after by Central GLS and various programmes are arranged. At college level we have the able administration of the Head of the Institution and various committees are formed for smooth working.

6.3.7 Faculty and Staff recruitment

- The recruitment is done as per Govt. rules
- The new recruitment of 'Sahayak Adhyapak' is done for Commerce &

6.3.8 Industry Interaction / Collaboration

- Placement Programmes are organized.
- Guest Lectures & Youth Empowerment Programmes are organized.

6.3.9 Admission of Students

- Admission is done purely on merit basis.
- Our academic environment motivates students, in large number to join our college.
- We understand the priorities of middle class students.

6.4 Welfare schemes for

Teaching	GLS Credit Society
Non teaching	GLS Credit Society
Students	Various Scholarships

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done

Yes

✓

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	KCG	Yes	GLS
Administrative	Yes	KCG	Yes	GLS

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Semester system implemented and followed.
- Regular Revision work.
- Previous year Exam papers solved for better preparation
- Calling of Papers with Computerized sheets of marks.
- Re-assessment.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

No

6.11 Activities and support from the Alumni Association

Guest Lecture CA Prof. H.V. Chovatia on motivation.

6.12 Activities and support from the Parent – Teacher Association

Their experience share with existing Students. Those regularly guide to the existing students during the meeting.

6.13 Development programmes for support staff

- Such programmes, seminars etc. are regularly organized.
- GLS Credit Society and GLS Social Group looks after the needs of staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Cleanliness maintained on regular basis.
- Plantation of trees
- Proper water facilities.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Research activities and faculty development with the motivation and encouragement of the Head of the Institution.
- Excellent academic environment for the students with stress on youth empowerment and career counseling to enable students to establish link with the commercial world and educational achievements on higher scale.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Academic Calendar as per University guidelines is followed.
- Study plans are prepared by the faculty members and implemented.
- Various Committees are formed for proper inspection of work.
- Regular meetings with the Head of the Institution to enable co-ordinated efforts.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Research activities done by the staff members.
- Stress on Youth Empowerment and extension activities.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- Maintaining college cleanliness is a constantly observed activity.
- Tree plantation & Care taken.
- Proper water supply is ensured.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- We lay too much stress on academics as our priority and all the other programmes are planned keeping our academics as our first priority.
- SWOT analysis helps and we are able to take remedial steps.
- The IQAC committee helps in formalizing all the activities done and maintain proper and timely reports.
- Experienced faculty members provide able guidance to students and in planning of academic

8. Plans of institution for next year

- We plan to provide better guest lectures to bridge the gap between academics and industry and commerce world needs.
- Semester system has its own schedule which is to be strictly followed so we plan to co-ordinate other co-curricular and extra curricular activities accordingly.
- Better Youth Empowerment and Placement guidance to our students.

Prof. H.M.Joshi

Dr. S.K.Trivedi

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

UPE - University with Potential Excellence
UPSC - Union Public Service Commission
