

Vidya Bhavan Trust Managed

Smt. S. R. Mehta Arts College

Revised Guidelines of IQAC and submission of AQAR

2015 - 16



Smt. S. R. Mehta Arts College

Ashram Road, Ahmedabad (Gujarat)

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)

Year : 2015-16





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 MHC0GN16601-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)

2015-16

I. Details of the Institution

1.1 Name of the Institution

Smt.S.R.Mehta Arts College

1.2 Address Line 1

Navgujarat Campus

Address Line 2

Ashram Road

City/Town

Ahmedabad

State

Gujarat

Pin Code

380014

Institution e-mail address

smehtaarts@yahoo.com

Contact Nos.

079-27543459

Name of the Head of the Institution:

Dr. M.S.Trivedi

Tel. No. with STD Code:

079-27543459

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 ⁺⁺	81.25	2007	5 Years 2007-2013
2	2 nd Cycle	B	2.66	2013	5 Years 2014-2018
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

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))

- i. AQAR 27-6-2014 (DD/MM/YYYY)
- ii. AQAR 25-04-2015 (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)

.....

1.11 Name of the Affiliating University (for the Colleges)

Gujarat University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

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

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

1. Website creation Workshop of Faculty.
2. All faculty members attended an IQAC seminar organized by C.C.Sheth College, Ahmedabad.
3. UGC National Seminar on Website Creation.
4. 12 Guest Speakers were invited on the Campus to deliver lectures.
5. Review and follow up of detailed plan of the Institution.
6. About 26 dignitaries visited the college and attend various events of the College.
7. Encouraged faculty members in various research programmes.
8. Encouraged Students to participate in various training programmes.
9. The Committee drew attention to areas where in there is scope for better quality improvement especially environment, cleanliness, safety, stationary.
10. Recommended the management to appoint visiting faculty for Improvement of teaching.
11. Organized a pre-placement Seminar on 27/02/2016.
12. Reviewed the NAAC Peer Team recommendations and prepared a check-list for action plan.

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
Please See Annexure-III	Please See Annexure-I

** 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

- Management – representative attends IQAC meetings and give appropriate and timely responses.
- Chief Advisor and Mentor Appointed by the management for effective functioning and Monitoring of academic / administrative activities.

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	-	-	-	-
UG	01	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	02	-	02	Proof Reading Spoken English Personality Development
Others			02	
Total	03			03
Interdisciplinary				
Innovative		-----		

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01 Main Subjects – 07 Ele-I Subjects - 09 Ele-II Subjects - 07 Comp. Subject - 02
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.

No revision /update of regulation or syllabi took place.

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
	15 Fulltime 02 Part-time	05+03	10	-	04

2.2 No. of permanent faculty with Ph.D. 09

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
	-	04	-	-	-	-	-	-	-	04

2.4 No. of Guest and Visiting faculty and Temporary faculty ----- ----- 04

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	20	11
Presented papers	01	11	03
Resource Persons	-	01	02

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

1. Use of online resources in the classroom.
2. Student's participation in national level seminar.
3. Group discussion, presentation, projects by the students.
4. Movies based on the texts were shown (Manvi ni Bhavai Narsinh Mehta) to enhance learning.

2.7 Total No. of actual teaching days 185
during this academic year

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 02

2.10 Average percentage of attendance of students

50%

2.11 Course/Programme wise
distribution of pass percentage : April : 2014-15

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
SEM-I	547		10	134	178	
SEM-III	464		13	106	152	
SEM-V	375	02	25			
SEM-II	427					
SEM-IV	406					
SEM-VI	338					

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

1. Regular meetings with the management , the principal, heads of the departments and faculty members.
2. Suggestion based on students 'Feedback'.
3. Taking valuable inputs through peer group discussion.
4. Evaluation of learning process through oral and written exams, presentations and projects.
5. Best practices inconfir a other institution incorporated.
6. Student exchange visit of reputed

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	01
Orientation programmes	---
Faculty exchange programme	02
Staff training conducted by the university	---
Staff training conducted by other institutions	25
Summer / Winter schools, Workshops, etc.	---
Others	---

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	04	16	---	03
Technical Staff	---	---	---	---



Criterion – III

3. Research, Consultancy and Extension

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

1. Constant upgradation of library resources.
2. Holding seminars on regular basis.
3. Encouragement to faculty members to participate in seminars, conferences and workshops etc.
4. Efforts to create healthy atmosphere for research on campus.
5. Grant of duty leave for research work and participation in seminars and reimbursement of expenditure.
6. Encouragement to faculty members to apply for minor research projects.
7. Constant encouragement and incentives by the college management for research activities.

3.2 Details regarding major projects NIL

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

3.3 Details regarding minor projects : Five faculty members applied for minor research projects.

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	01	----
Non-Peer Review Journals	----	05	----
e-Journals	----	----	----
Conference proceedings	----	06	----

3.5 Details on Impact factor of publications: Data Not Available

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	NIL	NIL	NIL	NIL

Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects <i>(other than compulsory by the University)</i>	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total	NIL	NIL	NIL	NIL

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

ii) Without ISBN No.

Two Articles published in research journals with ISBN No.

1. Paristi –An International Multi-disciplinary Research Journal : ISSN-2454-2822

2. National Seminar on Make in India : ISBN -978-93-84659-25-7.

3.8 No. of University Departments receiving funds from **NOT APPLICABLE**

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	----		----	----	----

Three seminars attended at National level – Gujarat College, Sardar Vallabhbhai College, Saraspur Arts College.

One seminar attended – at State level for Ph.D. guides.

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

Served as expert for Dahod Navjeevan College, for new appointments in July,15.

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
---	---	---	---	---	---	---

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

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

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

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

Annexure - I

C.W.D.C. (2015-16)

As per the instructions given to us by government and Gujarat university, we celebrated the 'Mahila Sashaktikaran Pakhwadiyu' we have already sent the photographs of the various programmes and report to them.

The following Programmes were organized the aegis of Government of Gujarat and Gujarat University.

- ❖ On 1/8/2015 approximately 50-60 students and professors participated in Mahila Sashaktikaran Rally.
- ❖ 13 students performed Karate & Judo at college auditorium and information of 181 Abhayam Helpline (Police support centre) was given to the female students.
- ❖ On 7/8/2015 a rally of Gujarat university was organized and Advocate Meena Jagtap delivered a lecture on "Women Empowerment" 60-65 students were present in the auditorium.
- ❖ On 11/8/2015 – The Day was celebrated as 'Mahila Karmyogi Day' by giving computer training to 6 Women Workers.
- ❖ On 13/8/2015 Brahmakumaries Ritaben and Shri Vivekbhai also had a counselling – session with the students.
- ❖ On 14/8/2015 was celebrated 'Mahila Sharirik Svasthay Day' by guidance through yoga guru Shri Nitinbhai Trivedi.

Sanskrit Department

Tejani Munshi

1. Attended a National Seminar held at St. Xavier's College, and presented a paper on 'Bhagvad Geeta & Management'.
2. Attended a National Seminar held at Sardar Vallabhbhai Patel College AHD and presented a paper on 'Ramnarayan Pathak ni kruti Mukundray ma nirupit gramchetna'.
3. Attended a National Seminar held at Saraspur Arts & Commerce College AHD and presented a paper on "Bhattnarayan nu Venisanhar".
4. Attended an International Seminar organized by Gujarat university Sanskrit Department and presented a paper on 'Bhartiya Ved-Sahitya ane Paryavaran'.
5. Attended a National Seminar at Bhadran College and presented a paper on 'Vidushak ane Ranglo'.
6. Attended a National Seminar at Uma arts & commerce college and presented a paper on 'Chankya & Management'.

7. Attended a National Seminar at H.K.Arts College and presented a paper on Harshdev Madhav ni kavita ma Adhunik Sanskrit Sahitya’.
8. One Article was published in the book titled “Sanskrit Sahitya ma Rashtra ni Sankalpna”.

Gujarati Department

Activities with Students

1. Chauhan Bhavesh students of T.Y.B.A. , presented a paper on ‘Raino Darpan Rai’ in National Seminar held at Bhadrans College and two students attended this along with him.
2. Five students attended a Workshop of seven days arranged by Rashtrabhasha College AHD.
3. Some students attended the seminar held by St. Xavier’s College AHD.
4. Proof-reading course was conducted and 19 students participated and visited Navneet Press.
5. Educational tour was organized for T.Y.B.A. students to Chotila, Jamnagar & Lothal.
6. Competitions were held for students like Quiz, Kavyapathan, One minute - names of novels and names of poetry.
7. Two Movies related to the syllabus were shown to students.
 1. Manavini Bhavai
 2. Narsingh Mehta

Activities with Students

1. Sanket Masar – students of T.Y.B.A. presented a paper on ‘Jalka’ (□□□□□).
2. Some students attended a workshop of seven days arranged by Rashtrabhasha College AHD.
3. Some students attended only the national seminar of H.K.Arts College & St. Xavier’s College.
4. Training was given to the students of T.Y.B.A for Criticism, Quiz, Slok Pathan, Chhand and Alankars recitation.
5. One day educational tour was arranged for T.Y.B.A Student and visited Patanjali Ashram.

Hindi Department

Personal Activities

1. Translated one book on “Bhavai” – from Gujarati to Hindi of Prof. Janak Dave.
2. Translated one book of History – subject from Guj. To Hindi of Dr. Arun Vaghela.
3. Two programmes given on Akashwani – Prasar Bharti programme Ahmedabad.
4. Social Work for the development of the society ‘Sindhu Bhavan’.
5. Went twice as a judge in Sindhu Bhavan.
6. Specially was invited by Sahitya Akadami – Gujarat to translate Narsinh Mehta’s pad in Hindi from

Gujarati. Attended three days there and translated 35 Pad – The book is going to be published by

Sahitya Akadami.

7. Was invited by NCPSL (MHRD New Delhi) for the discussion and participation for the development of languages – Attended the meeting at Central University Gujarat at Gandhinagar on 12/4/2016.

Sociology Department

1. Students of T.Y.B.A. were taken to field work in Zundal Gaam on 21/8/2015.
2. ‘Expert Lecture’ was delivered by Dr. Shailja Dhruv on the topic ‘Bharat no Samajik Itihas’.

Gujarati Department

Dr. Nayanaben Chudasma

1. Attended a National Seminar held at St. Xavier’s College AHD and presented a paper on “Oganisma Divas nu Prabhat” related with Mahabharat.
2. Attended a National Seminar held at Sardar Vallabhbhai Patel College AHD and presented a paper on ‘Ladko Randapo’ – (Umashankar Joshi) related with Bhartiya gram chetna.
3. Attended a National Seminar held at Saraspur arts & Commerce College and presented a paper on ‘Bahuk’-(Chinu Modi)
4. Attended a International Seminar Organized by guj.uni. Sanskrit Department and presented a paper on ‘Environment in Vananchal’.

5. Attended a National Seminar at Bhadran College and presented a paper on “Yakshagan” – a Vesha of Bhavai.
6. Attended a National Seminar at Uma Arts & Commerce College and presented a paper on “Ame ahin thi nahi Jaiye”.
7. Attended a National Seminar at Anand Arts & Commerce College and presented a paper on – “Dayaram ni Garbio”.
8. ‘Kashy’ National Magazine published an article – “Pandit yug na sahitya ma patrakarika”.
9. An article on ‘Khali Frame’ was published in the book titled ‘Samprat Navlikao’.

Class-room Activities

1. Welcome programme of F.Y.B.A. new commerce by S.Y.B.A. Students.
2. 31st July – Premchand Janam Jayanti was celebrated 7 to 8 students participated with criticism of premchand’s stories and novels.
3. Nirala Janma Jayanti was celebrated on Vasant Panchami.
4. Remedial classes were taken for F.Y.B.A. students during 2nd Term.
5. Training was given to students – how to be a good Teacher- Teacher – students relationship before teacher’s day 5th September 2015.

Department of Economics / History

1. In the first semester departmental quiz was jointly organized by Economics and History Department. Total nine students had taken part in it.
2. G.A.Panchal has participated in Faculty Development Programme on ‘Excellence in Teaching’ organized by Indian Business School, Ahmedabad in the first semester.

Department of Psychology

1. Educational Study Tour : On 23/01/2016 A visit to the Ashram Polo Camp site of Idar. The theme was ‘Personality Development’.
2. A Lecture was arranged for ‘Skill-Development’ conducted by ‘Maya Academy’ on Dt. 27/02/2016.
3. A guest – lecture by Prof. Amitbhai Trivedi on ‘Industrial Psychology’.

4. Prof. Palas Bhaichand under went training given by the Police Commissionarate on 'How to stop Suicide'.

Department of English
Smt. S.R.Mehta Arts College
Navgujarat Campus, Ashram Road, Ahmedabad – 380014
2015-16

Details of Faculties Activities:

1. Dr. Ketan K. Gediya, Prof. Manish R. Bhatt, Dr. Shobhana Nair and Ms. Vaishnavi Upadhyaya (Visiting Faculty) participated in UGC sponsored Workshop on Personal Learning Environment in the Digital World organized by Smt. Sadguna C U Arts College for Girls, Ahmedabad on January 08/09/2016.
2. Dr. Ketan K. Gediya, Prof. Manish R. Bhatt, Dr. Shobhana Nair participated in an inter college Seminar on Guidelines for Quality Enhancement by IQAC organized by C.C.Sheth College of Commerce, Ahmedabad on April 5, 2016.
3. Prof. Manish R. Bhatt attended a KCG organized Short Term Course on Research Methodology in the month of Feb,2016.
4. Dr. Ketan K. Gediya attended a UGC sponsored national Seminar on Human Rights in Modern Perspective organized by Saraspur Arts & Commerce College, Ahmedabad on 24th September, 2015.
5. Dr. Ketan K. Gediya attended AIFUCTO XXVIII Statutory Conference & National Seminar on New Higher Education Policy : Challenges and Prospects organized by Gujarat University Area Teachers Association and GLS University on 18-20 December, 2015.

6. Prof. Manish R. Bhatt participated in Faculty Sports Meet organized by J.G. Sports Academy in Chess and Table Tennis tournaments and received Gold and Silver Medals respectively.
7. The English Department organized a guest lecture on January 20, 2016 for all the departments on How to Make Use of Digital Resources. Dr. Mahesh Jivani, Senior Faculty , Departments of Electronics, Saurashtra University, Rajkot was invited as the speaker.
8. Dr. Ketan K. Gediya extended his services as a PG teacher and engaged classes for Post Graduate students (English) at the Department of English, School of Languages, Gujarat University and PG Centre, H.K.Arts College, Ahmedabad.
9. Dr. Ketan K. Gediya extended his services as an external paper setter and examiner at Maharaja Krishnakumarsinhji Bhavnagar University, Bhavnagar and Dr. Babasaheb Ambedkar Open University, Ahmedabad.

Dr Shobhana Nair
Academic Year (2015-16)
Associate Professor (English)

Achievements:

- Rendered my services as an expert for blue-penciling the draft of New Education Policy for the Department of Education, Government of Gujarat in November 2015
- Delivered three lectures in the subject of English for SANDHAN Television series from (BISAG), Gandhinagar on the 15th, 16th and 17th October, 2015
- Research Papers published:
 - ✓ Paper titled, “Engaging and Enhancing Learning through Internship at Undergraduate Level in Commerce Stream” at a one-day National Conference on The Status of Commerce Education in India organized by Gujarat Law Society’s H. A College of Commerce on 2nd January, 2016
 - ✓ Paper titled, “Leveraging Digital Tools for Effective Mentoring” at UGC sponsored two-day National Level Symposium-cum-Workshop on “Personal Learning Environment in the Digital World” organized by the Dept. of English, Smt. Sadguna C U Arts College for Girls on 8⁻⁹ January, 2016.
 - ✓ Paper titled, “Mainstreaming Transgenders Through Vocational Education”, at UGC Sponsored National Seminar on 24th September 2015
- I was invited as a Resource Person at Knowledge Consortium of Gujarat, for a Faculty Development Course on Research Methodology in English Discipline, held between 1-7 February 2016

- **Seminars/Workshop attended:**

- ✓ One-day seminar on NAAC Awareness for Non-Accredited Colleges/Institutions and Up-gradation of Accredited Colleges through Quality Enhancement on 18th April, 2015 under the aegis of Knowledge Consortium of Gujarat & Gujarat Arts & Commerce College, Ahmedabad
- ✓ An inter college seminar in “Guidelines for Quality Enhancement by IQAC” organised by C.C Sheth College of Commerce, Ahmedabad on – 5th April 2016
- ✓ A State-level workshop on “Paint your Life with the colours of Health and Happiness” organized by the Collegiate Women’s Development Committee, M.P Arts and M.H Commerce College for Women, Ahmedabad
- Hosted my personal website www.profshobhananair.in to provide support and assistance to students through Personal Learning Environment
- Engaged classes for the Spoken English Course organized by the College
- Prepared modules for Personality Development Course and Presentation Skills Vacation courses organized by Navgujarat Multicourse Academy.
- Engaged classes on Grooming, Etiquettes (email & telephone) , Verbal/Nonverbal Communication for the Personality Development Course
- Appointed as paper-setter, examiner and moderator for the Gujarat University Exams
- Conducted Viva/presentations for the Students of English (Core/Elective Course)
- Organized a study tour for the students of English Department and visited Baroda Museum and Picture Gallery, Fine Art Department of M S university, Art History and aesthetics Archives, Centre for Contemporary Theory,

Balvant Parekh Centre for General Semiotics & Other Human Sciences and Pavagadh. 25 students participated in the event.

A Paper titled, “ Gender Indian Representation paradigm in Indian Media :- A Post Feminist perspective”, published in the book titled Redefining Feminism/s has been translated into Gujarati by GurjarPrakashan.

Details of Students Activities:

1. A study tour was organized by the department to Archaeology Department, M.S.University, Baroda and Pavagadh on February, 16, 2016 Dr. Shobhana Nair and Ms. Vaishnavi Upadhyaya accompanied the students.
2. The students of semester I, III and V were guided personally to the college library to acquaint them with the library resource and to encourage them to read more. Dr. Ketan K. Gediya and Prof. Manish R. Bhatt accompanied the students.
3. Students were given tips on useful digital applications related to the subject by Prof. Manish R. Bhatt.
4. Students were provided with two listening sessions on phonetics by Prof. Manish R. Bhatt.
5. An over-learning exercise was done in semester V for paper English Core (CC) 312, Unit-4. The aim of this unit is to make the students acquainted with the representative world Tragedies in an objective manner. But, with the intension to have a better in – depth understanding of the representative world Tragedies. Each student was asked to select a Tragedy and to prepare a critical appreciation of the same. The Students responded with enthusiasm. This helped develop critical insight among the students. This Project was well documented. The Project was Supervised by Dr. Ketan K. Gediya.

N.S.S. Activities : 2015-16

No.	Activity	Date	Place	No. of Students
1.	Father's Day Celebration	20/02/2016	Jivan Sandhya Ashram	30
2.	Celebration of Republic Day	26/01/2016	Gujarat University	10
3.	Celebration of Republic Day	26/01/2016	College Campus	50
4.	Celebration of Voter's Day	25/01/2016	College Campus	40
5.	Rural Camp (7-Day)	17/01/2016 to 23/01/2016	Bhalada	50
6.	Blood Donation at Guj. Uni.	30/01/2016	Uni. Campus,Ahmedabad.	06
7.	Desert Camp	09/02/2016 to 12/02/2016	Halvad	03
8.	Self Defence Programme	04/08/2015	College Campus	100
9.	Cleanness Campaign	15/09/2015	College Campus	40

Guest Lectures Annexure-I (4)

Name of Experts :

1. Dr. Indira Nityanandam – On Campus
2. Dr. Shobhana Nair – Bhalada, N.S.S. Camp
3. Yagneshbhai Trivedi – On Campus
4. Dr. Yashvantbhai Vaghela – For Proof Reading Course
5. Haresh Prajapati – Dept. of Gujarati.
6. Dr. Shailja Dhruv – Dept. of Sociology
7. Amit Trivedi – Dept. of Psychology.
8. Kanji Bhalia – Sports Coaching
9. Surendra Baria – Sports Coaching
10. Bhupesh Mendwaria – Sports Expert
11. Jagdish Patel – Recruitment Expert
12. Dr. Rajendra Khimani – Annual Day Speaker

N.S.S. (2015-16)

Annexure-I

1. 100 Students of NSS visited adopted village Tarapur and undertook the following activities :
 - Cleanliness drive
 - Awareness programme against addiction
 - Work on drop-outs
2. Blood Donation Camp on college campus. 28 Units of blood collected.
3. Students visited old people's home and blind men's Association and collected funds for these organization.
4. NSS annual camp was organized at Bhalada village (Ta- Matar, Dist – Kheda) During 17/01/2016 to 23/01/2016. Eye checkup camp was organized during the camp and 175 villagers benefitted.
5. Flag hoisting and Patriotic song competition for students on campus on 15th August and 26th January.
6. Students participated in Blood Donation camp organized by Gujarat University on 30th January,2016 – Gandhi Nirman Din.
7. Visiting Lecture for P.G. Bhasha Bhavan Guj. Uni.

Got one student for guidance of Ph.D. on 26th Aug.

N.S.S. Activities : 2015-16

No.	Activity	Date	Place	No. of Students
1.	Father's Day Celebration	20/02/2016	Jivan Sandhya Ashram	30
2.	Celebration of Republic Day	26/01/2016	Gujarat University	10
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6.	Blood Donation at Guj. Uni.	30/01/2016	Uni. Campus,Ahmedabad.	06
7.	Desert Camp	09/02/2016 to 12/02/2016	Halvad	03
8.	Self Defence Programme	04/08/2015	College Campus	100
9.	Cleanness Campaign	15/09/2015	College Campus	40

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	4492.20m			
Class rooms	16			
Laboratories	1			
Seminar Halls	1			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	20	Vidyabhavan Trust	
Value of the equipment purchased during the year (Rs. in Lakhs)	-			1,32,000
Others	555 sq/m			

4.2 Computerization of administration and library

It already exists.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	39672	7193941	0	0	39672	7193941
Reference Books	1258	1857927	389	226475	1647	2060286
e-Books	97000	Subscription through KCG	97000	Subscription through KCG		
Journals	70	59396	70	68056	70	68056
e-Journals NLIST	6000	Subscription through KCG	6000	Subscription through KCG	6000	Subscription through KCG
Digital Database	NLIST	5000 Subscription through KCG	97000 Ebooks	5000 Subscription through KCG	97000 Ebooks & 6000 E-Journals	
CD & Video	Books –212, BISAG -	BISAG CDs*	-	-	419	BISAG CDs*
Others (specify)	-	-	-	-	-	-

*Free gift from Government of Gujarat.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	38	01	38	02	02	04	----	----
Added	----	----	----	----	----	----	----	----
Total	38	01	38	02	02	04	----	----

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

1. Internet access available in library , staff room and UGC resource centre.

2. Training was provided to Faculty members to staff their website.

4.6 Amount spent on maintenance in lakhs :

i) ICT

16650

ii) Campus Infrastructure and facilities

88732

iii) Equipments

66228

iv) Others

63330

Total :

234940

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Display of support services on the notice board and college website.
2. Through telephonic communication.
3. Regular interaction with students in the classroom and in meetings.
4. Student feedback.
5. Seminars arranged for placement CWDC.

5.2 Efforts made by the institution for tracking the progression

1. Periodic review by faculty members, HOD, Principals and IQAC.
2. Periodic review of educational institutions in the city for tracking comparative progress.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
-	-	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men		No	%		Women		No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio

Dropout %

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

Buying preparatory books and magazines for competitive examinations in the library.

No. of students beneficiaries

--

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

1. Pre placement seminar by TCS was held in February.

No. of students benefitted

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
----	----	----	----

5.8 Details of gender sensitization programmes

1. Dr. Indira Nityanandam delivered a lecture on health awareness.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources	04	Rs
Number of students who received International/ National recognitions		

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

1. 250 Students participated in Government Sponsored Swachchhata Abhiyan.
2. 50 Students participated in Drawing Competition on Social Awareness.

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

1. To provide quality and value based higher education irrespective of caste, creed or religion.
2. To provide higher education to students from lower economic strata.
3. To contribute to the all round development of this section of society.
4. To inculcate a civic sense in the students and help them grow into good citizens.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

1. Representation to university bodies that design curriculum.
2. Preparation of study material for the subjects of soft skills and Foundation Courses.

6.3.2 Teaching and Learning

1. Group discussion , presentation , assignments.
2. Using multimedia and audio – visual aids.
3. Fieldwork and project work.

6.3.3 Examination and Evaluation

1. Viva Voce, Group discussion, presentation

6.3.4 Research and Development

1. Encouragement and incentives by the management.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Display of new arrivals.
2. Direct access to books and magazines.
3. Purchase of books and magazines on regular basis.
4. Use of SOUL software.
5. Computers with internet connectivity.
6. CD collection of BISAG lectures and other educational topics.

6.3.6 Human Resource Management

1. Health check-up camp.
2. Management Training.

6.3.7 Faculty and Staff recruitment

1. Strictly on the basis of University and Government norms.

6.3.8 Industry Interaction / Collaboration

1. MOU with TCS.

6.3.9 Admission of Students

1. Strictly on the basis of merit.

6.4 Welfare schemes for

Teaching	Staff Credit Society
Non teaching	Staff Credit Society
Students	See below

Students :

1. Scholarship to children of widows by the management.
2. Scholarship to economically backward alumni by the management.
3. Financial help for medical treatment to present students and Alumni by the management.
4. Free Text Books to needy students.

6.5 Total corpus fund generated

15300/-

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	No	-
Administrative	Yes	KCG	No	-

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?

1. Internal examination of all the grant in aid colleges on campus were held on the same dates to utilize maximum man power, to curb unnecessary expenditure and to bring transparency.

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

1. University Viva Voce exams to be conducted by the college. (English Subject)

6.11 Activities and support from the Alumni Association

NIL

6.12 Activities and support from the Parent – Teacher Association

1. One meeting with parents was held to discuss various issues related to students.

6.13 Development programmes for support staff

NIL

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

1. Tree plantation in the campus parking area.

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.

1. Group discussion for students.
2. Promotion of research activities among the faculty.
3. Promotion of sports activities for students.

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

Please see Annexure-I

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

Please see Annexure-I I

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

7.4 Contribution to environmental awareness / protection

1. Tree Plantation.
2. NSS student awareness activities.

7.5 Whether environmental audit was conducted? Yes No

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

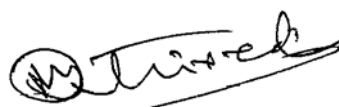
NIL

8. Plans of institution for next year

Please see Annexure-I I I

Name : Dr. Shobhana Nair

Name : Prin. Dr. M.S.Trivedi (I/C)



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

Annexure – I

{ For Criterion – VII :7.2}

Action Taken Report (ATR)

1. 100 Students of NSS visited adopted village Tarapur and undertook the following activities :
 - Cleanliness drive
 - Awareness programme against addiction
 - Work on drop-outs
2. Blood Donation Camp on college campus. 28 Units of blood collected.
3. Students visited old people's home and blind men's Association and collected funds for these organization.
4. NSS annual camp was organized at Bhalada village (Ta- Matar, Dist – Kheda) During 17/01/2016 to 23/01/2016. Eye checkup camp was organized during the camp and 175 villagers benefitted.
5. Flag hoisting and Patriotic song competition for students on campus on 15th August and 26th

January.

6. Students participated in Blood Donation camp organized by Gujarat University on 30th January,2016 – Gandhi Nirman Din.
7. Visiting Lecture for P.G. Bhasha Bhavan Guj. Uni.
8. Got one student for guidance of Ph.D. on 26th Aug..
9. Faculty members participated in 49 seminars, conferences and work-shops.
10. Five faculty members applied for UGC Minor Research Project.
11. Students & Faculty prepared audio-cassettes for visually – challenged classmates.

12. For outstanding performance in sports, 2 students were given benefit of fee waiver and they were seen given track suits.
13. Dr. IndiraNityanandam invited to deliver lecture on Women Empowerment.
14. Students creations are displayed on the college notice board on regular basis.
15. Students submitted assignments for core, elective-I and elective-II subjects.
16. A directory of Alumni achievers is prepared and updated on regular basis.
17. 03 Faculty members contributed their research papers in journals.
18. Various movies based on the text books were shown to the students.
19. Students and faculty of Gujarati Department visited Navjeevan Press and Kumar Prakashan in February 2016.
20. 21 Students of Sociology Department visited Zundal Village.
21. 32 Students of Sociology Department visited Adalaj Village on 21/8/2015 and conducted sociological survey of the village.
22. Faculty membership in Various National & International Fora :
 1. Gujarati Sahitya Parishad.
 2. Akhil Bharatiya Mahila Sangathan.
 3. Akhil Bharatiya Buddha Sangathan
 4. Gujarati Adhyapak Mandal
 5. Dalit Sahitya Academy
 6. Gujarati Sanskrit Adhyapak Mandal.
 7. Gujarati Economic Association.
 8. Gujarat University Economics Aabyas Mandal.
 9. Gujarat Itihaas Parishad
 10. Gujarat Itihaas Adhyapak Mandal
 11. Life Membership , GUETA, Gujarat University English Teacher's Association.
 12. Gujarat Samaj Shastra Parishad
 13. Adivasi Samaj Sangathan
 14. Mahajan Shakti Dal

15. Joint Secretary , Alumni Association of S.L.U. Arts College.
16. Gujarat Rajyashastra Mandal
17. Executive Member, Akhil Aanjana Kelavani Mandal
18. Advisor, Charada Village development Board.
19. Advisor, P.K.Chaudhary Mahila College, Gandhinagar.
20. Physical Education Teachers Association.
21. Hindi Sahitya Parishad.
22. Life Member, NWCA, Nair Welfare and Cultural Association.

26. N.S.S Activities 2015-16

- (1) Orientation : N.S.S. function & aims for national integration & Personality Development 100 volunteers.
Dr. M.S.Trivedi – lecture.
- (2) Training activities : First aid, primary health, flag, yoga, NGO , earthquake on 1/7/2015, 100 vounteers.
- (3) College campus activity : Campus cleaning on 15 August , 26 January , G.K.Test , Aid awareness, Tree Plantation, NSS day celebration.
- (4) Visit of social agencies : Survey of dropout, prevention , population , save water , waste land Development.
- (5) Service in social agencies : Activities in Govt. Hospital, old peoples home, blood donation camp, N.G.O.
- (6) Activities in adopted village : Waste land Development social service , survey of dropout prevention, pollution , save water.
- (7) Other programme : Village cleaning, AIDS, Awareness, Major problem, solution Rural development, Tree plantation etc.

Guest Lectures

- **Name of Experts**

13. Dr. Indira Nityanandam – On Campus
14. Dr. Shobhana Nair – Bhalada, N.S.S. Camp
15. Yagneshbhai Trivedi – On Campus
16. Dr. Yashvantbhai Vaghela – For Proof Reading Course
17. Haresh Prajapati – Dept. of Gujarati.
18. Dr. Shailja Dhruv – Dept. of Sociology
19. Amit Trivedi – Dept. of Psychology.
20. Kanji Bhalia – Sports Coaching
21. Surendra Baria – Sports Coaching
22. Bhupesh Mendwaria – Sports Expert
23. Jagdish Patel – Recruitment Expert
24. Dr. Rajendra Khimani – Annual Day Speaker

Annexure – II
(For Criterion – VII : 7.3)
Best Practices

1. Promotion of research exclusion activities / among faculty members.
 - (i) Context : To encourage research activities among faculty members, presently eight Faculty members have already completed Ph.D.
 - (ii) Objectives: To help research activities to percolate to students.
 - (iii) Obstacles faced: Limited experience with electronic tools.
 - (iv) Evidence of success :
 - (a) Faculty members participated in International, National, State Level, Seminars, Conference and workshops.
 - (b) Six research papers of the faculty members were published in journals.
 - (c) Two books of Dr.Dhanlaxmi Vatnani, HOD, Hindi Department were published.

Dr.Devraj : Sarjak Aur Alochak, Aman Prakashan, Kanpur.

- (d) Dr.Nayana Chudasama Co-authored a book for G.P.S.C., Gujarati Subject published by Kumar Prakashan, ISBN 9789384432041.
- (e) Applied for 5 Minor Research Project.
- (v) Resources Required : Library Facility, web connectivity and duty leaves granted.

2. Promotion of sport activities for students

- (i) Context: To promote health awareness.
- (ii) Practice: Rigorous training provided in various sports activities.
- (iii) Obstacles faced: Limitation of space
 - (iv) Evidence of success: This year also students participated in different sport activities in large number. Students won prizes at college, State and National level competitions.

The details of activities and the recipients of prizes are as follows.

❖ **Inter University :-**

- Gohil Ghanshyam has participated in Cross Country Inter University at Manglore year 2015-16.
- Gohil Ghanshyam has also participated in Hockey Inter University at Udaipur year 2015-16.
- Solanki Sanjay has participated in Volleyball Inter University at Bhopal year 2015-16.

❖ **Championship :-**

- This year our Cross Country team got Championship in Inter College at Cross Country Gujarat University & girls cross country team got girl 3rd Place.

❖ **Cross Country :**

This year Cross Country team has done very good job.

- Gohil Ghanshyam got 1st place in Gujarat University inter collegiate tournament.
- Amit Raval got 3rd
- Vijay Makwana 7th
- Rajuni Ravindra 10th
- Kiran Barot 12th
- Vaniya Shital 9th
- Poonam Bhavsar 14th

5 Player has also participated in Inter Zonals Cross Country.

❖ **Volleyball :**

- Sanjay Solanki has participated Inter University Volleyball tournament at Bhopal year 2015-16.

➤ Shivam Shukla was selected for Inter Zonal selection in Volleyball.

❖ **Kabaddi & Kho-Kho :**

➤ Keval Patel was selected in Kabaddi & Kho-Kho team of Ahmedabad zone.

❖ **Hockey :**

➤ Gohil Ghanshyam has participated in Inter Uni. Hockey at Udaipur year 2015-16.

❖ **Wrestling & Indo :-**

➤ Amit Jaiswal got 3rd place in Judo & Wrestling.

❖ **Athletics :**

In Athletics player has done very good work our college got 17 medals.

➤ In 4 X 400 mtr. Relay boys & girls we got bronze medal.

➤ Rajuni Ravindra got silver in pole vault, gold medal in 800 mtr., silver – in 5000 mtr. & bronze in 1500 mtr. Run.

➤ Gohil Ghanshyam got bronze in 10,000 mtr. & Relay.

➤ Bhavsar Poonam got 3 medals

100 mtr. Hardless – Bronze

4 X 400 Relay - Bronze

800 mtr. Run - Silver

➤ Vaniya Shital got 2 medals.

1500 mtr. – Silver

800 mtr. - Bronze

➤ Rabari Mittal got silver medal in Hammer Throw.

• **Amit Raval (SYBA)** :- 5th Rank from 156 runners from 32 colleges. He participated in Inter Zones also & won 12th Rank, as he was selected for university team.

• **Makwana Vijay (SYBA):-** He got 10th rank in inter college and also participated Inter Zonals.

- **Gohil Ghamshyam (SYBA) :-** He got 11th rank in inter college cross country. Thus we were 2nd runner up team at university.
- **Wrestling:-** We had team 8 boys and 1 girl in wrestling. Mr.Bhupesh Mendwariya gave 3 days training to our team who is an international coach. He is a coach of famous wrestler and Bigboss contestant Sangram Singh.
- **Priyanka Singh (62 kg) :-** She won silver medal in Ahmedabad Zone and inter zonal wrestling competition.
- **Chirag Chavda (64 kg) :-** He won bronze in Ahmedabad Zone wrestling competition.
- **Kho-Kho:-** In month of December among 22 teams of Kho-Kho boys our team reached quarter finals.
- **Aman Jadeja:-** He was selected in Ahmedabad Zone team and then he was also selected as a reserve player of University team.
- **Volley Ball:-** In the month of January our team participated in volley ball among 32 teams, Our team reached to quarter finals and lost our match by 2 points only. Sanjay Solanki and Dipak Vaghela was selected in Ahmedabad Zone Volley Ball team.
- **Hockey:-** Ghanshyam Gohil was selected as a member of Ahmedabad Zone hockey team and then in Inter Zonal he was selected for university team. He participated Inter University Hockey Tournament at Bhopal during 14th February, 2015 to 18th February, 2015.
- **Tennis:-** Rabari Bhavesh have participated in Inter Collegiate Tennis and got 10th Rank of Top ten player in University.
- **Athletics:-** On 16th January, 2015 to 18th January , 2015 it was athletic meet of Gujarat athletic meet of Gujarat University. We got total 9 medals this year.
 - Poonam Bhavsar got bronze in 100 mtr, Hurdles 400 mtr. Hurdles.

- In 4*400 mtr. Relay run our team got bronze. The team members were :
Vaniya Shital
Vaghela Sonal
Bhavsar Poonam
Damor Jagruti
- Damor Jagruti got bronze in long jump and tripal jump event.
- Gohil Ghanshyam was qualified & selected in 110 mtr. Hurdles and 400 mtr. Hurdles for inter zonal athletic meet.
- 12 Players & the Physical Director went for Trekking to Jambu Ghoda forest.

STATE LEVEL TOURNAMENTS

- **Khel Mahakumbh:-**
 - _Koradiya Dhaval got gold medal at state level Judo Competition. He got Rs.3000 Cheque as a winner.
 - Gohil Ghanshyam got gold medal at state Hockey tournament & got 2000 Rs. Cheque as a team member.
 - Sanjay Solanki & Dipak Vaghela got silver in Volleyball & got 2000 Rs. Cheque as a team member.
- Infocity organized a state sports meet at Gandhinagar Shree Jayranbhai Patel Institute of Business management & Computer Application SMT. S.R.Mehta Arts College got,
Championship in Kho-Kho men
Champion in Kho-Kho Women
Champion in Volleyball men

Runnerup in Kabaddi men &

Gold medal in 100 mtr. Run by Aman Jadeja.

- Ahmedabad University (AU) organised a volleyball tournament among qualified teams of A'bad University & Gujarat Technology University out of 16 selected teams Smt.S.R. Mehta Arts College was 2nd runner up in volleyball.
- Sanjay Solanki & Dipak Vaghela performed out standing.
- A Talent Search by Indian Olympian P. T. Usha done in A'bad & Aman Jadeja was selected in running event.
- Number of students participated in mahajan shakti dal chess tournament at Teerth chess complex Sabarmati
- In Punjab SAI selection, our hockey player Jayesh was selected in Jalandhar SAI.
- Gohil Ghanshyam participated in state hockey tournament at Baroda.

Invitation Events

- India's largest women running event 'Pinkathon' was held at river front A'bad. 50 girls took part & got certificates & T-shirts.
- Stree Sashakti karan programme Rifle Shooting for girls was held at shahibaag & our 50 students are given Rifle Shooting training. Student got government certificates & practical training.
- Gujarat police department also organized a training camp of 3 days for girls. In that self defence techniques were taught to girls.
- 3 players have participated in Sabarmati Marathon & finished it in quite good time.

- On 1st feb. 2015 a Dance O Defence programme was organized by Gujarat police dept – 35 girls participated & learnt defence techniques through dance.
- Airforce Awareness drive held at GMDC ground university. 10 players learnt about Airforce, saw a display of Aero model, equipments & performance of Airforce band.
- One student also got chance to experience Para sailing.

Earn While Learn Activities

In some sports events our students are sent as volunteers & they contribute their service & also earn some remuneration.

- In khel-mahakumbh for special children at Dist.Level at Synder Track University organized by Gujarat Government. Our 10 players were sent as volunteer for 3 days. Each student volunteer received Rs.525/- amounting to total of Rs.5250/-
- In Pinkathon run our 10 players worked as an track official & received Rs.500 For one day so 5000 Rs. Earned by each player.
- At Zyfest meet our 4 players did officiating & got 500 Rs. So 2000 Rs. Earned by all.

Coaching Facilities

- In wrestling, our college provided a coach to all players.
- Bharat Dumra gave 1 month coaching at Vidhyapith hall.

- Coaching given by an international coach Mr.Bhupesh Mendawariya from Delhi. He is a coach of an Olympian player sangram singh he gave 3 days training to our players.
- For high jump Fosbury Flop Technique we provided facility of pit at Sumati Vidhyalaya. We gave training of this technique at Sumati Vidhyalaya in Chanakya puri.

Staff Achievements

- J.G.group of colleges organized 2 days staff tournament in different games.
 - Manishbhai Bhatt got silver madals in chess.
 - Seema Kadri got bronze medal in Table tennis.
- Seema Kadri provided services as an official at,
 - KVS Sabarmati vidhyalaya
 - P.T.Usha talent search
 - Zyfest school, Godhavi
 - A'bad Uni. Sports meet.
- Seema Kadri attended a national seminar at dhansura U.G.C. sponsored on physical education.
- Seema Kadri participated in seven days National workshop for physical education list on use of computer application in Research from 16th to 22nd Dec.2014.

N.C.C.

- Rajuni Ravindra :-
He is a best athlete in the year 2014-15.
He attended Republic Day Camp on 26th January 2015.
He has attended selection camps from October 2014. Then selected in R.D.C. Government gave them certificate Blazer.
- Bhavsar Poonam attended National Integration camp at Surat. (NCC)
- Aman Jadeja attended a National camp in NCC for sports event, national games(NCC)



Annexure- III

DETAILED PLAN OF THE INSTITUTION FOR THE YEAR (2015-16)

To enable the college to move in the right path of progress and continuous development, we intend to incorporate new academic programs to keep pace with the present generation and the constantly changing needs of the society. A series of programs will be undertaken to strengthen the research and other extension activities in the next academic year.

1. To continue to organize co-curricular activities : cultural, literary, and artistic.
2. To continue to encourage and help students participate in sports activities.
3. To continue to strengthen career-corner activities by tie-up with placement agencies.
4. To continue to invite guest speakers from different fields and arrange lectures.
5. To organize various tournaments between the faculty-members and students to help develop better harmony between the two.
6. To organize a one-day CWDC seminar.
7. Inter-college activities with other CWDC units.
8. To invite experts to deliver lectures on various subjects to develop in students
 - Awareness about moral values.
 - Social responsibility and patriotic feelings.
 - Importance of physical labour.
9. To provide employment opportunities , we plan to give training to the students for

- Proof Reading Course
 - Spoken English Course
 - Personality Development Course / Presentation Skills
10. To organize Yoga classes, Art of Living course , Mind-Power Workshop, Personality Development Course.
 11. To enhance the confidence of our students , frequency of paper presentation by students in their respective subject, will be increased in all the classes.
 12. To continue to arrange, social-science inter –disciplinary quiz competition.
 13. To encourage faculty participation in training programs and inter disciplinary workshops, seminars, and conferences for self-development and to award prizes to the best papers every year.
 14. To apply for minor and major research projects.
 15. To inculcate empathy with the less privileged we plan to prepare audio-cassettes on study material for visually changed.
 16. Each department will submit teaching plan at the beginning of the academic year.
 17. Exchange of ideas between staff to improve on weak areas.
 18. To strengthen alumni association we seek to initiate social activities.
 19. Fee waiver, free books and track suits etc. For sports persons for all the outstanding students.
 20. Invite counsellors to provide counselling to the students on examination stress, frustration and anxiety.
 21. Counselling/ guidance to remove gender bias.
 22. Incorporating special courses for sharpening specific soft skills and ensuring placement through placement agency.

23. First-hand experience of various professions by visits to concerned organizations and institutions.
24. Propose to celebrate/observe AIDS day, Human Rights day, Shahid Din, and anniversary of national leaders, great authors and academicians.
25. An inter – collegiate meet of Arts students will be organized, where debate, essay writing, elocution, cartooning, slogan writing competitions will be held.
26. Creative corner to display students' creative writings.
27. To give subject related assignments to the students to improve their performance in the exam.
28. Multilingual poetry recitation competition.
29. One day educational tour for final year students.
30. To prepare a directory of Alumni achievers of the college.
31. Each staff member to contribute at least one article to referee journal.
32. Increase faculty membership in national and international fora.
33. To organize workshop for painting, drama (mono-act, skit, mime) , dance as a part of preparation for youth festival.
34. To show movies on socially relevant issues and adaptation of literary texts.
35. Arrange regular meetings with the guardians of T.Y.B.A. students and discuss issues related to their studies, attendances in the first term of the forthcoming academic year.
36. To organize a Trilingual workshop on Translation (Hindi-Gujarati- English) for the students.
37. Department of History will arrange 'A Heritage walk' of 'Ahmedabad city' students will be required to a present a project.
38. General quiz for students.

39. Five selected students to be given special training to be given special training for athletics and wrestling.
40. IQAC seminar / workshop for students to be held faculty.
41. As a major reforms in Evaluation/Examination weekly arts to be introduced of improve the academic performance.
42. Spot test and Mock Viva to be held.
43. To improvise on Teaching & Learning Peer teaching & learning, Peer learning, work based of learning and problem based learning to be introduced.
44. Efforts in strengthening Alumni, Feedback, Placement activities by organizing meeting.



Annexure-IV
(For PART A: 2.15)

Academic Calendar 2014-15

-	Admission Process begins from 5 / 6 / 2015.
-	Academic activities begin from 19/ 6 / 2015.

July

-	Self- Defence camp for girls.
-	Orientation programme for Semester – I students.
-	Motivational lectures to be held for Semester -3 and Semester-4 students.
-	Special orientation lecture for Sports' awareness
-	Formation of Students' Union.
-	Orientation for alumni members appearing for GPSC exam to be held on October 10 /10 / 2015. IQAC against workshop for Students / Faculty.

August

-	Commencement of Spoken English and Proof-Reading Course.
-	Fine Arts Competition. Capacity building workshop for Faculty – members.
-	Navgujarat Campus Inter – collegiate patriotic songs competition.
-	Remedial course begins.

-	N.S.S. Orientation Lecture.
-	Cultural and other extra-curricular activities / competitions and selection for Youth Festival/Saptadhara Activities.

September

-	C.W.D.C. Inter-collegiate competition.
-	Guest lecturers in all departments.
-	Celebration of Teacher's Day.
-	Seminar on Unity in Diversity. Assignments and Viva for Semester- I and Semester –II and Semester-V

October

-	Remedial exams for students failed in internal exams.
-	Personality development Courses.
-	Celebration of Navratri Mahotsav.
-	Departmental Study tour.
-	First internal Test. Term ends on 18/10/2015. Diwali Vacation begins from 19/10/2014 to 8/11/2015.

November

-	College re-opens on 1/11/2015. University exams for odd semester.
-	N.S.S. Camp

December

-	Academic activities begin from 15/12/2015. Semester-II, IV and VI begins.
-	Culfest (Celebration of Days)
-	World Aids Day celebration.
-	Personality Development Course: Campus Recruitment activities to begin.
-	Capacity Building workshop for staff.

January

-	Inter – Collegiate Sports Activities.
-	Annual Sports Day (for Students and Staff)
-	Educational Fair.

February

-	Pre- examination counselling. Annual Day.
-	Guest Lecture by Subject Expert.
-	Assignments and Viva for Semester II , IV and VI. Internal Exam begins for even semesters.

March

-	Remedial exams for Students failed in internal exam.
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April

-	Semester – II, IV and VI University Exam Summer Vacation for 26/ 4 /2016 to 14 / 6 / 2016.
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