The Annual Quality Assurance Report (AQAR) of the IQAC

(For Affiliated/Constituent Colleges)
TRACK ID: GJCOGN80324
AISHE NO.:C- 833

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be **the Academic Year. July 1, 2015 to June 30, 2016***

Part – A

Data of the Institution

(Data may be captured from IIQA)

1. Name of the InstitutionM. P. SHAH ARTS & SCIENCE COLLEGE

- Name of the Head of the institution :   DR S. U. VORA

- Designation: PRINCIPAL

- Does the institution function from own campus: YES

- Phone no./Alternate phone no.:   02752 – 220382

- Mobile no.: 07984300875

- Registered e-mail: mpshahartssciencecollege@gmail.com

- Alternate e-mail : mpshahartssciencecollege@gmail.com

- Address   : BUS STAND ROAD

- City/Town   : SURENDRANAGAR

- State/UT   : GUJARAT

- Pin Code   : 363001

2. Institutional status:

- Affiliated / Constituent: Affiliated

- Type of Institution: Co-education

- Location :   Rural
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
  (Please specify):-   UGC 2f and 12(B)
- Name of the Affiliating University: SAURASHTRA UNIVERSITY
- Name of the IQAC Co-ordinator: Dr. BHARAT N. VALANI
- Phone no. :– 220382
- Mobile: 9824296123
- IQAC e-mail address: valanibharat2402@gmail.com

3. Website address: www.mpsasc.edu.in

Web-link of the AQAR: (Previous Academic Year):

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

4. Whether Academic Calendar prepared during the year?   YES

Yes/No....., if yes, whether it is uploaded in the Institutional website: NO

Web link:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B	2.46	2013	from: 2013 to: 2018

6. Date of Establishment of IQAC: DD/MM/YYYY: 28/03/2014

7. Internal Quality Assurance System

7.1Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Green Audit	21-09-2015	125

Note: Some Quality Assurance initiatives of the institution are: (Indicative list)

> - *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
> - *Academic Administrative Audit (AAA) conducted and its follow up action*
> - *Participation in NIRF*
> - *ISO Certification*
> - *NBA etc.*
> - *Any other Quality Audit*

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
M. P. SHAH ARTS & SCIENCE COLLEGE, SURENDRANAGAR		**State Government**	**2015-16**	**Rs. 34790000/**

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No:

YES

   *upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 04

The minutes of IQAC meeting and compliance to the decisions have been

uploaded on the institutional website…….

Yes/No: -   Yes

   (Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its

      Activities during the year? : -   No

            If yes, mention the amount: Year:

12. Significant contributions made by IQAC during the current year

(maximum five bullets)

      * Participation in NIRF

      * Assessment of Academic Performance Indicators under Career Advancement Scheme

      * Modification of Online Admission Process

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards

    Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Teacher CAS under College Teacher's API Audit	

14. Whether the AQAR was placed before statutory body?   No

    Name of the statutory body: N.A.   Date of meeting(s):   N.A.

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to
assess the functioning?

    Yes/No: - NO   Date: N.A.

16. Whether institutional data submitted to AISHE: Yes/No: YES

       Year: 2014-15   Date of Submission: / /2015

17. Does the Institution have Management Information System? **: -**   NO

    If yes, give a brief description and a list of modules currently operational.
    (Maximum 500 words)

 N.A.

Part-B

CRITERION I – CURRICULAR ASPECTS
1.1 Curriculum Planning and Implementation
1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words
The College is affiliated to Saurashtra University and follows the curriculum and syllabi prescribed by the university. Saurashtra University provides Academic Calendar at the beginning of each academic year. Advance planning of Academic activities is done by the college in concordance with the University academic calendar.   For the successful and timely implementation of curriculum, Time-table committee of the college prepares a Time-Table after the discussion with Head of the all departments at the beginning of each semester. Each department conducts departmental meetings where workload distribution among staff is prepared for the given time-table. Faculties prepare advanced academic planner for their work for timely implementation as well.   Students are made aware of the academic plans through time table and relevant notices as well as in the classrooms by their respective teachers. Also, slow and advanced learners from F.Y. B. Sc. and F. Y. B. A. Students are identified in the beginning of academic year. Teachers plan their work in view of the abilities of the slow learners, the average students and the advanced learners.   In addition to conventional teaching methods, faculties use other tools to supplement the effective delivery of curricular aspects such as field visits, study tours, industrial visits, group discussions, projects, class seminars, quiz and use of ICT. The college has put in place required infrastructure for technology-led learning. The campus is fully Wi-Fi enabled with internet access to all students and faculty.   To improve the delivery of curricular aspects by teachers, the institute supports the faculty members in various ways: by providing well-equipped library facility; by providing encouragement to attend various seminars, workshops, faculty development

programs, refresher and orientation courses to update their knowledge etc.

The Head of the department and the Principal do a periodical review monitoring of delivery of curriculum and also the student's attendance.

The internal examinations are organized systematically to assess the attainments of course outcome.

The IQAC monitors the feedback of students regarding curriculum delivery which helps in incorporating necessary measures for effective implementation.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
Certificate in Energy Technology and Management		Minimum 6 Months and Maximum 2 years; offered in January & July cycle of admissions.	➢ CETM aims at equipping all its students about various energy resources, energy conversion processes, energy use,energy conservation, energy planning and management	Minimum 6 Months and Maximum 2 years; offered in January & July cycle of admissions.

			. The broad objectives of the Programme are: ➢ To give an over view of various energy resources, their availability and energy use pattern ➢ To give an exposure about environmental effects of energy use ➢ To give an overview of renewable energy technologies ➢ To conduct an energy audit and implement energy	

			conservation measures	
			➢ To see the importance of Energy, Economy and Environment interaction ➢ To know how to make energy plan ➢ To know about energy efficient devices for energy conservation .	
	Diploma in Nutrition and Health Education	Minimum 1 year and Maximum 4 years; offered in both January & July cycle of admissions	The Diploma Programme is a holistic package which provides opportunities to the learner to gain knowledge about nutrition and public health. The aim of the	It enables the learners to evelop skills in communicating nutrition and health related information to the community. and develop skill in playing the role of nutrition/health educators in the

			programme is to develop a knowledge base in areas of nutrition and public health, promote awareness about concepts and principles in communication and their application in nutrition and health education	Community.

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
NIL	**NIL**	**NIL**	**NIL**

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
B. Sc. Botany	13	N/A	2009-10	13	N/A
B. Sc. Chemistry					
B. Sc. Mathematics					

B. Sc. Physics					
B. A. Hindi					
B. A. Gujarati					
B. A. Sanskrit	**N/A**		2009 – 10		**N/A**
B. A. English					
B. A. Economics					
B. A. History					
B. A. Psychology					
B. A. Philosophy					
B. A. Political Science					
M. A. Hindi	**N/A**	**03**		**N/A**	03
M. A. Economics					
M. A. English					
Already adopted (mention the year)					

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year		
No of Students	Certificate	Diploma Courses
37	**02**	**01**

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled
NIL	NIL	NIL

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
B.Sc. Chemistry (Adani Foundation, Mundra)	152

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No

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

Our college has a mechanism to obtain feedback from students on Curriculum. By analyzing these feedbacks; suggestion and recommendations are listed which are forwarded to Saurashtra University by our teaching staff members who are members of board of study in their specialized subject. Students' feedbacks and responses on curriculum are used to enrich curriculum by incorporating more examples, case studies, field studies, seminars, question bank, diagrams, online references, e-books, videos, and animations. Stakeholder can send their feedback offline as well as online through college website.

CRITERION II -TEACHING-LEARNING AND EVALUATION
2.1 Student Enrolment and Profile
2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B. Sc.	**240**	**900**	**456**
B. A.	**1800**	**2300**	**746**

M. A.	360	300	163

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015-16	3273	289	36	00	06

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers usingICT foreffective teaching with Learning Management Systems (LMS), E-learningresourcesetc. (current year data)

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
36	30	Laptop, Tablet, Smart Phone, Projector,	04	00	E- Content, Audio-visual, Vande Gujarat -13-16 SwayamPrabha, PPT, Animation,Virtual Lab, Simulation,C.D.,

		Chart Paper			Online Exam, Blogs

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
3562	36	00

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D.
53	36	17	00	20
2.4.2 Honours and recognitions received by teachers *(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)*				
Year of award	*Name of full time teachers receiving awards from state level, national level, international level*	*Designation*	*Name of the award, fellowship, received from Government or recognized bodies*	
NIL				
2.5 Evaluation Process and Reforms				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B. Sc.		**Semester - 6**	**11/04/2016**	**04/06/2016**
B. A.	**--**	**Semester – 6**	**11/04/2016**	**04/06/2016**
M. A.		**Semester – IV**	**13/05/2016**	

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As the college is affiliated with Saurashtra University it follows the Continuous Internal Evaluation System prescribed by the university. M. P. SHAH ARTS & SCIENCE COLLEGE institute of science follow the regulations and evaluation process of the affiliating Saurashtra University. In the beginning of the academic year all students are oriented about the internal and external evaluation process. The faculty members give the instructions even in the classrooms and copy of the same is also displayed on the student's notice board. Students and parents are clearly made aware of the eligibility conditions required to appear in the final exam. The evaluation is the core and integral part of the teaching learning process. The internal examination committee of the senior faculties conducts meeting to decide internal evaluation time table.

The internal evaluation weightage of 30 % is divided in three parts –

(1)10 % for classroom MCQ test

(2) 10 % Assignment

(3) 10 % seminar presentation and quiz or Assignment (For final year student)

 Student has to score minimum 12 marks out of 30 marks to get through to be eligible for the university exam.

Evaluation of remaining 70 % is done by external university exam.

Internal evaluation of 30 % practical mark done on the basis of

(4) 10 % for Practical viva

(5) 10 % Journal presentation & regularity

(6) 10 % Lab performance and scientific approach

During the orientation programme newly admitted students are updated about the attendance required and minimum marks required in the CBCS system both at internal and external evaluation. In internal evaluation gracing is given at the institutional level if required. The evaluation reforms of the university are followed in the best of the spirit to keep evaluation process fare and transparent.

The M. P. SHAH ARTS & SCIENCE COLLEGE Institute of Science and Arts have been following the improved examination system as prescribed by the affiliating university with the introduction of CBCS since June 2010.Those faculty members appointed as paper setter and examiner are also participating in university examination process.

At institutional level under the leadership of head of the institution and examination committee every faculty member is assigned examination duty of block supervisor, senior supervisor and reliever.

The members of examination committees monitor and observe all examination blocks through CCTV and give the instruction to block supervisor and students if required.

Senior supervisor are in continuous monitoring during internal and external exams.

The final evaluation and gradation of subjects of elective generics is done at the institutional level

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters

The M. P. SHAH ARTS & SCIENCE COLLEGE Institute of Science follow academic calendar of the Saurashtra University. In the beginning of the academic year the affiliating university provides academic calendar including the schedule of continuous internal evaluation. The affiliating university introduced Choice Based Credit System (CBCS) of evaluation form Jun 2010. The evaluation process can also be accessed from the affiliating university website.

The rules and regulation regarding examination are communicated to students in the

orientation programme. Information regarding the evaluation process is put up on the students' notice board and circulated it in every class and also communicated through intercom system. More over the faculty members inform their respective departmental students during classroom teaching. The same is also communicated to parents during the parents-teachers association meeting.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes

for all programs offered by the institution are stated and displayed in website of the institution

(to provide the web link)

NIL

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	B. Sc.	261	245	93.87%
	B. A.	404	373	92.33%
	M. A.	263	197	74.90%

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance

(Institution may design the questionnaire) (results and details be provided as web link)

NIL

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored Projects	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students Research Projects *(other than compulsory by the College)*	NIL	NIL	NIL	NIL
International Projects	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total	NIL	NIL	NIL	NIL

3.2 Innovation Ecosystem		
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights **(IPR)** and Industry-Academia Innovative practices during the year		
Title of Workshop/Seminar	Name of the Dept.	Date(s)
NIL		

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NIL				

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year		
Incubation Centre	Name	Sponsored by
NIL		
Name of the Start-up	Nature of Start-up	Date of commencement
NIL		

3.3 Research Publications and Awards		
3.3.1 Incentive to the teachers who receive recognition/awards		
State	National	International
N.A.		

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)*	
Name of the Department	No. of Ph. Ds Awarded
N.A.	

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

	Department	No. of Publication	Average Impact Factor, if any
National	Science	03	0.42
International	Arts	16	2.25

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
Science	16

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
2015	Thermal, FT-IR and SHG efficiency studies of L-arginine doped KDP crystals	K. D. Parikh	Bulletin of Materials Science	2007	h-index=4 i10-index=4	Department of Physics, Saurashtra University, Rajkot, India
2015	Growth and characterization of L-alanine doped KDP crystals	K. D. Parikh	Crystal Research and Technology	2010	h-index=4 i10-index=4	M.P.Shah Arts & Science College, Surendranagar, India
2015	Crystal growth, thermal, optical, and dielectric properties of l-lysine doped KDP crystals	K. D. Parikh	Modern Physics Letters B	2009	h-index=4 i10-index=4	Department of Physics, Saurashtra University, Rajkot, India
2015	Investigations of various growth parameters, FTIR and thermal studies of gel grown pure and mixed levo-tartrates of calcium strontium	K. D. Parikh	Indian Journal of Physics	2006	h-index=4 i10-index=4	Department of Physics, Saurashtra University, Rajkot, India

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self-citations	Institutional affiliation as mentioned in the publication
Thermal, FT-IR	K. D.	Bulletin of	2007	4	46	Department of Physics,

and SHG efficiency studies of L-arginine doped KDP crystals	Parikh	Materials Science				Saurashtra University, Rajkot, India
Growth and characterization of L-alanine doped KDP crystals	K. D. Parikh	Crystal Research and Technology	2010	4	41	M.P.Shah Arts & Science College, Surendranagar, India
Crystal growth, thermal, optical, and dielectric properties of l-lysine doped KDP crystals	K. D. Parikh	Modern Physics Letters B	2009	4	11	Department of Physics, Saurashtra University, Rajkot, India
Investigations of various growth parameters, FTIR and thermal studies of gel grown pure and mixed levo-tartrates of calcium strontium	K. D. Parikh	Indian Journal of Physics	2006	4	10	Department of Physics, Saurashtra University, Rajkot, India

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	04	07	01	01
Presented papers	03	16	01	00
Resource Persons	00	00	00	00

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the	Organising unit/	Number of	Number of

Activities	agency/ collaborating agency	teachers **co-ordinated** such activities	students participated in such activities
Celebration of Youth Day under the Red Ribbon	**NSS**	**02**	**184**
District level three-day camp- Rajkot	**NSS**	**02**	**16**
N.S.S.-NIC Camp Bangalore	**NSS**	**00**	**02**
N. S. S. Special Camp at Khodu	**NSS**	**02**	**100**
Program Officers Seminar	**NSS**	**02**	**02**
Rally under the Red Ribbon	**RRC**	**04**	**150**

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Yuth Festival -Poster Making	**Yuth Festival -Poster Making-First**	**Saurashtra University**	**Yuth Festival -Poster Making**
N. S. S. Special Camp	**Certificate of**	**NSS**	**N. S. S.**

	participation	Saurashtra University	Special Camp

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities
Cleaning of streets, public places and religious places of GujarwadiVillege	N. S. S. Special Camp at Gujarwadi, Ta. Dhrangadhara, Dist. Surendranagar	Swachh Bharat Abhiyan& National Service Scheme (N.S.S.)	02	100
HIV Awareness Lecture By ShriKripalsinhParmar and ShriDashrathbhaiUghreja	N. S. S. Special Camp at Gujarwadi, Ta. Dhrangadhara, Dist. Surendranagar	Red Ribbon Club (R.R.C.)	02	90
HIV Awareness Relly on the streets of	N. S. S. Special Camp at Gujarwadi,	Red Ribbon Club	02	100

GujarwadiVillege	Ta. Dhrangadhara, Dist. Surendranagar	(R.R.C.)		
Census and Literacy based Survey of Gujarwadi Village by NSS Cadets	N. S. S. Special Camp at Gujarwadi, Ta. Dhrangadhara, Dist. Surendranagar	National Service Scheme (N.S.S.) - Special Camp		70
Prohibition &Excis Related Lecture by ShriKanjibhaiBadresiya	N. S. S. Special Camp at Gujarwadi, Ta. Dhrangadhara, Dist. Surendranagar	National Service Scheme (N.S.S.) - Special Camp	02	95
Slogan writing on Walls in Gujarwadi Village	N. S. S. Special Camp at Gujarwadi, Ta. Dhrangadhara, Dist. Surendranagar	National Service Scheme (N.S.S.) - Special Camp	02	50
Voting Awareness Relly	N. S. S.	National	02	100

on the streets of GujarawadiVillege	Special Camp at Gujarwadi, Ta. Dhrangadhara, Dist. Surendranagar	Service Scheme (N.S.S.) - Special Camp		
District level Celebration of "van mahotsav"	N.S.S., M. P. Shah College - Regular Activity	National Service Scheme (N.S.S.)	02	237
Supestion awareness lecture and practical demonstration by ShriGhanshyambhai Mehta	N. S. S. Special Camp at Gujarwadi, Ta. Dhrangadhara, Dist. Surendranagar	National Service Scheme (N.S.S.) - Special Camp	02	95
Women's Empowerment Rally	N.S.S., M. P. Shah College - Regular Activity	National Service Scheme (N.S.S.)	02	187
Aids Awareness Relly	N.S.S., M. P. Shah College - Regular	Red Ribbon Club	02	115

	Activity	(R.R.C.)		

3.5 Collaborations			
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year			
Nature of Activity	Participant	Source of financial support	Duration

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	Participant

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoUsigned	Purpose and Activities	Number of students/teachers participated under MoUs

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	17700.17Sq.Mt.	NIL
Class rooms	17	NIL
Laboratories	10	NIL
Seminar Halls	NIL	NIL
Classrooms with LCD facilities	0	NIL
Classrooms with Wi-Fi/ LAN	0	NIL
Seminar halls with ICT facilities	NIL	NIL
Video Centre	NIL	NIL
No. of important equipment's purchased ($\geq$ 1-0 lakh) during the current year.		
Value of the equipment purchased during the year (Rs. in Lakhs)		
Others		

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	NIL	N/A	Not done

4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	35387		189	Rs. 30628/	35576	Rs. 30628/
Reference Books	00	00	00	00	00	00
e-Books	00	00	00	00	00	00
Journals	00	00	00	00	00	00
e-Journals	00	00	00	00	00	00
Digital Database	00	00	00	00	00	00
CD & Video	00	00	53	2550	00	00
Library automation	SOUL 2.0 SOFTWARE INSTALLED					
Weeding (Hard & Soft)	00	00	00	00	00	00
Others (specify)	00	00	00	00	00	00
Remarks: Here number of books purchased after 2014-15 and their values are shown in the table.						

4.3 IT Infrastructure

4.3.1 Technology Up - gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	63	1	All departments	1	1	2	13	10	
Added	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	
Total	63	1	All departments	1	1	2	13	10	

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

NIL…… MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is	Date of launching e - content

		developed	
NIL	NIL	NIL	NIL

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities

4.4.2 Procedures and policiesfor maintainingandutilizingphysical,academicand support facilities - laboratory, library, sportscomplex,computers,classrooms etc. *(maximum 500 words)* (information to be available in institutional Website, provide link)

CRITERION V - STUDENT SUPPORT AND PROGRESSION
5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	NIL	NIL	NIL
Financial support from other sources			
a) National / b) STATE	NIL Scholarship	NIL 1690	NIL Rs. 4,000,000/
b) International	NIL	NIL	NIL

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2015-16	1. UDISHA, KCG, Gujarat 2. Career Counselling, RojgarKacheri	900 ----	---- 319		

5.1.4 Institutional mechanism for transparency, timely redressed of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressed

5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			**Off Campus**		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
India ophthalmic	50	1	---	---	---

5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2015-16	46	B.Sc.	M. P. SHAH ARTS & SCIENCE COLLEGE, SURENDRANAGAR	Saurashtra University Gujarat University Bhavnagar University	M.Sc.
	29	B. A.			M. A.
	142	B. Sc. / B. A.			B. Ed.

5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State

Government Services)		
Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
TET	04	

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

Activity	Level	Participants
Saptadhara 15 Activities	College	400

5.3 Student Participation and Activities
5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2015-16	YuthFestivel -Poster Making-First	State	---	Yes		JadavMayuri

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

5.4 Alumni Engagement
5.4.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):
NIL

5.4.2 No. of ~~registered~~ enrolled Alumni:
NIL
5.4.3 Alumni contribution during the year (in Rupees) **:**
NIL
5.4.4 Meetings/activities organized by Alumni Association **:**
NIL

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT
6.1 Institutional Vision and Leadership
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)
Response: The principal, IQAC coordinator and senior faculty members play vital role in policy decisions. As and when any important decision regarding institute is taken meeting is conducted with the entire teaching and non-teaching staff members, there by invite suggestions from all. Oral feedback from the parents is taken every year and their suggestions are honoured.   As a case the principal and the IQAC coordinator planned for NAAC preparation and conducted meetings with staff members to explain the key-indicators of all criteria to collect data from each department and compile it for AQAR and SSR in given format. Thus, maximum staff members contributed to the common cause of the college and the principles of decentralization and participation were executed.   The principal constitutes different committees at the beginning of each academic year and all teaching and non-teaching staff work as the committee members. These committees are as follows:

• Admission Committee	• IQAC	
• Time-table Committee	• Grievances Redressal Cell	
• RUSA Committee	• Women Development Cell	
• DELL Committee	• Anti-Ragging Cell	
• AAA Committee	• NSS	
• IT Committee	• NCC	
• E-Waste Management Committee	• Sports	
• Library Committee		
• UGC Committee		
• RTI Committee		
• Saptadhara Committee		

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial:

No

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each)**:**

❖ Curriculum Development

Curriculum is developed by the university. At least one teacher of the college is a member of Board of Studies of university. Whenever curriculum is designed or developed or reformed, the members contribute in BoS. Before the meeting the members of our college get feedback from respective teachers of their departments, teachers of other colleges and alumni. College principal is a senate member of the university. Head of Chemistry, Physics, Mathematics, Botany, Hindi, Gujarati, Sanskrit, English, Economics, History, Philosophy, Political Science, Psychology are members of respective BoS. One teacher of Physics Department is a member ofAcademic Council.

❖ Teaching and Learning

Teaching and Learning: Teachers intent to teach using projects and computer. All the departments have projector so that the faculty members can use them. They use various teaching methods according to topics. Visits of resources of Botanical gardens and fields, Industrial visit for Chemistry students, Seminar of students, Assignments, Use of library as a resource, Practical sessions of each subject, Projects, etc. make teaching-learning interesting and fruitful to the students.

❖ Examination and Evaluation

M. P. SHAH ARTS & SCIENCE COLLEE, SURENDRANAGAR institute of science follow the regulations and evaluation process of the affiliating Saurashtra University. In the beginning of the academic year all students are oriented about the internal and external M. P. SHAH ARTS & SCIENCE COLLEGE, SURENDRANAGAR Page 22 evaluation process. The faculty members give the instructions even in the classrooms and copy of the same is also displayed on the student's notice board. Students and parents are clearly made aware of the eligibility conditions required to appear in the final exam. The evaluation is the core and integral part of the teaching learning process. The internal examination committee of the senior faculties conducts meeting to decide internal evaluation time table. The internal evaluation weightage of 30 % is divided in three parts – (1)10 % for classroom MCQ test (2) 10 % Assignment (3) 10 % seminar presentation and quiz or Assignment (For final year student) Student has to score minimum 12 marks out of 30 marks to get through to be eligible for the university exam. Evaluation of remaining 70 % is done by external university exam. Internal evaluation of 30 % practical mark done on the basis of (4) 10 % for Practical viva (5) 10 % Journal presentation & regularity (6) 10 % Lab performance and scientific approach During the orientation programme newly admitted students

are updated about the attendance required and minimum marks required in the CBCS system both at internal and external evaluation. In internal evaluation gracing is given at the institutional level if required. The evaluation reforms of the university are followed in the best of the spirit to keep evaluation process fare and transparent. The M. P. SHAH ARTS & SCIENCE COLLEGE, SURENDRANAGAR Institute of Science has been following the improved examination system as prescribed by the affiliating university with the introduction of CBCS since June 2010.Those faculty members appointed as paper setter and examiner are also participating in university examination process. At institutional level under the leadership of head of the institution and examination committee every faculty member is assigned examination duty of block supervisor, senior supervisor and reliever. The members of examination committees monitor and observe all examination blocks through CCTV and give the instruction to block supervisor and students if required. Senior supervisor are in continuous monitoring during internal and external exams. ϖ The final evaluation and gradation of subjects of elective generics is done at the institutional level as well as university level.

❖ Research and Development

This institute is being an undergraduate college. Students of final year are encouraged to do industrial visit or field visit. During interaction with the industries or field they are sometimes they find some idea regarding the final year project and with the help of industry professional and mentor of the college. By combine efforts of all, students himself try to assess the idea in guided path plus by means of doing reference work and investigate work in a healthy conduct under the guidance. After approaching to an elucidation of the research done by the students, made a project report with a proper format and submit it to the institute.

- ❖ Library, ICT and Physical Infrastructure / Instrumentation: During the academic session students have Library facility to use different books and magazines and newspaper and much more digital material over the web by using Namo-Wifi. Students are availed by the government scheme to have a Namo-Tablet for his college education as well as internet world of education. In addition to the old educational method college has M. P. SHAH ARTS & SCIENCE COLLEGE, SURENDRANAGAR Page 23 new ICT based educational methods too. In which, Teacher uses interactive seminar, ppt, audio-video lectures, BISAG, miscellaneous learning aids over projector and much more. In Laboratory practical students does practical as per their syllabus on various Hindi, Gujarati, Sanskrit, English, Economics, History, Philosophy, Political Science, Psychology chemistry, physics and biology instruments as well as del Lab essential for the Mathematics.

- ❖ Human Resource Management

  For Human Resource, Academic and Administrative, the institute is solely dependent on recruitment made by Govt. of Gujarat. Academic Human Resource: Academic posts Viz; Principal, Professor, Librarian, Sports Director (PTI) and Lab.Assistants are filled through direct recruitment made by Commissioner of Higher Education- Gujarat. The roster is maintained centrally by the same office. Administrative Resources; Posts related to administrative work are filled through direct recruitment by respective departments of Govt. of Gujarat. For Visiting faculties and other Administrative works posts are filled through Outsourcing.

- ❖ Industry Interaction / Collaboration

- ❖ Admission of Students

  First year Admission process:

  Students' enrolment in First year is merit based where students

undergo through process of filling up the admission forms on which merit list is generated as per government reservation policy. On confirmation of the admission, they are allotted subject groups of their choices based on merit.

Second year Admission process:

Students from this college having cleared or backlogs in previous year exam are enrolled first. If seats are found vacate after the admission, students from other institutes affiliated to Saurashtra University are given merit based admissions through admission process as mentioned above

Third year Admission process:

Students from this college having cleared or backlogs in Second year exam are enrolled first. For Final year, Subject choice and allotment is based purely on semester 1-4 cumulative merit.

6.2.2 : Implementation of e-governance in areas of operations:
❖ Planning and Development: All the correspondences with Commissioner of Higher Education and Knowledge Consortium of Gujarat are done through e-mails, Google Docs and Hard copies
❖ Administration: Partially e-governed. Some works are done through computers
❖ Finance and Accounts: College receives grants and salary made through Integrated Finance Management System
❖ Student Admission and Support: Students profile is prepared through computers
❖ Examination: Marks of Internal Evaluation are uploaded through the portal of University

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
N / A				

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non-teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
NIL					

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Faculty Development Program	01	01/02/2016 TO 06/02/2016

Orientation Programme	01	01/02/2016 TO 28/02/2016

6.3.4 Faculty and Staff recruitment (no. for Permanent/Full time recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
00	00	00	Nil

6.3.5 Welfare schemes for

Teaching	**Co-operative Society**
Non-teaching	**Co-operative Society**
Students	**NIL**

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

 (with in 100 words each)

6.4.2 Funds / Grants received from management, non-government bodies, individuals,

philanthropies during the year(not covered in Criterion III)

Name of the non-government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Knowledge Consortium of Gujarat	60000	For Saptadhara (Extra-curricular) Activities
Saurashtra University	18500	NSS Activities

6.4.3 Total corpus fund generated   NIL

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic				
Administrative				

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

NIL

6.5.3 Development programmes for support staff (at least three)

6.5.4 Post Accreditation initiative(s) (mention at least three)

6.5.5

a. Submission of Data for AISHE portal   : (Yes /No) YES

b. Participation in NIRF   : (Yes /No) N.A.

c. ISO Certification   : (Yes /No) No

d. NBA or any other quality audit   : (Yes /No) N.A.

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants

CRITERIONVII –INSTITUTIONAL VALUES AND BEST PRACTICES
7.1 - Institutional Values and Social Responsibilities
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period **(from-to)**	Participants	
		Female	Male

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the College met by the renewable energy sources		

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift		
Ramp/ Rails	Yes	
Braille Software/facilities	Yes	
Rest Rooms	Yes	
Scribes for examination	Yes	
Special skill development for differently abled students		
Any other similar facility	Extra Lecture for Physical Challenge Students	

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders		
Title	Date of Publication	Follow up (maximum 100 words each)

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
યોગદિવસનીઉજવણી	21-06-15	260
વૃક્ષારોપણ	01-08-15	200
બ્લડમોટીવેશનકેમ્પ	01-08-15	300
જિલ્લાલેવલવનમહોત્સવ	02-08-15	104
મહિલાશસક્તિકરણરેલી	03-08-15	87
રેડરીબનઅંતર્ગતયું થડેનીઉજવણી	12-08-15	84
અંધધ્વજદિનનીઉજવણી	14-09-15	410
વકૃત્વસ્પર્ધા –"નશોએનાશનું મૂળ .	08-01-16	20
રાષ્ટ્રીયમતદારદિવસનીઉજવણી	25-01-16	111
રેડરીબનઅંતર્ગતવકૃત્વસ્પર્ધા	02-02-16	22

રેડરીબનઅંતર્ગતચિત્રસ્પર્ધા	02-02-16	22
રેડરીબનઅંતર્ગતરેલી	07-01-16	150
રેડરીબનઅંતર્ગતલેક્ચર	07-01-16	163
બ્લડમોટીવેશનકેમ્પ	01-08-15	300
જિલ્લાલેવલવનમહોત્સવ	02-08-15	104
મહિલાશસક્તિકરણરેલી	03-08-15	87
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		

7.2 Best Practices
Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 Institutional Distinctiveness
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the web link of the institution in not more than 500 words

8. **Future Plans of action for next academic year (500 words)**

To follow the initiatives of the Government.

•To continue the courses of finishing program.

•To continue the soil testing project.

•To increase use of ICT in the teaching-learning process.

•To organize national conference.

•To organize state level seminar of IQAC.

• To construct new building of the college or augmentation of college building for adequacy of classrooms, Chemistry laboratory, toilets, etc. if grant is released by the government.

• To enhance Office Management System

Dr. Bha...
Signature of the Coordinator, IQAC

PRINCIPAL
M.P.Shah Arts & Science College
Surendranagar

Dr. K. D. Parikh
Signature of the Chairperson,
IQAC

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