

Smt.H.C.Patel (Kandari) Arts and Commerce College,
Miyagam Karjan.Pin.391240 Dist. Baroda. Gujarat

Ph.02666-232076

(Affiliated to Gujarat University, Ahmedabad)

(NAAC Accredited Grade: B, 2.61 CGPA)

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**THE ANNUAL QUALITY ASSURANCE REPORT
OF
THE INTERNAL QUALITY ASSURANCE CELL
FOR THE YEAR 2012-2013**

Submitted To
**National Assessment and Accreditation Council
Banglore**

Submitted By

Mr. Gajendra S. Patel

Principal in Charge

Coordinator and Chairperson, IQAC.

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KARJAN TALUKA KELAVANI MANDAL, KARJAN.

Smt. Harshaben Chhaganbhai Patel (Kandari)
ARTS & COMMERCE COLLEGE
MIYAGAM-KARJAN

Pin Code - 391 240. Dist. Baroda.

NAAC - ACCREDITED 'B' Grade

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Ref. No. : ~~ISAC/99/2013~~ -2014
NAAC

Date : 17/07/2013

To,
The Director,
National Assessment and accreditation Council,
Post Box No.1075
Nagarbhavi,
Bangalore-560072
Karnataka-India

Sir,

**Subject : Submission of Internal Quality Assurance Report
for the year 2012-13.**

With reference to the above we are pleased to submit the hard copy of online 'Internal Quality Assurance Report' of our institution for the year 2012-13.

Please find it herewith for your kind consideration.



Place :Miyagam Karjan
Date : July 17,2013

Yours respectfully,

(Mr.G.S.Patel),
Principal in Charge

I/C Principal
Smt. H. C. Patel (Kandari)
Arts & Commerce College, Karjan,

2.

1. Kindly provide the details of the institution

Name of Institution:

Year of Establishment of the Institution:

Address Line 1:

Address Line 2:

City/Town:

State:

Postal Code:

Email Address:

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation:

Reaccreditation:

Current Grade:

CGPA:

3. Institutional Status

4. Contact Person Details

Name of Head of Institution:

Contact Phone:

Email:

Website URL:

Name of IQAC Co-ordinator:

Email:

3.

SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

5. Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (BA/B.Sc./B.Com etc.)	02
Post Graduate (MA/M.Sc./M.Com etc.)	0
Research Programmes (M.Phil/Ph.D)	01
Certificate Programmes	0
Professional Programmes (B.Tech/M.Tech/B.E./M.Ed/Medical/Pharmacy/Paramedical/Nursing etc)	0
Other value added programmes.	02
Any other programme offered (Specify)	0

6. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year	02 New Subjects
New programmes designed	0
Programmes under revision	02 New Subjects
Interdepartmental collaborative programmes	0
Inter institutional collaborative programmes	0
Number of review committee recommendations implemented (Total)	0
Number of NAAC peer team recommendations implemented	0
Number of UGC/any other expert committee recommendations implemented	0
Number of review committee recommendation under implementation	0
Number of NAAC peer team recommendations under implementation	0
Number of UGC/any other expert committee recommendations under implementation	0

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes 16

Total faculty on rolls 14

Faculty added during the year 0

Faculty positions vacant 02

Faculty left during the year 02

Total number of visiting faculty 1

Total number of guest faculty 0

8. Qualification of Faculty

PhD and Above 02

MPhil 06

Masters 06

Any other (Specify) 0

9. Faculty qualification improvement

PhD awarded to existing faculty 0

MPhil awarded to existing faculty 0

Any other degree awarded to existing faculty 0

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (total sanctioned) 05

Administrative staff (Actual strength) 04

Added during the year of reporting 0

Left during the year 0

Number of posts vacant 01

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical Support Staff (Total sanctioned strength) 0

Technical Support Staff (Actual strength) 0

Added during the year 0

Left during the year 0

Number of posts vacant 0

4.

SECTION II

This section surveys the quality assurance and development activities during the year taken up by IQAC. It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) in line with the vision, mission and goals of the institution.

12. Establishment details

Year of establishment of IQAC / /

13. Composition of IQAC (Enter a number; 0 for nil)

Number of IQAC members
Number of Alumni in IQAC
Number of Students in IQAC
Number of Faculty in IQAC
Number of Administrative Staff in IQAC
Number of Technical Staff in IQAC
Number of Management Representatives
Number of External experts in IQAC
Number of any other stakeholder and community representatives

14. IQAC Meetings

Number of IQAC meetings held during the year

15. Whether Calendar of activities of IQAC formulated for the academic year

16. IQAC Plans for Development (Enter a number; 0 for nil)

Number of academic programmes proposed	02 New Subjects
Number of value added programmes proposed	02
Number of skill oriented programmes proposed	01
Number of faculty competency and development programmes proposed	01
Number of other staff development programmes proposed	01
Number of student mentoring programmes proposed	01
Number of co-curricular activities proposed	34
Number of inter departmental cooperative schemes proposed	13
Number of community extension programmes proposed	04
Any other programmes proposed (Specify)	17

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)

Number of academic programmes implemented	02 Subjects
Number of value added programmes implemented	0
Number of skill oriented programmes implemented	01
Number of faculty competency and development programmes implemented	01
Number of other staff development programmes implemented	01
Number of student mentoring programmes implemented	01
Number of co-curricular activities implemented	40
Number of inter departmental cooperative progress implemented	18
Number of community extension programmes implemented	05
Any other programmes suggested that are implemented (Specify)	17

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of seminars/
conferences/ workshops
organized by IQAC within
the institution

Number of participants
from the institution

Number of participants from
outside

Number of external experts
invited

Number of external
conferences/seminars/
workshops or institutional
quality attended

Number of events
conducted with IQACs of
other institutions as
collaborative programs

19. Did IQAC receive any funding from UGC during the year ?

- Yes
- No

**20. If the response to Qn. 18 is Yes, please provide the amount received from UGC -
(Input 0 - if NA/NIL-) Any other source including internal financial support from the
management (Specify amount)**

Amount Received from
UGC

Amount Received from any
other source including the
college management

**21. Any significant contribution made by IQAC on quality enhancement during current
year (Please provide details in bullet format)**

Additional UGC Grant for Equipment

5.

SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programmes developed or designed by faculty	02 New Subjects
Number of faculty members involved in curriculum restructuring/revision/syllabus development	01
Number of programmes in which evaluation process information taken up and implemented	02
Number of active teaching days during the current academic year	236+192
Average percentage of attendance of students	70 %
Percentage of classes engaged by guest faculty and temporary teachers	5.09
Number of self-financed programmes offered	0
Number of aided programmes offered	02
Number of programmes discontinued during the year	0

23. Whether any systematic student feedback mechanism is in place ?

24. Feedback Details (If answer to Question 20 is Yes)

Percentage of courses where student feedback is taken	09
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25. Is feedback for improvement provided to the faculty?

26. Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year	0
Number of minor research projects undertaken during the year	0
Number of major ongoing projects	0
Number of minor ongoing projects	0
Number of major projects completed	0
Number of minor projects completed	0
Number of major project proposals submitted for external funding	0
Number of minor project proposals submitted for external funding	0
Number of research publications in peer reviewed journals	08+02 = 10
Number of research publications in international peer reviewed journals	0
Number of research publications in national peer reviewed journals	06+01 = 07
Number of research papers accepted for publication in international peer reviewed journals	0
Number of research papers accepted for publication in national peer reviewed journals	0
Average of impact factor of publications reported	Not Done
Number of books published	01
Number of edited books published	0
Number of books (single authored) published	01
Number of books (coauthored) published	0
Number of conferences attended by faculty	34
Number of international conferences attended	0
Number of national conferences attended	08
Number of papers presented in conferences	12
Number of papers	0

presented in international conferences	
Number of papers presented in national conferences	08
Number of conferences organized by the institution	02
Number of faculty acted as experts resource persons	03
Number of faculty acted as experts resource persons - international	0
Number of faculty acted as experts resource persons - national	01
Number of collaborations with international institutions	0
Number of collaborations with national institutions	0
Number of linkages created during the year	0
Total budget for research for current year as a percentage of total institution budget	0
Amount of external research funding received in the year	0
Number of patents received in the year	0
Number of patents applied for in the year	0
Number of research awards/recognitions received by faculty and research fellows of the institute in the year	02
Number of PhDs awarded during the year	0
Percentage of faculty members invited as external experts/resource persons/reviewers/editors or any other significant research activities	02

6.

SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)	890
Actual enrollment during the year	889
Student dropout percentage during the year	91 - 10.47 %
Success percentage in the final examination across the courses	508-65.03 %
Number of academic distinctions in the final examination and percentage	82 -0.25 %
Number of students who got admitted to institutions of national importance	Data Not Available
Number of students admitted to institutions abroad	Data Not Available
Number of students qualified in UGC NET/ SET	Data Not Available
Number of students qualified GATE/ CAT/ other examination (Specify)	Data Not Available

28. Does student support mechanism exist for coaching for competitive examinations?

29. Student participation, if response is yes to Qn. 27

Number of students participated	05
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30. Does student counselling and guidance service exist ?

31. Student participation, if answer to Qn. 29 is yes

Number of students participated	10
---------------------------------	----

32. Career Guidance

Number of career guidance programmes organized	03
Percentage of students participated in career guidance programmes	250

33. Is there provision for campus placement?

34. If yes to Qn. 32

Number of students participated in campus selection programmes 13

Number of students selected for placement during the year 02

35. Does gender sensitization program exist ?

36. If Answer is Yes to Qn 34

Number of programmes organized 010

Sl. No.	Name of the Programme	Number of students benefited
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

37. Student activities

Number of students participated in external cultural events	05
Number of prizes won by students in external cultural events	0
Number of cultural events conducted by the institute for the students	13
Number of students participated in international sports and games events	0
Number of students participated in national level sports and games events	0
Number of students participated in state level sports and games events	10
Number of students participated in university level sports and games events	12
Number of prizes won by students in international sports and games events	0
Number of prizes won by students in national level sports and games events	0
Number of prizes won by students in state level sports and games events	0
Number of prizes won by students in university level sports and games events	0
Number of sports and games events conducted by the institute for the students	12

38. Composition of students

Percentage of Scheduled Caste	9.32
Percentage of Scheduled Tribe	3.52
Percentage of other backward communities	12.88
Percentage of women students	52.47
Percentage of physically challenged	0
Percentage of rural students	100
Percentage of urban students	0

39. Scholarships and Financial Support

Number of students availing financial support from the institution

Amount disbursed as financial support from the institution

Number of students awarded scholarship from the institution

Number of students received notable national/international achievements/recognition

40. Student initiatives

Number of consistently efficient programmes initiated by students

Number of literary programmes initiated by students

Number of social action initiatives based on science / environment initiated by students

Number of student research initiatives

7.

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focussed.

41. Whether perspective plan for overall developmental activities is created ?

- Yes
 No

42. If the answer for Qn. 40 is Yes, is the plan implemented and monitored ?

- Yes
 No

43. Whether benchmarking is created for institutional quality management efforts ?

- Yes
 No

44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format

Result above 50%
Maximum Attendance of Students
Building of RCC Road, Waterproofing of Building

45. Is a Management Information System (MIS) in place ?

- Yes
 No

46. If answer to question 44 is Yes, please provide details of MIS applied to

1. Administrative procedures including finance
2. Student admission
3. Student records
4. Evaluation and examination procedures
5. Research administration
6. Others

(enter the respective details corresponding to the serial numbers)

Admission Work
Accounts
Students Record

47. Existence of learning resource management

	Yes	No
Available in library	<input checked="" type="radio"/>	<input type="radio"/>
ICT and multimedia equity	<input checked="" type="radio"/>	<input type="radio"/>
Learning resource in books, journals etc	<input checked="" type="radio"/>	<input type="radio"/>
Provision of teaching materials	<input type="radio"/>	<input checked="" type="radio"/>
Interactive learning facilities	<input checked="" type="radio"/>	<input type="radio"/>

48. Internal resource mobilization : Kindly provide the amount contributed

Research	<input type="text" value="0"/>
Constructing and testing	<input type="text" value="12000"/>
Student contribution	<input type="text" value="0"/>
Alumni contribution	<input type="text" value="0"/>
Others	<input type="text" value="82440"/>

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	<input type="text" value="6,21,200"/>
Amount spent for student welfare	<input type="text" value="82436"/>
Amount spent for staff welfare	<input type="text" value="0"/>

50. Is delegation of authority practiced

Yes
 No

51. Does grievance redressal cell exist ?

	Yes	No
Faculty	<input checked="" type="radio"/>	<input type="radio"/>
Students	<input checked="" type="radio"/>	<input type="radio"/>
Staff	<input checked="" type="radio"/>	<input type="radio"/>

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received	<input type="text" value="0"/>
Number of grievances resolved	<input type="text" value="0"/>

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received	<input type="text" value="0"/>
Number of grievances resolved	<input type="text" value="0"/>

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

Number of grievances received

Number of grievances resolved

55. Has the institution conducted any SWOT analysis during the year

Yes

No

56. The SWOT analysis was done by internal or by external agency

Internal

External

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

Students Strength
Big Campus
Only Higher Edu. Institution in Taluka

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

old Building
Lack of Technical Staff
Low Calibre Students in First Year

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

Increase of Students in Commerce Faculty
UGC Additional Grant

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

Decrease of Students in Arts Faculty
renovation of Old Building


61. Identify any significant progress made by the institution towards acheiving the goals and objectives during the year (list below in bullet format)

Proper Implementation of Curricular ,Co Curricular
and Extra Curricular Activities
received UGC Additional Grant for ICT

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)

Quality Improvement and Assurance
Promotion of Research Activities
Encouragement for SWOT Analysis




H.C. Principal
Smt. H. C. Patel (Kandari)
Arts & Commerce College, Karjan.