

Knowledge Consortium of Gujarat (KCG)
Academic and Administrative Audit (AAA) for Colleges



**Academic and Administrative Audit (AAA)
For Colleges in Gujarat**



**Knowledge Consortium of Gujarat (KCG)
Department of Education
Government of Gujarat**

Knowledge Consortium of Gujarat (KCG)
Academic and Administrative Audit (AAA) for Colleges

I. LETTER OF INTENTION: AFFILIATED /CONSTITUENT COLLEGES

1	We would like to opt for	Academic and Administrative Audit(AAA)
2	Name of the Institution	Dr.V.R.Godhaniya College of Arts,Commerce,Home Science & I.T.for Girls
3	Name of the Head of the Institution	Dr. Anupam R. Nagar
4	Designation of the Head of the Institution	Principal
5	<p>a. Contact Details of the college:</p> <p style="text-align: right;">Address:M.G. Road, Khijadi Plot</p> <p style="text-align: right;">City:Porbandar</p> <p style="text-align: right;">Pin :360 575</p> <p style="text-align: right;">Tel:0286-2247709</p> <p style="text-align: right;">Mobile:09979881990</p> <p style="text-align: right;">Fax:0286-2246866</p> <p style="text-align: right;">Email:drvrgodhaniahl@rediffmail.com</p> <p style="text-align: right;">Website:www.drvrginstitute.org</p> <p>b. Contact Details of the Principal:</p> <p style="text-align: right;">Dr. Anupam R. Nagar</p> <p style="text-align: right;">Address:49, Shreeji Nagar, GIDC, Narsingh Tekri</p> <p style="text-align: right;">City:Porbandar</p> <p style="text-align: right;">Pin :360 575</p> <p style="text-align: right;">Tel:0286-220887</p> <p style="text-align: right;">Mobile:09979881990</p> <p style="text-align: right;">Fax:02862246866</p> <p style="text-align: right;">Email:anupamrn@indiatimes.com</p> <p>c. Contact Details of the IQAC Director:</p> <p style="text-align: right;">Shri Haribhai Kagathara</p> <p style="text-align: right;">Address:Rajiv Nagar, Narsingh Tekri</p> <p style="text-align: right;">City:Porbandar</p> <p style="text-align: right;">Pin :360575</p> <p style="text-align: right;">Tel:</p> <p style="text-align: right;">Mobile:9979120314</p> <p style="text-align: right;">Fax:</p> <p style="text-align: right;">Email:hpkagathara@gmail.com</p>	
6	Date of Establishment	07/01/1988
7	Date of Recognition by UGC under section 2(f)s	04/19/1993
8	Date of Recognition by UGC under section 12(B)	08/14/1993

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9	University to which College is Affiliated	Saurashtra University
10	Nature of Funding	Govt. Funded: Grant in Aid: <input checked="" type="checkbox"/> Private/Self Financing: Any other:
11	Faculties	Arts: <input checked="" type="checkbox"/> Commerce: <input checked="" type="checkbox"/> Science: Education: Medical Science: Management: Distance Education: <input checked="" type="checkbox"/> Engineering and Tech: Any other: Home-Science (Please specify) <input type="checkbox"/> <input type="checkbox"/>
12	Total Number of (Number only)	Teaching Staff: 39 <input type="checkbox"/> Non-Teaching Staff: 14 <input type="checkbox"/> Students: 1796 <input type="checkbox"/>
13	Programmes Offered (Numbers only)	UG: 09 PG: 02 Research: 04 Others: _____
14	Date of Accreditation/Re-Accreditation	07/16-18/2012
15	Date	09/15/2012

a INFORMATION ABOUT PRINCIPAL (A-1)

(Provide information on separate sheet wherever necessary.)

1. Name: **Dr. Anupam R. Nagar**
2. Subject: **English**
3. Qualifications: Ph.D M.Phil. M.Sc. M.A. M.Com
 Any other (please specify) _____
4. Teaching experience (in years): 25
5. Number of Teaching hours per week: 09
6. Research Projects/Publications/Study material developed during last 5 years(Provide in separate sheet):A1
7. Contribution to enrich quality of teaching - learning during last 5 years:
(Seminars / Workshops / lectures / field visits organized): A1
8. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
IQAC	CHAIRMAN	Academic
LMC	CHAIRMAN	Academic & Administrative

9. Other responsibilities taken: (Please Specify)

1	District Coordinator, Porbandar
2	Coordinator, Initiative Implementation Forum
3	

10. Best Practices in teaching & Administration introduced in the college in last 3 years

1	Introduction of ICT methodology
2	Computerization of the Administrative Office
3	Research Journal (Khoj); Campus Magazine (Sangath)
4	Monthly newsletter (Jyotirgamaya)

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Chetana N. Bechara**
2. Designation: **Associate Professor**
3. Subject: **Home Science**
4. Qualifications: : Ph.D M.Phil. M.Sc. M.A. M.Com
 Any other (please specify) _____
5. Teaching experience (in years): **27**
6. Teaching methods used (Lectures, Field Trip, Projects etc) : **Nil**
7. Technology used for teaching and frequency of use: **ICT**
8. Study material developed during last 5 years: **Nil**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): **lectures / field visits organized _**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
Time Table	Convener	Time Table Setting

11. Other responsibilities taken & information in any: (Please Specify)

1	Programme Officer - Youth Red Cross
2	District Coordinator of Saptadhara Initiative
3.	

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Dr. Bhavnaben R. Mashru**
2. Designation: **Associate Professor**
3. Subject: **Commerce**
4. Qualification Ph.D M.Phil. M.Sc. M.A. M.Com
 Any other (please specify) **IIM MGMT. COURSE**
5. Teaching experience (in years): **27**
6. Teaching methods used (Lectures, Field Trip, Projects etc) **All (Symposium, Role-playing, Business-case study**
7. Technology used for teaching and frequency of use: **Multimedia**
8. Study material developed during last 5 years: **Reference Books**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): **Attended 06 seminars.**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
Prarthana Committee	Member	As per calendar
Sports Dhara	Member	As per calendar

11. Other responsibilities taken & information in any: (Please Specify)

1.	
2.	
3.	

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Modhawadia Ranmal K.**
2. Designation: **Associate Professor**
3. Subject: **Commerce & Accountancy**
4. Qualifications: Ph.D M.Phil. M.Sc. M.A. M.Com
 Any other (please specify) _____
5. Teaching experience (in years): **25**
6. Teaching methods used (Lectures, Field Trip, Projects etc) **Lectures, Field Trips**
7. Technology used for teaching and frequency of use: **Computer**
8. Study material developed during last 5 years: **Nil**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): **Attended 03 seminars.**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
9	Member	As per Calendar

11. Other responsibilities taken & information in any: (Please Specify)

1	
2	
3.	

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Smita Harsukhray Acharya**
2. Designation: **Associate Professor**
3. Subject: **Gen. Home Science**
4. Qualifications: Ph.D M.Phil. M.Sc. M.A. M.Com
 Any other (please specify) **M.A. Home Science**
5. Teaching experience (in years): **25**
6. Teaching methods used (Lectures, Field Trip, Projects etc) **ppt**
7. Technology used for teaching and frequency of use: **ICT**
8. Study material developed during last 5 years: **Nil**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): **08 research papers presented in seminars**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
Stage Decoration	Convener	Stage Dev.
Canteen	Convener	Guidance , Solution
Samay Suraksha Society/ Canteen Co.	Convener	Canteen guide

11. Other responsibilities taken & information in any: (Please Specify)

1	NGO – District – women welfare Center
2	Kasturba – foundation
3.	Samay Suraksha Center

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Dr. Rekha H. Modha**
2. Designation: **Associate Professor**
3. Subject: **Sociology**
4. Qualifications: Ph.D M.Phil. M.Sc. M.A. M.Com
 Any other (please specify) _____
5. Teaching experience (in years): **27**
6. Teaching methods used (Lectures, Field Trip, Projects etc) **Lectures with ICT**
7. Technology used for teaching and frequency of use: **Nil**
8. Study material developed during last 5 years: **MCQ QUESTION-BANK (SU)**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): **Seminars: 08; Workshops: 04; lectures; 04**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
Jyotirgamaya	Convener	Monthly
Academic Calendar	Convener	Semester-wise

11. Other responsibilities taken & information in any: (Please Specify)

1	Brochure preparation
2	Exam schedule arrangement
3.	

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Shah Ketan Dineshchandra**
2. Designation: **Associate Professor**
3. Subject: **Chemistry (General science)**
4. Qualifications: Ph.D M.Phil. M.Sc. M.A. M.Com
 Any other (please specify) **CCC**
5. Teaching experience (in years): **26**
6. Teaching methods used (Lectures, Field Trip, Projects etc) **Lecture, ICT, Field Trip, Projects**
7. Technology used for teaching and frequency of use: **Nil**
8. Study material developed during last 5 years: **Lithocopy given to FY students and Printed material given to second year students.**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): **Attended National Seminar at Porbandar on 26.02.2013.**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
Health Committee	Convener	Different activities related to Health Care & Education
AAA	Co-member	Completed 2011 -12 report under the guidance of the Principal
NAAC	Co-ordinator	2007 to 2014
Knowledge society	Convener	Comp. and awareness lecture

11. Other responsibilities taken & information in any: (Please Specify)

1	Academic in charge of Home Science Department(2007-10)
2	

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Dr. Sulbha R. Devpurkar**
2. Designation: **Lecturer**
3. Subject: **English**
4. Qualifications: Ph.D M.Phil M.Sc. M.A. M.Com
 Any other (please specify) B.Ed
5. Teaching experience (in years): **24**
6. Teaching methods used (Lectures, Field Trip, Projects etc) **Lectures, Discussions**
7. Technology used for teaching and frequency of use: **PPT, Texts, Charts**
8. Study material developed during last 5 years: **Nil**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): **Attended 03 seminars; 01 workshop and organized 01 lecture.**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
Community Service	Member	Chart making, Awareness about AIDS, Education

11. Other responsibilities taken & information in any: (Please Specify)

1	Head of the English Dept.
2	Member of the Board of Studies / Core Committee
3.	Coordinator of Swami Vivekananda Centre

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Dr. Ila A. Thanki**
2. Designation: **Associate Professor**
3. Subject: **Economics**
4. Qualifications: Ph.D M.Phil. M.Sc. M.A. M.Com
Any other (please specify) **Ph. D. Guide**
5. Teaching experience (in years): **29**
6. Teaching methods used (Lectures, Field Trip, Projects etc) **Projects & PPT**
7. Technology used for teaching and frequency of use: **As per requirement**
8. Study material developed during last 5 years: **Nil**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): **Seminars: 31; Books Published: 02**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
Creative Writing	Convener	Regular Work
Research	Convener	Org. of seminars

11. Other responsibilities taken & information in any: (Please Specify)

1	Member of N.G.O.- (Bagvadar) Saheli Gramin Vikas Sans.
2	Member of Wester Railway Advisory Committee
3.	Co-ordinator of I.Q.A.C.

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Dr. Jani Kirti M.**
2. Designation: **Associate Professor**
3. Subject: **Sociology**
4. Qualifications: Ph.D M.Phil. M.Sc. M.A. M.Com
 Any other (please specify)
5. Teaching experience (in years): **23**
6. Teaching methods used (Lectures, Field Trip, Projects etc) **Lectures**
7. Technology used for teaching and frequency of use: **Nil**
8. Study material developed during last 5 years: **Prepared Question-Bank for TYBA & FYBA.**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): **Attended 08 Seminars; 04 workshops and organized 04 lectures.**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
જ્ઞાનધારા	સભ્ય	નિયમ મુજબ
લાઈબ્રેરી એન્ટીરેગી,	સભ્ય	નિયમ મુજબ
રમત-ગમત	સભ્ય	નિયમ મુજબ

11. Other responsibilities taken & information in any: (Please Specify)

1	'સખી' મહિલા મંડળમાં - સભ્ય
2	'મહિલા શક્તિ મંચ' - ઉપગ્રહમુખ
3.	'બહુસમાજ નારી મંડળ' - સભ્ય

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **H. P. Kagathara**
2. Designation: **Associate Professor in Phy. Education**
3. Subject: **Physical Educaiton**
4. Qualifications: Ph.D M.Phil. M.Sc. M.A. M.Com M. P. Ed.
 Any other (please specify) **M. P. E.**
5. Teaching experience (in years): **23**
6. Teaching methods used (Lectures, Field Trip, Projects etc) **Field Trip, Project**
7. Technology used for teaching and frequency of use: **Nil**
8. Study material developed during last 5 years: **Sports Ground**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): **Seminars / Workshop / Field Visits**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
In 10 Committees	Co-ordinator	
In 09 Committees	Member	
AAA	Co-ordinator	

11. Other responsibilities taken & information in any: (Please Specify)

1	PBR Special Olympic For Disabled persons: Coordinator
2	Cluster Coordinator (Arts, Commerce Cluster)
3.	District Coordinator (Chess Mahotsav)

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Chotai Daxaben A.**
2. Designation: **Associate Professor**
3. Subject: **Home Science (General)**
4. Qualifications: Ph.D M.Phil. M.Sc. M.A M.Com
 Any other (please specify)
5. Teaching experience (in years): **23**
6. Teaching methods used (Lectures, Field Trip, Projects etc) **Group Discussion, Interactive-methodology**
7. Technology used for teaching and frequency of use: **As per requirement**
8. Study material developed during last 5 years: **MCQ provided to the students**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): **Attended Seminars & workshops**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
Seminar, Stage Decoration, Library, Grievance – Redressal Cell, Value Based Education,	Member	Competitions/ Guidance, Solution

11. Other responsibilities taken & information in any: (Please Specify)

1	Convener of Samudayik Seva Dhara
2	Member of Value-Based Education programmes
3.	Paper-setter & examiner in practical exams
4	N.S.S. Programme Officer

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Dr. Geeta A. Unadkat**
2. Designation: **Associate Professor**
3. Subject: **Sanskrit**
4. Qualifications: Ph.D M.Phil. M.Sc. M.A. M.Com
Any other (please specify) **MS Office, CCC+, MRP**
5. Teaching experience (in years): **23**
6. Teaching methods used (Lectures, Field Trip, Projects etc) **Lectures, Field-Trips**
7. Technology used for teaching and frequency of use: **Yes**
8. Study material developed during last 5 years: **03 Books published.**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): **Attende seminars & workshops**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
Prarthana, Seminar, Research Committee	Member	Competitions/ progs.arranged
Grievance Redressal Cell	Convener	Guidance, Solution
Women Cell/Valuebased teaching	Member	As per requirement

11. Other responsibilities taken & information in any: (Please Specify)

1	Board of Studies – Sau. Uni., Rajkot
2	Samudaik Seva Dhara
3.	N.S.S. Programme Officer

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Varsha B. Joshi**
2. Designation: **Associate Professor**
3. Subject: **Sanskrit**
4. Qualifications: Ph.D M.Phil. M.Sc. M.A. M.Com
 Any other (please specify)
5. Teaching experience (in years): **22**
6. Teaching methods used (Lectures, Field Trip, Projects etc) **Field Trip, Projects**
7. Technology used for teaching and frequency of use: **ICT**
8. Study material developed during last 5 years: Seminars: **Multimedia material as and when required**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): Seminars: **10**; field visits: **08**; **Class Seminars**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
Library	Convener	Book-Exhibition
Cultural	Member	Talent-Day organized

11. Other responsibilities taken & information in any: (Please Specify)

1	Jyotirgamaya - Member
2	Academic Calender - Member
3.	Creative-writing Society - Member
4	Red Cross Society Member

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Suhagini P. Garasiya**
2. Designation: **Lecturer**
3. Subject: **Gujarati**
4. Qualifications: Ph.D M.Phil. M.Sc. M.A. M.Com
 Any other (please specify)
5. Teaching experience (in years): **20**
6. Teaching methods used (Lectures, Field Trip, Projects etc) **Lectures**
7. Technology used for teaching and frequency of use: **As per requirement**
8. Study material developed during last 5 years: Seminars: **MCQ Question for New Syllabus**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): **Seminar: 10, Workshops: 03, Field Visits: 08**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
Cultural	Member	Talent-Day, Annual - Day
Competitive	Member	

11. Other responsibilities taken & information in any: (Please Specify)

1	Sangit Dhara - Member
2	NSS - Programme Officer (up to 2013-14)
3.	Red Cross Society Member
4	

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Sangeeta C. Parekh**
2. Designation: **Associate Professor**
3. Subject: **Hindi**
4. Qualifications: Ph.D M.Phil. M.Sc. M.A. M.Com
 Any other (please specify) _____
5. Teaching experience (in years): **5 Years Part Time 19 Years Full Time**
6. Teaching methods used (Lectures, Field Trip, Projects etc) **As per requirement**
7. Technology used for teaching and frequency of use: **As per requirement**
8. Study material developed during last 5 years: Seminars: **MCQ Question Bank for New Syllabus**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): **Seminars: 10, Workshops: 05, Field Visits: 08**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
Time Table	Convener	Period Arrangement
Academic Calendar	Convener	વર્ષ દમ્યાન મુખ્ય અધવૃત્તિઓ નું આયોજન
Prize Distribution	Convener	સર્ટી. તેચાર કરી વિતરણ વ્યવસ્થા

11. Other responsibilities taken & information in any: (Please Specify)

1	NSS – Programmer Officer (up to 2013-14)
2	Swami Vivekanand Kendra Member
3.	Red Cross Society Member
4	

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Dr. Kamlesh P. Gohel**
2. Designation: **Associate Professor**
3. Subject: **Gujarati**
4. Qualifications: Ph.D M.Phil. M.Sc. M.A. M.Com
 Any other (please specify)
5. Teaching experience (in years): **24**
6. Teaching methods used (Lectures, Field Trip, Projects etc) **Lectures**
7. Technology used for teaching and frequency of use: **Nil**
8. Study material developed during last 5 years: Seminars: **Nil**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): **Attended Seminars & workshops**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
Discipline Committee	Convener	Maintenance of discipline during various programmes in the institute.

11. Other responsibilities taken & information in any: (Please Specify)

1	Study Circle Convener
2	Ph.d Guide

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Dr. Prof. M. N. Vaghela**
2. Designation: **Lecturer**
3. Subject: **Hindi**
4. Qualifications: Ph.D M.Phil. M.Sc. M.A. M.Com
 Any other (please specify)
5. Teaching experience (in years): **20**
6. Teaching methods used (Lectures, Field Trip, Projects etc): **Lectures**
7. Technology used for teaching and frequency of use: **ICT**
8. Study material developed during last 5 years: Seminars: **PPT**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): **Attended seminars & workshops**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
Prayer	Convener	As per requirement
Cultural	Member	As per requirement

11. Other responsibilities taken & information in any: (Please Specify)

1	Convener, Geet-Sangeet-Nritya Dhara
2	
3.	
4	

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Dodiya Bharatsinh Jesingsinh**
2. Designation: **Lecturer (Part-time)**
3. Subject: **Commerce & Accountancy**
4. Qualifications: Ph.D M.Phil. M.Sc. M.A. M.Com
 Any other (please specify) _____
5. Teaching experience (in years): **20**
6. Teaching methods used (Lectures, Field Trip, Projects etc) **Lectures**
7. Technology used for teaching and frequency of use: **As per requirement**
8. Study material developed during last 5 years: Seminars: **T. Y. B. Com. – Statistics**
F. B. Com – I નાણાકીય હિસાબી પદ્ધતિ
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): **Seminar**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
Sports	Member	Supervision

11. Other responsibilities taken & information in any: (Please Specify)

1	Local Exam Squad
2	Environment
3.	
4	

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Rajshakha Nathi Karsanbhai**
2. Designation: **Lecturer (Part Time)**
3. Subject: **Home Science**
4. Qualifications: Ph.D M.Phil. M.Sc. M.A. M.Com
 Any other (please specify)
5. Teaching experience (in years): **20**
6. Teaching methods used (Lectures, Field Trip, Projects etc) **Lectures, Field Trip**
7. Technology used for teaching and frequency of use: **As per requirement**
8. Study material developed during last 5 years: Seminars: **Nil**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): **Nil**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done

11. Other responsibilities taken & information in any: (Please Specify)

1	
2	
3.	
4	

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Bhaskar Rasiklal Jani**
2. Designation: **Librarian**
3. Subject: **Library Science**
4. Qualifications: Ph.D M.Phil. M.Sc. M.A. M.Com M.Lib. Sc.
 Any other (please specify) **DCS**
5. Teaching experience (in years): **24**
6. Teaching methods used (Lectures, Field Trip, Projects etc)
7. Technology used for teaching and frequency of use: **Computer**
8. Study material developed during last 5 years: Seminars: Usage of **SOUL** software
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): **Nil**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
Library	Member	Exhibition, Guidance, etc.
Cleaning	Member	Observation

11. Other responsibilities taken & information in any: (Please Specify)

1	Library Management
2	
3.	
4	

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Dr. Bhavna R. Keshwala**
2. Designation: **Lecturer**
3. Subject: **Economics**
4. Qualifications: Ph.D M.Phil. M.Sc. M.A. M.Com
 Any other (please specify) **DCS.**
5. Teaching experience (in years): **12**
6. Teaching methods used (Lectures, Field Trip, Projects etc) **Lectures, field-trips**
7. Technology used for teaching and frequency of use: **ICT; multi-media**
8. Study material developed during last 5 years: Seminars: **09 text-books as co-author**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): :
Attended 17 seminars and published 02 books with ISBN number.
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
Cultural Committee	Convener	As per calendar
Fine Arts (Dhara)	Member	As per calendar
CCDC	Member	As per calendar

11. Other responsibilities taken & information in any: (Please Specify)

1	Short Term Remedial Course in Economics for SC/ST/OBC Students
2	Advisor to the Course on Rural Development
3.	
4	

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Bharat Rajabhai Visana**
2. Designation: **Computer Programmer**
3. Subject: **Computer Science**
4. Qualifications: Ph.D M.Phil. M.Sc. M.A. M.Com
 Any other (please specify) **B.Sc., PGDCA**
5. Teaching experience (in years): **24**
6. Teaching methods used (Lectures, Field Trip, Projects etc) : **Practicals**
7. Technology used for teaching and frequency of use: **ICT**
8. Study material developed during last 5 years: Seminars: **Practical & Project Assignment**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized):
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
UGC	Convener	Liasoning with UGC
LMC	Member	Manage Institutional affairs

11. Other responsibilities taken & information in any: (Please Specify)

1	Helping Management to Administer day-to-day operations
2	Making full use of Computers in academic & Administrative Work.
3.	
4	

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Dhokia Dhirubhai Devji**
2. Designation: **Computer Programmer**
3. Subject: **Computer Science**
4. Qualifications: Ph.D M.Phil. M.Sc. M.A. M.Com
 Any other (please specify) **B.Sc. (Comp. Sci.)**
5. Teaching experience (in years): **24**
6. Teaching methods used (Lectures, Field Trip, Projects etc) **Practicals**
7. Technology used for teaching and frequency of use: **ICT**
8. Study material developed during last 5 years: Seminars: **Practical & Project Assignment**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): **Nil**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done
Library	Member	As per Calendar
Exam	Member	As per Calendar

11. Other responsibilities taken & information in any: (Please Specify)

1	
2	
3.	
4	

b STAFF INFORMATION

(Distribute to all Staff Members and provide during Peer Team Members visit.)

1. Name: **Joshi Kalpana Prabhakar**
2. Designation: **Computer Programmer**
3. Subject: **Computer Science**
4. Qualifications: Ph.D M.Phil. M.Sc. M.A. M.Com
 Any other (please specify) **MCA, DCS, B.Ed., LLB._**
5. Teaching experience (in years): **22**
6. Teaching methods used (Lectures, Field Trip, Projects etc) :**Lectures & Practicals**
7. Technology used for teaching and frequency of use: **ICT**
8. Study material developed during last 5 years: Seminars: **Practicals & Assignment, Projects**
9. Contribution to enrich quality of teaching - learning/administration during last 5 years: (Seminars / Workshops / lectures / field visits organized): **Attended Seminars & Lectures**
10. Contribution to the growth and development of the Institution during last 5 years through following:

Committees	Positions held	Work done

11. Other responsibilities taken & information in any: (Please Specify)

1	CCDC – District Co-ordinator (Sau. Uni.)
2	UDISHA – (Govt. Prog.) Co-ordinator
3.	NAAC – Steering Committee Member
4	

Criteria	Key Aspects	Measure
Criterion1	Academic Management	
1.1.a	Has Institution appointed a permanent principal? (A-2)	Yes
1.1.b	Is she/he Ph.D.?	Yes
1.2.	Total Number Non-Teaching Staff	14
1.3	Number of professional Programmes held for non teaching staff in the last two years (2.5 marks for each program)	more than 3
1.4	Extent of grant utilization (UGC + Government + fees) in the last two years Utilization (in %) (A-3)	100
1.5	Perspective and strategic plan prepared in and being followed in the institution (in %) (B-1)	100
1.6	Office Automation	
	a. Online Admission	No
	b. Other Administration Processes	Yes
	c. Enrolment	Yes
	d. Maintenance of Records	Yes
	e. Declaration of Results	Yes
	f. Fees Collection	Yes
	g. Maintenance of Accounts	Yes
1.7.a	Are there useful contents on the College website?	Yes
1.7.b	Is it updated till current month?	Yes
1.8.	Is the College Library automated?	
	a. Record of Books	Yes
	b. Issue and Return of Books	Yes
1.9.a	Does the library provide open access facility? a. To all b. To teachers only	a
1.9.b	Is there Internet facility in the library? a. To all b. To teachers only	a
1.10	How much active an Anti ragging Cell in the college?(in %)	100
1.11	How much any Welfare schemes actively works? (in %)	100
1.12	How much Women's Development Cell/Anti Sexual Harassment Cell actively working? (in %)	100
1.13	How much active Alumni Association works? (in %)	100
1.14	Do you organize Institution & Stake holders Interaction Cell (ISIC) meet? (minimum one meeting per year) (Stake holders : Governing Board, Parents, Alumni,	100

	Industries, etc.) (in %)	
	Total of 1.1	
Criterion 2	Academic Practices	
2.1	Human Resources	
2.1.1	Total Permanent Staff (Teaching) (A-4)	21
2.1.2	A. How many faculties have attended Faculty Strengthening Program in the last year? (in %)	100
	B. Faculties who have attended Refresher or Orientation Courses(in %)	100
2.1.3	Participation of Faculties in Capacity Building workshops in the last year. (in%)	75
2.1.4	Innovative practices (Specify with report) (in%)(A-5)	100
	Total of 2.1	
2.2	Teaching Learning-Evaluation Process	
2.2.1	Number of programmes/courses offered CBCS system/Multidisciplinary approach/Any other	4 (B.A.,B.Sc.,B.Com Guj. & B.Com Eng.) 10 (Short Term Courses)
2.2.2	Percentage of students who graduated during last two year ³ (in %) (A-6)	95
	First Class & Distinction (more than 59.99%)	82 (2012-13) 92 (2013-14)
	Second Class (50%-59.99% marks)	18 (2012-13) 08 (2013-14)
	Pass Class (36%-49.99% marks)	-
2.2.3	Contribution of the faculty in Course Design	42.85
2.2.4	Extent of which lecture plans and outlines are prepared and implemented by the individual faculty? (in %) (A-6)	100
2.2.5	Is academic calendar being prepared and implemented?(in %) (A-7)	100
2.2.6	Use of any other Teaching-Learning Tools (in %)	
	Projector, Videos	100
	Interactive boards	0-100 ?
	Any other (specify)	0-100 ?
2.2.7	Use of ICT in teaching-learning evaluation (in %)	
	e-journals	20
	IT enabled classrooms	50
	Online assessment	0-100 ?
	Online assignment submission	0-100 ?
	Online feedback on teaching & learning	0-100 ?

2.2.8	How do you offer Bridge Courses/Remedial Courses?(in%)	0
2.2.9	Are projects, assignments, field work, seminars etc. part of curriculaum?(in%)	100
2.2.10	Evaluation of teachers by students(in%) (A-8)	100
	Is it analysed and communicated?	100
2.2.11	Innovative teaching practices (in%) (A-9)	0-100 ?
	Total	
2.3	Research Output	
2.3.1	a. Percentage of teachers with PhD as the highest qualification (in%) 14/21	66.66
	b. Percentage of teachers with M.Phil. As the highest qualification (in%) 3/21	14.28
	c. Percentage of teachers with UGC NET or SLET (in%)	0
2.3.2	Publications of last 3 years: Articles in refered journals, books and edited volumes (A-10)	0-100 ?
2.3.3.	Are you generating resources through consultancy?(Type 1 if Yes/No or 0 if No)	No
2.3.4	Sponership of events and resources generated	No
2.3.5	a. State/National seminars/workshops / conferences organized during last 1 year	Yes (Value-Education in the 21 st Century: Possibilities and Challenges)
	b. International seminars/workshops / conferences organized during last 1 year	No
2.3.6	Number of Faculties engaged in research: (A-11)	
	Sponsored research projects:	
	Completed (at least one)	Yes
	Ongoing (at least one)	Yes
	Unsponsored research projects:	
	Completed (at least one)	No
	Ongoing (at least one)	Yes
2.3.7	Innovative practices (in%) (A-12)	100
	Total	
2.4	Community Outreach/Extension	
2.4.1	Number of outreach projects	
	NCC	No
	NSS (A-13)	Yes
	NGO's	Yes
	Own funds	Yes
	Local funds	Yes/No ?
	Govt funds	Yes/No ?
2.4.2	Number of student hours for outreach activities	Yes
2.4.3	Number of faculty hours for outreach	Yes

	activities	
2.4.4	Innovative practices (Youth Red Cross; Vivekananda Centre; Saheli Gram Vikas Sanstha; Rotary club: Programmes on social issues are arranged for sensitizing the students to social issues)	Yes
	Total	
2.5	Students Support	
2.5.1	Number of effective teaching days (Number of working days – Exam days) 0-100-119,120-139,140 or more, None of these (A-14)	More than 140
2.5.2	Use of BISAG Programs Live/Recordings Students: more than 50%, 26-50%, less than 25% (A-15)	More than 50%
2.5.3	Does the Institute do anything for the improvement in learning quality enhancement? (A-16)	Yes
2.5.4	Do you conduct study visits, field trips, Exhibitions learning quality enhancement?	Yes
2.5.5	Are any Personality development programmes conducted?	Yes
2.5.6	Do you organize & document various extra curricular activities?	Yes
2.5.7	How much active Students Council in the college?(in%)	100 (Mentor & C.R.)
2.5.8	Does your College have any Feedback Mechanism (students, Faculties & Industry)?	Yes
2.5.9	Do you have any Community Audit Mechanism? (through stake holders)	No
2.5.10	Discipline & Decorum, ambience (in class and campus.)	Yes
2.5.11	Innovative practices (Specify with report) (in%) (A-17)	100
	Total	
Criterion 3	Infrastructural Facility	
3.1	Campus Area (A-18)	Exemplary
3.2	Campus Ownership	Owned by management
3.3	Office Space	Exemplary
3.4	a. Area of Library:	2700 sq.ft.
	b. Do you have separate reading area for student & staff?	Yes
	c. Do you display the new arrivals?	Yes
	d. Do you maintain Book Volumes?	Yes
	e. No. of Books per student (22970/1700)	14
	f. No. of Issue/Return books per day	60

	g . No. of Research Journals	5
	h. No. of Periodicals	68
3.5	Laboratories	Exemplary
3.6	Security(in%)	100
3.7	Potable Water Facility	Good
3.8	Power Backup Facility(in %)	20
3.9a	Washroom Facility for Male	Exemplary
3.9b	Washroom Facility for Female	Exemplary
3.9c	Washroom Facility for staff	Exemplary
3.10	Parking Facility	Exemplary
3.11	Class rooms as per requirement	Exemplary
3.12	Staff room	Good
	A. Individual Staff room with IT facility	-
	B. Staff room with separate cabins	-
	C. Departmental Staff	-
	D. Common	Yes
3.13	Seminar Room	Exemplary
3.14a	Common Room for boys	Not Applicable
3.14b	Common Room for girls	Good
3.15	Medical Center facility(Select any one) 1. Health centre facility, 2. First-aid facility, 3. None	1
3.16a	Sports Facility (2 mark for separate ground for each sport) (Maximum 6) Type number of facilities	12
3.16b	Indoor Sports facility (2 mark for separate ground for each sport) (Maximum 6) Type number of facilities	10
3.17	Gymnasium	No
3.18a	Hostel for boys	Not Applicable
3.18b	Hostel for girls	Exemplary
3.19	Transportation for students	No
3.20	Support services (Bank/PO/Xerox)	Yes
3.21	Canteen	Yes
3.22	Approach Road	Yes
3.23	Garden	Exemplary
3.24	Auditorium/ Assembly hall	Exemplary

3.25	Internet facility 1.For all, 2. For staff only, 3.None	1
3.26	Overall Maintenance	Exemplary
	Total	
Criterion 4	Intuitional Initiative in Higher Education	
4.1	SATCOM Programmes for study	
4.1.1	Has the college installed the required dish and antenna for BISAG Programmes?	Yes
4.1.2	Is there a separate room in the college where TV/LCD has been installed for watching the BISAG lectures?	Yes
4.1.3	What is the percentage of Faculty members from your college have delivered lecture/(s) at the BISAG Studio? A. 81% to 100% B. 61% to 80% C. 40 % to 60% D. 20% to 40% E. Less than 20% F. None	E
4.1.4	Is the 'Video Communication at work' facility installed and operational?	Yes
4.1.5	How frequently do the students from your college ask questions during the live telecast of lectures? A. Regularly B. Seldom C. Never	A
	Total of 4.1	
4.2	Saptadhara	
4.2.1	Have you appointed different staff member for different dharas?	Yes
4.2.2	Have all students opted for at least one of dharas ?	Yes
4.2.3	Is Saptadhara activity conducted at least once a month?	Yes
4.2.4	Have you maintained record for Saptadhara fund utilization?	Yes
4.2.5	How many students of the college participated in the state/national level competition in the last academic year?	60
4.2.6	Performance of the College in the Saptadhara Bands at the Zonal/ State Level	Zonal/State level programmes were not arranged.
	Total of 4.2	
4.3	Information and Communication Technology	
4.3.1	Faculty members/ Administrative staff can operate MS-Word/ Power point and Microsoft Excel?	Exemplary

4.3.2	Does College arrange for Training of Faculty members in the use of Computers.	Yes
4.3.3	How many Computers in working condition do you have in the College?	250
4.3.4	Does the College have Internet facilities?	Yes
4.3.5	Have your Faculty members undergone training for ICT?	Yes
4.3.6	How many % of students use internet facility	30 to 40 %
	Total of 4.3	
4.4	Placement Activities/UDISHA	
4.4.1	Has the Udisha Placement cell/ Career Counseling Cell been formed in the college?	Yes
4.4.2	How many % of students of last year of the program have been enrolled in the cell?	40
4.4.3	Have you conducted any pre placement training for student's placements? If Yes/No, then Specify.	Yes
4.4.4	Have you organized any employer company visits or guidance camp for students?	No
4.4.5	Are the students provided computers and Internet to search job, to download application forms etc?	Yes
4.4.6	Number of campus interview at your college in the last year	1
4.4.7	Number of students benefitted by campus interview in the last year. (A-19)	100
	Total of 4.4	
4.5	Choice Based Credit System	
4.5.1	Is CBCS implemented properly?	Yes
4.5.2	How many students have cross registered in other discipline?	0
4.5.3	How many subjects are elective subjects?	Commerce 2, Arts 7, Home Science 3
4.5.4	How is internal assessment of students at college level?	Exemplary
	Total of 4.5	
4.6	Use of Library under Vanche Gujarat	
4.6.1	How many programs of encouragement of reading books has college conducted?	4
4.6.2	How many percent of students read and reviewed books in the last year? (in%)	2
4.6.3	How many faculty members are taking interest in spreading awareness of reading?	21
	Total of 4.6	
4.7	General Knowledge Quiz	
4.7.1	Is there a committee to implement quiz at your college?	Yes

4.7.2	Have students of your college have participated in district/zonal/state/national level competition? 50 at the District level	Yes
	Total of 4.7	
4.8	Alumni Association	
4.8.1	Does the college have a functional Alumni Association?	Yes
4.8.2	Number of active students enrolled the alumni association	More Than 50 Students
4.8.3	Number of Activities of Alumni Association Give details of any Progressive Practices of the Institution if any.	9 INTERFACE MEETS WERE ARRANGED THIS YEAR
4.8.4	Fund from alumni association to college (in Rs.)	0
	Total of 4.8	
4.9	Academic Links	
4.9.1	Does your College facilitate Academic links/ collaborations/ MoU, etc with other centers of higher learning ?	No
	Total of 4.9	
4.10	Any other Initiative of College (Specify)	Estd. Of Competitive Exam Training Centre (June 2014)
4.10.1	How many % of students are benefitted?	10
4.10.2	How many programs have been conducted?	01 (experts address on various subjects every Saturday for six hours)
4.10.3	Did you get grant of Center for Excellence from UGC?	Yes/No
	Total of 4.10	
	Total of 4	

PART - 2 ABOUT OTHER INITIATIVES (30 Marks)

Please enclose a detailed write up for each initiative giving Context, Objectives, Action plan, resources utilized and generated, if applicable and its impact. (A-20)

DECLARATION

Adherence to the Code of Conduct and Ethical Standards

Name of the Institution:

Declaration by the Head of the Institution:

Certified that the institution or its management has not offered any gifts (in kind or in any other form), to any of the Peer Team members or their representatives, before, during or soon after the Assessment and Accreditation visit to the institution.

Certified that no hospitality was provided to the family members of any of the Peer Team members.

Certified that no paid consultancy/job/assignment shall be offered to any peer team member for a period of one year after the declaration of the accreditation status of the institution, by the KCG.

Place:

Date:

Signature of the Head of the Institution with office seal

