

To,  
The Director  
NAAC  
Nagarbhavi  
Banglore-560072

Subject: AQAR for the academic year 2013-2014 by the IQAC.

Respected Sir,

With reference to the above mentioned, our college is submitting the report for the year 2013-14. Kindly accept, acknowledge and oblige.

Thanking you,

Yours sincerely,

DATE: July, 2014

Dr. A. M. Patel  
Principal

J. & J. College of Science  
College road, Nadiad 387001  
Dist. Kaira, GUJARAT

*Website: [www.jandjscience.org](http://www.jandjscience.org)*

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**(NAAC Accreditation: “B”)**

**THE ANNUAL QUALITY ASSURANCE REPORT  
OF  
THE INTERNAL QUALITY ASSURANCE CELL  
(2013-2014)**

Ms. Parul S.Bhatt  
Co-coordinator IQAC

Dr. A. M. Patel

Principal

Chairperson IQAC

## 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

#### 1. Details of the Institution

1.1 Name of the Institution

J. & J. College of Science

1.2 Address Line 1

J. & J. College of Science

Address Line 2

College Road

City/Town

Nadiad

State

Gujarat

Pin Code

387 001

Institution e-mail address

Jandjscience1947@gmail.com

Contact Nos.

0268 2529871

Name of the Head of the Institution:

Dr. A.M.Patel

Tel. No. with STD Code:

0268 2528362

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

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 <sup>st</sup> Cycle	B	2.21	2008	2013
2	2 <sup>nd</sup> Cycle	B	2.57	2013	2018
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

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

1.8 AQAR for the year (for example 2010-11)

2013-2014

1.9 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 \_\_\_\_\_ ---NA----- (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ -----NA\_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ NA\_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ NA\_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College No  Yes

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

Gujarat University

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

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence

NO

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

08

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

03

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

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

2.11 No. of meetings with various stakeholders:  No. Faculty

Non-Teaching Staff  Alumni  Others

Students  Parents

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)

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

Level Total Nos.  International  National  State  Institution

(ii) Themes

## 2.14 Significant Activities and contributions made by IQAC

- Preparation for NAAC 2<sup>nd</sup> cycle n of accreditation.
- Organization of meeting with parents through PTA.
- Organization of meeting with Alumni through alumni association.
- Planning for the maintenance of the building of the institution.
- Computerization of the administrative section.
- Computerization of library.
- To keep research activities in gear.
- To do Post NAAC self analysis.
- Planning for IQAC seminar organization.

## 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 \*

No.	Plan of action	Achievements
1.	Preparation of academic calendar	Successfully remained able to carry out syllabus completion,, examinations, activities of SAPTADHARA', activities of CWDC, UDISHA, NSS
2.	Preparation for 2 <sup>nd</sup> cycle of NAAC accreditation	Successfully completed NAAC peer visit on 6,7,8 Oct,2013
3.	Planning for the maintenance of the building of the institution	It started in April May 2014
4.	Computerization of the administrative section	Administrative section is now computerized.
5.	Computerization of library. Plan of action	Efforts continue



6.	To keep research activities in gear.	10 Research projects continue ,13 Research publications ,few faculty involved in Ph.D. work
7.	Post NAAC accreditation self evaluation	Already taken steps for: student empowerment, Faculty empowerment nonteaching empowerment ,and to maintain high standards in teaching learning and evaluation
8.	Planning for IQAC seminar organization.	Proposal is ready to send.
9.	Activities for student support and progression	–nearly 30 ,carried out throughout the years
10.	IQAC meetings held	05

*\* Attach the Academic Calendar of the year as Annexure. (Annexure-1)*

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

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For Year 2013-14

Criterion – I

**1. 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	Nil	-----	-----	
PG	01			
UG	04			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	<b>05</b>			

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04+01= 05
Trimester	Nil
Annual	Nil

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(Annexure-2)*

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

Revision and update of syllabi is done by Gujarat University with which our college is affiliated. Our faculty members are involved in syllabus revision committees of Gujarat University and two of our faculties are members of board of studies In Gujarat University.

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
	30	-----	30	----	----

2.2 No. of permanent faculty with Ph.D.

07

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
	--	08	30	---	--	--	---	---	30	08

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 Seminars/ Workshops	3	26	07
Presented papers	03	10	-
Resource Persons	01	--	--
Research paper publication	13	02	---

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

Faculty members use various advanced teaching methods as mentioned below:

- Interaction in-between the lectures.
- Project-based learning is introduced.
- Use of LCD/OHP and power- point presentations.
- Teachers are using e-books and CDs, to make teaching more interesting.
- Apart from the above mentioned techniques, other methods of teaching- learning are provided to the students. Seminars, debate-elocutions, competitions, assignments, group-discussion, model making, poster making etc.
- Educational tours, Industrial tours, Botanical excursions etc.
- Subject experts‘/ Resource persons‘lectures.

College and Government have provided computer facility, internet facility and smart boards in classes that have enabled the faculty to adopt new approaches. College also provides financial support to students for study tours and for paying registration fees to participate in various state level competitions based on curriculum.

2.7 Total No. of actual teaching days during this academic year 217

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/ Curriculum Development workshop.	All teachers are involved either by providing written suggestions or by attending meetings of syllabus revision arranged by the University.	Staff appointed as member of Board of studies in Gujarat University: 02
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2.10 Average percentage of attendance of students 70%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Physics	17	02	07	02	00	78.57%
Chemistry	148	06	25	71	00	68.91
Microbiology	35	00	03	12	07	68.75
Maths	31	05	15	05	00	96.15

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

IQAC throughout the year gives various suggestions to the various committees of the institute and cooperate and encourage for arrangements of various programmes for student progression and faculty development.

## 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	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others ( acted as chair person of session in a symposium)	01

## 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	07	07	----nil	02
Technical Staff	18	08	----nil	06

## Criterion – III

### 3. Research, Consultancy and Extension

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

IQAC has formed Faculty empowerment cell for the purpose and it has set some goals for promoting research climate in the institution.

#### 3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	10	-----	02
Outlay in Rs. Lakhs	2,13000/-	10,78,000/-	-----	2,13,000/-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	15	-----	-----
Non-Peer Review Journals	-----	-----	-----
e-Journals	-----	-----	-----
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				
Minor Projects	2013-14	UGC	Rs.10,40,000/-	Rs.8,20,500/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			Rs.10,40,000/-	Rs.8,20,500/-

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

UGC-SAP  CAS  DST-F IST   
 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	-----	-----	01	-----	-----
Sponsoring agencies	-----	-----	GSBTM	-----	-----

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 : Rs.10,40,000/-

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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



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)

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

1. NSS organised Programme “for felicitation of youth of Dist. Kheda and Dist Anand at Village Piplav
2. NSS organised five days College Campus cleaning programme .
3. NSS organised annual one week programme.at Village “Piplav”, Dist. Kheda and Dist Anand ( Cleaning of village, programme against addiction ,”Rangoli making Competition, slogan writing on walls in the village, Cultural programme.)

**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	2,71,140 sq.mt.	-----	-----	-----
Class rooms	11	-----	-----	--
Laboratories	13	-----	-----	
Seminar Halls	01	Nil	-----	
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

Administrative office is fully computerized and library is partially computerized.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9343		585	Rs.42000/-	9928	} Rs.25103/-
Reference Books	15073		102	Rs.33794/-	15175	
e-Books	-	-	-	-	-	
Journals	25	Rs.17901/-	02	Rs.9600/-	27	27501/-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	69	Rs.4000/-	-	-	-	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	66	39	66	04	----	04	18	01
Added	---	---	---	---	---	---	---	---
Total	66	39	66	04	---	04	18	01

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

As an up gradation : Installation of 10 new broad band internet connections from central Government scheme is done along with purchase of new computer and up gradation of softwares for accounting and management.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1,42,252.00
ii) Campus Infrastructure and facilities	.....
iii) Equipments	Rs.31,800.00
iv) Others	9,58,124.0
<b>Total :</b>	<b>11,32,176.00</b>

## 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

To create awareness about student support services is a continuous effort in the institute and it is done at different levels.

IQAC, organises meetings and discussion is done about student support activities/services .In it what is done and what could be done is discussed.

- IQAC arranges orientation programme on the very first day of the first semester students and gives institutional information including programmes for student support.
- During counselling mentor makes students aware regarding various activities, its importance and motivates students for their participation.
- Notices are displayed on notice board regarding various activities.
- After admission administrative wing scrutinises students who are eligible for various scholarships and help students individually in filling up of forms at right time and thereby students gets financial help(SC/ST/OBC and others).
- At departmental level also students are oriented and they are informed very well about study circle activities run in favour of student support.
- In Parents teachers meeting student activities and support systems are discussed.
- On annual day of the institution deserving students are awarded and that also makes students aware about the student support services.
- In the same function annually a college magazine is published showing information including activities related to student support.
- Orientation programme is kept on the very first day of the academic timetable.

## 5.2 Efforts made by the institution for tracking the progression

- Student progression is tracked at different levels: It is done at departmental level in terms of regularity, involvement, participation, results, as students are regularly in touch with faculty during their lectures and practicals as well as during various activities organised by study circles and the institution.
- Faculty as a mentor also during student mentoring/counselling gets the information and record.
- Various committees (UDISHA,CWDC,NCC,NSS)keeps record of students participation in various activities and thus continuously at all level ,students are motivated to involve ,to interact and to participate in various activities aimed at student progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1247	97	----	-----

(b) No. of students outside the state

Nil
-----

(c) No. of international students

Nil
-----

Men	No	%
	633	52.09

Women	No	%
	582	47.9

Demand ratio 1:1

Students appeared in examination Nov./Dec 2013 -- 1425

No. Of students appeared in examination April/May 2014 --- 1343

Drop out % 5.75

Last Year(2012-13)						This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
657	67	67	322	-----	1113	725	94	80	518	-----	1417

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

Institute runs UDISHA club for the career advancement and placement of students.

1. Students of Microbiology Sem-VI attended crash course at NVPAS, V.V.Nagar, sponsored by GSBTM, DST, Government. -----15 students

2. 33 Students appeared in National Graduate Physics Examination (NGPE) organized by Indian Association of Physics Teacher (IAPT).

3. Semester VI students of chemistry attended 1 day workshop on "Chemiiinformatics"--  
115 students

No. of students beneficiaries

$15+33+115= 165$

#### 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

- Counselling forms are prepared and counselling of all students is done individually.. Equal students are allotted to each faculty. During the year at least two counselling sessions are kept.
- Counsellor prepares a report and submits to IQAC and IQAC does analysis and action is taken.
- During counselling student's social, financial, academic aspects are considered along with health status of the student and needful steps are taken.
- Students are motivated for their academic career as well as opportunities in life against them is shown .Mentor thus takes a position as a parent for student in the institution.
- For career guidance the institution has UDISHA club
- UDISHA organises various programmes related to career counselling and placement.

No. of students benefitted

100%

### 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
03	42	23 were selected	Data not available

### 5.8 Details of gender sensitization programmes

- The institution has CWDC that organises programmes for the empowerment, upliftment and welfare of girl students
- For self defence “JUDO” training programme was organised for girl students.
- To motivate and inspire students elocution competition was kept.
- For recreation and talent hunt various competitions were organised (Mehndi, poster making, rangoli, elocution)

### 5.9 Students Activities

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

Other events: Co curricular activity: 07 students participated in “State level intercollegiate competitions “organised jointly by Microbiology study circle, J.and J. College of science, Nadiad and GSBTM,DST, Government of Gujarat.

State/ University level  National level  International level

No. of students participated in cultural events :30 at University zonal level

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

Other events: Co-curricular: State level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	313	9,24,660/-
Financial support from other sources		
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

Cultural and other: College level:  Co curricular: State level:

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: not any significant.

**Criterion – VI 6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Vision : Serving the society by enlightening the rural area of Nadiad and its surroundings at the doorstep and to educate and enable youth to enhance the dignity and progress of the society and nation.

**Mission:** (1) Mission: to provide science education without any discrimination.

(2) to create the life-long learners.

(3) to groom accountable, knowledgeable, versatile global citizens.



## 6.2 Does the Institution has a management Information System

- The Institution has an optimised manual hierarchical information system chaired by the President of the “The Education society “,Principal of the institution and the staff members .The information is passed through various layers of the hierarchy.
- Head of the institute is thus the connecting link between management and staff members of the institute.
- The principal interacts through meetings with IQAC ,Head of the departments, administrative section, faculty members, nonteaching staff, entire staff ,student representatives and discuss and informs and interact regarding relevant things and tries in all possible way to strengthen the policies and prospects of the institution.
- Institution publish an annual magazine in which data about received grants, its utilisation, number of students, scholarships allotted, Pass out data, achievements of students and faculty, activities of UDISHA, NSS,NCC, Departmental ,Sports etc..... are published.
- The institution is having its own website on which efforts are done to share the information with various stakeholders.

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

### 6.3.1 Curriculum Development

- Active involvement of each faculty Active in the institutional functioning is seen.
- Continuous involvement of each faculty in the curriculum of the subject he/she teaches helps to get good suggestions in curriculum development.
- A group discussion periodically is arranged regarding the up gradation of the subject that includes practical as well as theory and suggestions are recorded at departmental level.
- Each department send these suggestions through the faculty who are member of Board of studies at University level.
- Feedback of pass out students, alumni, parents and other stakeholders regarding curriculum is forwarded to the Board of Studies of each subject for the purpose of curriculum development.

### 6.3.2 Teaching and Learning

- Teaching learning methods adopted are not only traditional with chalk and talk but it is always made enjoyable with proper examples, correlating facts for clarity of the subject.
- Often it is supplemented with multimedia usage using smart boards and power point presentation.
- Strategy for good result is kept and for that 100% syllabus completion is made a benchmark
- Involvement of all faculties equally by equal syllabus distribution is seen .However syllabus is distributed as per liking of the faculty which is absolutely a good favour for the students.
- Learning is facilitated by text books usage, reference books usage, projects, seminars, assignments etc.. as per the demand of the content.
- Students are motivated for internet usage also.

### 6.3.3 Examination and Evaluation

- Information is provided to the students about examination format, approximate time of the examination, evaluation pattern (External marks and internal marks) in the very initial lectures of the semester along with syllabus and question bank whereabouts.
- The institution is affiliated with Gujarat University and has to apply the format given by the University Examination and evaluation.
- To keep the evaluation transparent answer sheets are shown to students once the results are declared to the entire students (internal examination) .For external examination student has to follow a procedure set by the university for the same purpose.
- Minimisation of all possibilities of error during assessment and mark sheet preparation.
- To maintain reliability at all levels of examination :

Paper setting, Paper reprography, Invigilation and Evaluation

Institute aims to motivate students to keep higher goals and remains always keen to provide guidance for its achievement

#### 6.3.4 Research and Development

- Permission to faculty to pursue research. Faculty who wants to do research in college premises, is permitted to use the facilities available in the college
- College appreciates research activities by honoring the faculty memento, certificate and prizes in the annual Day function of the institution.
- The institution has “Faculty empowerment cell” to motivate and to guide research activities in
- To encourage faculty members to attend seminars, conferences, workshops etc.
- The committee, observes progress in terms of continuous registration of faculty for research, preparation of project proposals and submission, paper presentation and publications.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- To have Library Committee consisting of the Principal, Librarian and H.O.D.’s year. In these to discuss about the purchase of research journals, periodicals, newspapers, books and other necessary items during the year. To purchase more number of books, journals, employment news magazines, books for entrance examination coaching, books that create value addition etc...
- To add e- books and educational CDs
- To organise Library orientation programme for students.
- To provide maximum number of books in a set to students by nominal fees and deposit system through “Book Bank”
- To provide syllabus copy & Question Bank copy for reprography.
- To increase the number of latest computers and broad band connections for the use of faculty and student to increase the computer users
- To utilize more grant for ICT purpose
- To do provision for Daily News subscription of good quality
- For ICT-regular maintenance, antivirus purchase and soft wares purchase and up gradation to be done. To utilise schemes from Government for the purpose
- Budget is allotted per department as per student’s strength and syllabus requirement each year for instrument maintenance and purchase.
- To plan for the facilities like gas lines and internet lines

### 6.3.6 Human Resource Management

- Principal along with the HOD and senior faculty members frame the policy statements for fulfilling the stated vision.
- The action plan for all operation and incorporation of the same into the institutional strategic plans are made during the Principal's meetings with Heads of various departments after careful consideration and discussions
- The Principal informs the management about the issues, challenges, progress, requirements with respect to the achievement of the goals of the institute.
- Meetings with stakeholders is done to discuss issues, challenges, success for the betterment of students and thereby the institution.
- To do provision for filling up of any vacant posts in teaching and nonteaching staff and to do efficient planning to maintain quality even in deficiency of staff(Teaching & non teaching)
- Planning of duties of Teaching and non teaching staff
- Allotment of Equal duties for all in teaching and non teaching
- To monitor regularity of staff through "Biomatrix" and monthly follow up.

### 6.3.7 Faculty and Staff recruitment

- Each year after admission process is completed each department head submits workload per faculty in terms of students: teacher to the Principal of the Institution.
- After verification it is then submitted to Commissioner of higher education.
- Since last years due to Government policies none of the post is sanctioned. However, we have been permitted to call back super numeric staff member of the institution.
- Currently the institution runs with the vacancy of 08 posts of faculty and 15 posts of nonteaching.

### 6.3.8 Industry Interaction / Collaboration

A) The institute has good interaction with industries:

- I. Every year industrial visit is organised.
- II. Every year few of the companies organises campus interview since 2002.

B) The institute has long term relationships with Government sectors:

Microbiology study circle is having “Rajyashraya” from the Gujarat state biotechnology mission, DST, Government mission, Department of science and technology, Government of Gujarat in the form of financial assistance since 2005 for organisation of state level intercollegiate competitions in the subject of Biological sciences.

### 6.3.9 Admission of Students

- Admission Committee comprising of HOD’s of various departments headed by the Principal review the admission process every year.
- The dates of the admission process are displayed on the college notice board. This process starts immediately after the declaration of XII Science results in the state.
- Each and every student who cleared the XIIth exam is eligible for the admission.
- The students are provided information regarding the choices they can adopt and admission is given according to choice based system decided by Gujarat University by counselling.
- All SC/ST/OBC category students are given admission as per the policy of Central and State Government.
- As the college offers basic subjects, it does not require any entrance test.
- If rush is found in any one stream or group, merit based admission policy is followed.

6.4 Welfare schemes for

Teaching	Through Credit society	1.Provision of loan upto Rs.400,000/- 2. Savings 3. Yearly Dividend on savings 4.. Provision of Rs. !0,000/- in crisis to the Family 5.. Group insurance.
Non teaching	Through Credit society	1. Provision of loan upto 400,000/- 2.Savings 3.Yearly Dividend on savings 4.. Provision of Rs. !0,000/- in crisis to the Family 5.. Group insurance. 6. Facility in terms of advance for buying grain,oil &/or for festival celebration.
Students	Government Scholarships Library facilities Study circles Student concession pass UDISHA CWDC Counselling Canteen facilities Hostel facilities Alumni association  PTA	-for SC/ST/OBC students For all students Library ,activites,financial For commuting students For career and placement Women empowerment Of All students Economic rate and hygienic food For Boys and Girls Support in form of fees, books, placement, lectures. Moral support

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done

Yes

No



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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NAAC		
Administrative	Yes	NAAC		

6.8 Does the University/ Autonomous College declare 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?

Our institute is affiliated to Gujarat University, so it has to follow the evaluation process designed by the Gujarat University.  
 Gujarat University has adopted the choice based system since three years which has shown a major change in the internal evaluation. The internal evaluation became continuous evaluation which includes unit wise assignments/ projects, besides examinations. Each paper now has a compulsory short question to improve the students' performance in the section.

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

.....NA.....

6.11 Activities and support from the Alumni Association

Every year we arrange a grand Alumni Meet of our Institute. In this meeting we also invite our retired faculties, so that the alumni visiting the event can also meet their teachers. In these meetings we discuss and inform them with the progress, activities, problems, and requirements of the college. They give suggestions and advise and are always ready to help the institution in every possible way. Many of our alumni are on high positions and are invited for guest lectures and guide. Our institution acts as a bridge between the old students and the new ones. They also help our students in seeking employment.

#### 6.12 Activities and support from the Parent – Teacher Association

The college conducts PTA meetings each year. Through these meetings policy matters are communicated and discussed with them. Suggestions are invited and open discussion is done regarding any of the issue.

#### 6.13 Development programmes for support staff

- With family tour was organised at Bhavnagar and nearby area
- Skill development programme is planned.

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

- Department of Botany does 'Green Audit of our campus as an internal body.
- Every year tree plantation program is conducted by NSS.
- Efforts to minimize the use of plastic
- Use of water harvesting 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.

Culture of study circle in various departments is innovative aspect in our institute .Innovation introduced this year remained remarkable and innovative

(A) Plan of celebrating the golden jubilee of establishing of microbiology department (est.1963), which is one of the most popular departments in the institution with a wonderful support from the alumni of this department. In fact, the demand for these celebrations was rather from alumni, which was welcomed and supported by the authorities.

(B) Department of Microbiology, runs Microbiology study circle since 1969. Study circle organises “State level inter-collegiate competitions “since 1989 .2013 was the year to celebrate the silver jubilee of “The State level inter-collegiate competitions” of seminar presentation, scientific essay writing, scientific cartoon making, and poster making .The effort and fame of the event enabled the study circle to gain “Rajyashraya” from the Gujarat state biotechnology mission, Department of science and technology, Government of Gujarat in the form of financial assistance since 2005.

Stalwart academicians of microbiology department initiated this event for grooming students and cultivating their subjects through co curricular activities and for widening their horizons.

The event brought dignitaries, alumni, and faculty from around 25 UG colleges, Professors from different Post graduation institutes of different Universities of Gujarat State, students of 25 or more participating colleges, delegates, on the ground of our institute.

This has increased pride and prestige of the institute and has certainly created positive reflections in the functioning of the institute.

This Grand celebration has increased self esteem of the management, institutions, faculty, staff and student stakeholders of the institute. Organisation of the event heightened team spirit and has created positive vibrations at all level.

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

(A) The celebrations were organised on a grand scale on 2<sup>nd</sup> February, 2014. About 800 people from across the state participated including former heads and faculty of microbiology, our alumni chairing various dignified posts in various sectors poured in and made it a grand success.

The inaugural session of the day was chaired by the president of The Nadiad education society Shri H.N. Dalal sir, Prof. Harish Padh Vice Chancellor, S.P. University was chief guest –also alumnus

of Microbiology study circle (MSC), The guest of honour Prof. S.R. Dave, Director of school of sciences, Gujarat University –also our alumnus and all other alumni present on the day expressed their special feelings for the department of microbiology.

In felicitation ceremony mementoes were presented to retired staff members of the department of microbiology along with other dignitaries. Department of microbiology published an interesting “Souvenir”.

In order to make the day even more eventful, Microbiology study circle organised its annual State level intercollegiate competitions on the same day after lunch session.

Launching of website was announced by Microbiology study circle on its golden jubilee.!

(B) On 2<sup>nd</sup> February, 2014, parallel sessions of competitions were very finely organised by the experienced faculty of MSC, including poster presentations by Sem II students, seminar presentations by both Sem IV and Sem VI, extempore elocution, scientific article writing, scientific cartoon making, and bio quiz.

Officials from GSBTM, DST, Govern. Of Gujarat, our co patrons, principal, faculty and 180 student participants from about 25 colleges across the state of Gujarat and about 800 delegates attended this one day competitions.

Faculty members from P.G. departments of biological sciences from almost all major Universities of Gujarat served as the members of juries to judge all the events and mentored this unique event.

As an added glory, our student got “First” prize in Sem VI seminar presentation and in article writing got “Third” prize!

Preparation of invitation card, Souvenir, Web launch, hall decoration, light, sound, catering, Kit for all delegates, Certificates and prizes, registration everything remained up to the mark and praiseworthy due to collective effort and well management.

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

1. To provide support to alumni

Our institution takes very good care not only of students but is always ready to help alumni also and that is the extent of institutional student support service.

2 .Activities of UDISHA CLUB. (Universal Development of Integrated Employability Skill through Higher education Agencies.)

*(annexure-3)*

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

7.4 Contribution to environmental awareness / protection

- Department of Biology of the institute organised a study tour every year with an objective to study biodiversity of a particular ecosystem they visit.
- This year 56 students were taken to “Saputara” (Gujarat) for the purpose.
- The department collected many samples of the flora of that ecological niche for study.
- The tour successfully developed environmental awareness among students.
- Rain water harvesting is done.. We use this water for gardens, and laboratory purpose
- The college has keenly taken steps to reduce carbon emissions by planting as many trees as possible .Avoiding use of plastic bags in the campus as far as possible is observed.
- Plantation is actively carried out each year and cultivated plants are maintained.

7.5 Whether environmental audit was conducted? Yes  No

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

In order to meet with the recommendations of the peer team report on institutional assessment and reaccreditation of our institution, the institution has initiated student empowerment cell”.

This cell is meant to harmonize and establish equilibrium between fast on-going academic semesters due to the semester system recently introduced in Gujarat University and affiliated colleges.

Student Empowerment cell and IQAC of the institution has decided on making distance education certificate courses available to our students .The institution has already shortlisted some courses that will enable the students of this rural area to acquire skills required to face and sustain and to be successful in the age of competition.

8. **Plans of institution for next year**

- i. AQAR writing, compilation and submission
- ii. Preparation of academic calendar
- iii. Efforts to increase the attendance of students
- iv. To strengthen activities related to student support and progression.
- v. To keep in gear research activities and research environment.
- vi. To organize programmes related to faculty development.
- vii. To go for registration of alumni association.
- viii. Maintenance of Website.
- ix. To strengthen ICT
- x. To organize environment awareness programmes.
- xi. To go for AAA
- xii. To organize skill oriented programmes for students.
- xiii. To organize skill oriented programmes for nonteaching staff
- xiv. To organize IQAC seminar.
- xv. Infrastructure extension and maintenance.

Name \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_  
\_\_\_\_\_

*Signature of the Coordinator, IQAC*

*Signature of Chairperson, IQAC*

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**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

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**Annexure :1 Academic Planner of the Year 2013-2014**

June 2013	July2013	August2013	September2013
<p>Orientation programme for First semester students.</p> <p>Making of Academic planner</p> <p>College opened on 15<sup>th</sup> June2013 for new academic year.</p> <p>IQAC meeting 1</p>	<p>CWDC programme 1</p> <p>CWDC programme 2</p> <p>CWDC programme 3</p> <p>CWDC programme 4</p> <p>Cross country race and selection</p> <p>Chess tournament competitions and selection of team</p> <p>Badminton team selection.</p>	<p>Competitions by “SAPTADHARA”</p> <p>Selection of students for Youth festival 2013</p> <p>Basket Ball competitions and selection</p> <p>IQAC meeting 2</p>	<p>21 days Judo training (conti.)</p> <p>NSS Organised felicitation programme for youth at Piplav (2 days).</p> <p>IQAC meeting 3</p> <p>Sports competitions</p> <p>And selection: Volley Ball</p> <p>Preparation related to NAAC 2<sup>nd</sup> cycle of accreditation</p>
October2013	November2013	December2013	January2014
<p>NSS programme of campus cleaning (5days)</p> <p>(conti.)</p> <p>...21 days Judo training</p> <p>6<sup>th</sup>,7<sup>th</sup>,8<sup>th</sup> visit from</p> <p>NAAC Peer team(2<sup>nd</sup> cycle of accreditation)</p> <p>Internal examination</p>	<p>Diwali vacation</p> <p>Semester Examination</p> <p>IQAC meeting s(SWOT)analysis after NAAC visit.</p> <p>IQAC reformation 4</p>	<p>Athletics competitions and team selection(Boys and girls)</p> <p>IQAC meeting 5</p> <p>Chemistry department Study tour</p>	<p>New semester</p> <p>Chemistry study circle function</p> <p>Meeting for Golden Jubilee function organisation for the subject of Microbiology.</p> <p>Preparation for the same function: Souvenir publication,, Printing and posting of Invitation cards, Catering, lighting , Hall, decoration and all.</p>



February2014	March2014	April 2014	
<p>Golden Jubilee functions of Microbiology study circle.</p> <p>College annual Day Celebration with annual magazine publication”Archana”</p> <p>Annual workshop at “Ruun” village of one week</p> <p>Educational tour organised by Biology department</p>	<p>Prize distribution ceremony and Farewell function by Microbiology study circle</p> <p>Onset of Semester Examination</p>	<p>Semester examination continue</p> <p>Term ended on 27<sup>th</sup> April</p>	<p>Thank you</p> <p>-----S-----</p>

#### Annexure2 (Analysis of student feed back – student feedback)

Student feedback was taken with respect to following aspects:

- Faculty performance
- Administration
- Infrastructure of the college
- ICT facilities
- Library facilities
- Instrumentation in the laboratories
- Discipline
- Examination and evaluation
- NSS/NCC/Sports
- Co curricular and extracurricular activities

According to the analysis

- ✓ 80% or more students rated faculty as good and very good
- ✓ With respect to subject knowledge, explanation power, method of teaching, behaviour, syllabus completion, examination and evaluation.
- ✓ Students were extremely satisfied with co curricular and extracurricular activities and study circle culture.
- ✓ Students demanded for more computers and internet connections
- ✓ They had good opinion for NSS/Sports
- ✓ They had some suggestions for NCC
- ✓ They suggested for good maintenance of the infrastructure.
- ✓ They wanted more cherish able canteen facilities.
- ✓ Students pointed out about some problems they were facing due to the presence of outsiders in the campus

All most all the students felt difficult to leave the institute on completion of their under graduation due to emotional attachment!

### Anexure 3(Two Best Practices of the institution)

#### 1. To provide support to alumni

Our valued alumni doing post graduation at other institute are provided facilities of usage of infrastructure including instrument and guidance of our eminent faculty to carry out dissertation research work.

In the year 2013-14, four such alumni students carried out dissertation work in Microbiology department under the guidance of Dr. Shilpa Jani on the subject

“Screening, isolation and characterisation of keratin degrading actinomycetes nas a partial work of UGC minor project file no. 47-506/12 (WRO) .They successfully completed their work because of all kind of resources available in the Department of Microbiology.

#### 2. UDISHA CLUB. (Universal Development of Integrated Employability Skill through Higher education Agencies.)

- Being the oldest college in this rural area, we found that there was a need to develop awareness among the student about the options available to them after achieving their graduation and also to guide them. Our students hardly have educated family background where parents and families can motivate them for making or choosing their career. In spite of having such backgrounds, our students are full of enthusiasm and potential to pursue bright career. We found a need to educate our students about how to prepare Curricula Vitae, whom to approach, where and how to pursue admissions for their further studies, where to apply for placement and so on.
- Our college appointed Dr. S.D. Patel as co-ordinator of this activity who was already doing the same activities informally earlier. Government of Gujarat also recognized his efforts and appointed Dr, S.D. Patel as a district co-ordinator of the UDISHA Club.
- This practice includes everything that a college can do in the direction or supporting students for their future. Activities like Campus interviews, Job fair, Personality development guidance,.
- Circulation of informations regarding further studies, lectures of expert counsellors, training programmes for the students as well as teachers in this regard, industrial visit, entrepreneurship development training programmes, arrangement for coaching classes for the preparations of competitive examinations, workshops, guidance for preparation of their Resume etc. are some of the activities undertaken by UDISHA. This club gives special encouragement to the girl students of the rural area and have also found the best results in this respect.

### **Important programmes of 2013-14:**

Club is organizing various activities, through which it addresses various issues related to the carrier guidance and placement of the college students:

- 1 .Dr.Shilpa Gupte, ARIBAS, New vallabh vidhyanagar visited the microbiology department on 11<sup>th</sup> Feb 2014 for the counseling of Sem- 6 student
2. 33 Students appeared in National Graduate Physics Examination (NGPE) organized by Indian Association of Physics Teacher (IAPT).
3. Dr.Amit Balani ,NVPASS, Vallabh vidhyanagar disussed about crash courses for higher studies in JNU, MSU on 13<sup>th</sup> Feb 2014.
4. Students of Sem-6 microbiology attuned a crash course at NVPASS , Vallabh Vidyanagar for preparation of the entrance test for higher education.
5. Student of chemistry sem-6 actively participated in MANTHAN 2014 at CHARUSAT change on 2<sup>nd</sup> Feb 2014.
6. Student of chemistry Sem -6 participated in a one day workshop on Cheminformatics, at ARIBAS, New Vallabh Vidyanagar on 22<sup>nd</sup> Feb 2014.
7. Job fair for third year B Sc students was organized on 25<sup>th</sup> April 2014. PI industries Panoli, ADF Company, Nadiad and GVK EMRI Ahmadabad were the companies who sought for proper candidates.  
42 students participated in this event and 23 were selected for the second round.
8. A database of all the students of sem -6 was created and uploaded to the website of commissioner of higher education, Gujarat.
9. Beside placement activity, to make the students aware about courses they can opt for better career is given in printed form.