



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

|   |   |
|---|---|
| 1. Name of the Institution                    | SMT. C.C. MAHILA ARTS AND SHETH C.N. COMMERCE COLLEGE |
| Name of the head of the Institution           | Dr. M. F. Patel                                       |
| Designation                                   | Principal   |
| Does the Institution function from own campus | Yes   |
| Phone no/Alternate Phone no.                  | 02765220155   |
| Mobile no.                                    | 9426279181  |
| Registered Email                              | ccmcnc@yahoo.com                                      |
| Alternate Email                               | patelfm@yahoo.co.in                                   |
| Address                                       | Near Dosabhai Baug, Station Road                      |
| City/Town                                     | Visnagar  |
| State/UT                                      | Gujarat   |
| Pincode                                       | 384315  |

| <b>2. Institutional Status</b>   |       |      |   |             |             |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
|--|-------|------|---|-------------|-------------|-------|-------|------|-----------------------|----------|--|-------------|-----------|---|---|------|------|-------------|-------------|---|---|------|------|-------------|-------------|
| Affiliated / Constituent   |       |      | Affiliated  |             |             |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| Type of Institution  |       |      | Co-education  |             |             |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| Location   |       |      | Semi-urban  |             |             |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| Financial Status   |       |      | state   |             |             |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| Name of the IQAC co-ordinator/Director   |       |      | Shri R. B. Shrimali   |             |             |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| Phone no/Alternate Phone no.   |       |      | 02765220155   |             |             |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| Mobile no.   |       |      | 9724891046  |             |             |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| Registered Email   |       |      | rbshrimaliccmnc@gmail.com   |             |             |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| Alternate Email  |       |      | ccmnc@yahoo.com   |             |             |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| <b>3. Website Address</b>  |       |      |   |             |             |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| Web-link of the AQAR: (Previous Academic Year)   |       |      | <a href="https://www.ccmnccollege.org/content/ccmnccollege.org/document/7682018-19%20agar_report.pdf">https://www.ccmnccollege.org/content/ccmnccollege.org/document/7682018-19%20agar_report.pdf</a>               |             |             |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| <b>4. Whether Academic Calendar prepared during the year</b>   |       |      | Yes   |             |             |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| if yes,whether it is uploaded in the institutional website:<br>Weblink :   |       |      | <a href="https://www.ccmnccollege.org/content/ccmnccollege.org/document/822019-20%20academic%20calendar.pdf">https://www.ccmnccollege.org/content/ccmnccollege.org/document/822019-20%20academic%20calendar.pdf</a> |             |             |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| <b>5. Accreditation Details</b>  |       |      |   |             |             |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| <table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>C</td> <td>1.89</td> <td>2008</td> <td>16-Sep-2008</td> <td>15-Sep-2013</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.17</td> <td>2014</td> <td>05-May-2014</td> <td>04-May-2019</td> </tr> </tbody> </table> |       |      |   |             |             | Cycle | Grade | CGPA | Year of Accreditation | Validity |  | Period From | Period To | 1 | C | 1.89 | 2008 | 16-Sep-2008 | 15-Sep-2013 | 2 | B | 2.17 | 2014 | 05-May-2014 | 04-May-2019 |
| Cycle  | Grade | CGPA | Year of Accreditation   | Validity    |             |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
|  |       |      |   | Period From | Period To   |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| 1  | C     | 1.89 | 2008  | 16-Sep-2008 | 15-Sep-2013 |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| 2  | B     | 2.17 | 2014  | 05-May-2014 | 04-May-2019 |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| <b>6. Date of Establishment of IQAC</b>  |       |      | 10-Aug-2009   |             |             |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| <b>7. Internal Quality Assurance System</b>  |       |      |   |             |             |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| <div> Quality initiatives by IQAC during the year for promoting quality culture </div>   |       |      |   |             |             |       |       |      |                       |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |

| Item /Title of the quality initiative by IQAC         | Date & Duration   | Number of participants/ beneficiaries |
|---|-------------------|---------------------------------------|
| Regular Meeting of IQAC                               | 17-Jun-2019<br>01 | 19                                    |
| ISO Certification                                     | 04-Jul-2019<br>01 | 1585                                  |
| Expert Lecture & Exhibition of Historical documentary | 29-Jul-2019<br>01 | 79                                    |
| Women Empowerment Programme                           | 04-Sep-2019<br>01 | 168                                   |
| Campaign on Big Cleanliness                           | 14-Sep-2019<br>01 | 55                                    |
| Regular Meeting of IQAC                               | 18-Nov-2019<br>01 | 16                                    |
| Feedback Taken  | 18-Nov-2019<br>01 | 96                                    |
| Training on Women Self Defense                        | 12-Dec-2019<br>01 | 42                                    |
| Organization of Placement Fair                        | 28-Jan-2020<br>01 | 100                                   |
| Thalassemia Test                                      | 01-Feb-2020<br>01 | 265                                   |

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**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   |
|------------------------------------|--------|------------------------|-----------------------------|----------|
| INSTITUTION                        | DEDF   | KCG - STATE GOVERNMENT | 2019<br>365                 | 50000    |
| INSTITUTION                        | SALARY | STATE GOVERNMENT       | 2019<br>365                 | 22585302 |
| INSTITUTION                        | ITI    | STATE GOVERNMENT       | 2019<br>365                 | 55050    |
| INSTITUTION                        | NSS    | HNGU Patan             | 2019<br>365                 | 23262    |
| <a href="#">View Uploaded File</a> |        |                        |                             |          |

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

|  |                                    |
|--|------------------------------------|
| <b>10. Number of IQAC meetings held during the year :</b>  | <b>2</b>                           |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website       | <b>Yes</b>                         |
| Upload the minutes of meeting and action taken report  | <a href="#">View Uploaded File</a> |
| <b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b> | <b>No</b>                          |

|  |
|--|
| <b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>                      |
| IQAC encouraged various committees to conduct and organize different academic and cocurricular activities.           |
| IQAC emphasised to explore more avenues for students to engage in community and social services through NCC and NSS. |
| IQAC suggested to involve students' active participation and involvement in teaching-learning process using ICT.     |
| IQAC acquainted the faculties and staff with new method of NAAC Accreditation.                                       |
| Accomplish the college Infrastructural development and add more facilities for students.                             |

|                                    |
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|  |
|--|
| <b>13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year</b> |
|--|

| Plan of Action   | Achivements/Outcomes   |
|--|--|
| To plan academic calendar  | Academic calendar prepared and implemention sucessfully  |
| To arrange Orientation Programme for the newly admitted students   | Orientation Programme held for the newly admitted students   |
| To form various college committees and distribute the role and responsibilities for organizing co-curricular & extra co-curricular activities. | Various college committees formed and distributed the role and responsibilities for organizing co-curricular & extra co-curricular activities. |
| To celebrated World Yoga Day   | Celebrated World Yoga Day  |
| To arrange expert lectures   | Expert lectures held on various topics   |
| To enroll new students in NCC and NSS  | Enrollment successfully done for new   |

|   |  |
|---|--|
|   | students in NCC and NSS.                             |
| To submit the AISHE data for the present year | Submitted timely the AISHE data for the present year |
| To make MOU with other institutes             | MOU made with other institutes                       |
| To organize Placement Fair                    | Organized Placement Fair in college campus           |
| To organize Alumni function                   | Sucessfully organized Alumni meeting and function    |
| <a href="#">View Uploaded File</a>            |  |

|  |     |
|--|-----|
| <b>14. Whether AQAR was placed before statutory body ?</b> | Yes |
|--|-----|

|  |              |
|--|--------------|
| Name of Statutory Body                               | Meeting Date |
| Shree Maharshi Dayanand Saraswati<br>Kelavani Mandal | 15-Jun-2020  |

|  |    |
|--|----|
| <b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b> | No |
|--|----|

|   |     |
|---|-----|
| <b>16. Whether institutional data submitted to AISHE:</b> | Yes |
|---|-----|

|                    |      |
|--------------------|------|
| Year of Submission | 2020 |
|--------------------|------|

|                    |             |
|--------------------|-------------|
| Date of Submission | 20-Jan-2020 |
|--------------------|-------------|

|  |     |
|--|-----|
| <b>17. Does the Institution have Management Information System ?</b> | Yes |
|--|-----|

|   |  |
|---|--|
| If yes, give a brief descripton and a list of modules currently operational (maximum 500 words) | <p>The college has management information system in the form of IQAC (Internal Quality Assurance Cell) as per the guidelines of NAAC UGC. Our institute is having proper and effective Management Information System (MIS). Important information regarding programmes and events for the students and faculty members communicate through Whatsapp and conventional notices and circulars. All the departments of the institute are having internet and wifi facilities. Administration Department maintains all the records in computers. The cell consists of members from the Management, the Principal of the college, Teachers, college Alumni and other Stakeholder of the town. The cell aims at quality enhancement based on the suggestions of the previous NAAC</p> |
|---|--|

peer team report. Every year the cell outlines the goals and sets targets regarding the overall quality of the institution, which includes needful things to be done and feedback from all stakeholders. The meeting of IQAC is regularly held at the college wherein all the concerned issues regarding quality improvement are discussed and solutions are arrived at. The annual report on the institute's efforts of quality improvement and the achievement of superior outcomes in all aspects of holistic education is being sent to NAAC UGC as AQAR (Annual Quality Assessment Report) by the IQAC.

## 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

Our college is affiliated to Hemchandracharya North Gujarat University, Patan. The college follows the curriculum designed by the university, at university level, there is a board of studies (BOS) which prepares the syllabus. Many of the senior faculty members of our institution are members of the Board of Study in H.N.G. Uni., Patan. They have contributed in forming syllabus of semester system which is called 'Choice Based Credit System'(C.B.C.S.). It offers a wide range of courses providing adequate academic flexibility in the choice of core and elective options. The semester and CBCS systems have been implemented from the year 2010 in P.G. and 2011 in U.G. IQAC holds meeting at the beginning of the academic year and discusses academic plan of the year. List of the subjects displays on the notice board so that new students can choose the subject accordingly. Currently, the college offers four Programmes in UG 1. B.A. History, 2. B.A. Gujarati, 3. B.Com. Accountancy (Gujarati Medium) and 4. B.Com. Accountancy (English Medium) and three Programmes in P.G. 1. M.A. Gujarati, 2. M.Com. Accountancy (Gujarati Medium) and 3. M.Com. Accountancy (English Medium). The college offers two main subjects in B.A.; Gujarati and History. And Sociology, Economics, Hindi and Sanskrit are offered as subsidiary subjects while English is offered as a compulsory subject. In B.Com. the college offers main subject; Accountancy while Statistics, Secretarial Practice, Cooperation, Computer and Communication in Business are offered as subsidiary subjects. Prospectus is distributed to new students. Academic calendar is prepared in tune with the university academic calendar. It includes Curricular, Co- Curricular and Extra- Curricular activities of the year. 'Saptadharma' (Seven-steps), N.C.C., N.S.S., Sports and Internal Examination of the college, all these are planned at the beginning of the academic year. Timetable is prepared, distributed to every faculty and departments; it is also displayed on the notice board. Workload is distributed among faculty members. Orientation programme is organized for the newly admitted students to make them aware about curricular, co-curricular, extra-curricular activities, examination pattern of semester system etc... Assignment and project work is introduced, so that participation of the students are involved. The faculties make use of projectors, computer lab, according to requirement. Remedial classes are arranged for slow learners. The institution takes feedback from the students

regarding curriculum and also about quality of teaching of faculty. The college website is also up-dated with programmes. All classrooms have ICT enabled and a computer lab as an advance learning resources. To meet the demands of the universal competition we have updated a network resource centre in our college.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|-------------|-----------------|-----------------------|----------|--|-------------------|
| NIL         | NIL             | Nil                   | 0        | NIL                                      | NIL               |

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course                   | Programme Specialization | Dates of Introduction |
|------------------------------------|--------------------------|-----------------------|
| Nil                                | NIL                      | Nil                   |
| <a href="#">View Uploaded File</a> |                          |                       |

#### 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 | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|----------------------------------|--------------------------|---|
| BA                               | GUJARATI, HISTORY        | 12/06/2019  |
| BCom                             | ACCOUNTANCY              | 12/06/2019  |
| MA                               | GUJARATI                 | 12/06/2019  |
| MCom                             | ACCOUNTANCY              | 12/06/2019  |

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

|                    | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 0           | 0              |

### 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 |
|---|----------------------|-----------------------------|
| NSS   | 12/06/2019           | 150                         |
| NCC   | 12/06/2019           | 50                          |
| B.Com. Semester - 1<br>Yoga Meditation                        | 12/06/2019           | 286                         |
| B.Com. Semester - 1<br>Fundamental of<br>Entrepreneurship - 1 | 12/06/2019           | 389                         |
| B.Com. Semester - 1<br>Fundamental of Banking -<br>1          | 12/06/2019           | 103                         |
| B.A. Semester - 1<br>Indian Epic Tradition                    | 12/06/2019           | 266                         |
| B.Com. Semester - 2<br>Sports Practice                        | 14/11/2019           | 286                         |
| B.Com. Semester - 2<br>Fundamental of                         | 14/11/2019           | 286                         |

|  |            |     |
|--|------------|-----|
| Entrepreneurship - 2   |            |     |
| B.Com. Semester - 2<br>General Insurance                       | 14/11/2019 | 103 |
| B.Com. Semester - 2<br>General English: Grammar<br>Composition | 14/11/2019 | 103 |
| <a href="#">View Uploaded File</a>                             |            |     |

### 1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title            | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|------------------------------------|--------------------------|---|
| Nill                               | NIL                      | 0   |
| <a href="#">View Uploaded File</a> |                          |   |

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

|           |     |
|-----------|-----|
| Students  | Yes |
| Teachers  | Yes |
| Employers | No  |
| Alumni    | No  |
| Parents   | Yes |

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

| Feedback Obtained   |
|---|
| <p>Smt. C. C. Mahila Arts and Sheth C. N. Commerce College, Visnagar collects feedback from both UG and PG students by circulating the feedback form. Students are free to evaluate college amenities independently. The questionnaire used for collecting data from the students regarding overall impression of the syllabus. It consists mainly ten points which are about the utility of syllabus to comprehend like the subject, quality of content of syllabus, proper arrangement of units, availability of required material, utility of it for competitive exam, relevance of it to modern time, applicability of it in real life situation, assistance of it to achieve employment, and overall impression of the syllabus. All feedbacks are given by the students are well discussed by IQAC and necessary actions are taken by the college. Their suggestions and comments are also taken into consideration for the future development of the institute. The senior faculty members of the college through active participation in various university statutory bodies like Board of studies, Academic Council, Executive Council, Senate etc, so they provide appropriate suggestion to form the syllabus on the basis of feedback of the students. Along with feedback of students, the feedbacks of teachers and parents are also taken. Parents' suggestions are also taken into consideration for the future development of the institute. The Institution is planning to receive online feedback of the students in the coming years to bring innovative improvements. The suggestions given by the different committees and departments are discussed with the management of the college for necessary action. Strengths of the college are also taken into consideration for further upgradation.</p> |

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile



### 2.1.1 – Demand Ratio during the year

| Name of the Programme              | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|------------------------------------|--------------------------|---------------------------|--------------------------------|-------------------|
| BA                                 | Gujarati, History        | 270                       | 266                            | 266               |
| BCom                               | Accountancy              | 390                       | 389                            | 389               |
| MA                                 | Gujarati                 | 80                        | 15                             | 15                |
| MCom                               | Accountancy              | 200                       | 194                            | 194               |
| <a href="#">View Uploaded File</a> |                          |                           |                                |                   |

## 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 fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|---|---|---|---|--|
| 2019 | 1612  | 391   | 15  | 0   | 15   |

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (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 |
|--|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 15   | 10  | 16                                | 16                               | 1                          | 3                               |
| <a href="#">View File of ICT Tools and resources</a>         |   |                                   |                                  |                            |                                 |
| <a href="#">View File of E-resources and techniques used</a> |   |                                   |                                  |                            |                                 |

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

The institute has implemented a system of student mentoring. The entire teaching and learning process of the college is student centric. The college has planned its every single activity by keeping students at centre. Under this student mentoring system, fulltime teachers have been engaged as mentors of each semester. The teacher looks after the psychological and academic wellbeing and also monitors the performance of the student. In some of the classes there are huge numbers of student strength. So these semesters have been assigned to more than one mentor. At the beginning of the every academic term, the semester-wise name of the mentors are informed to the students and displayed on the college notice board. Apart from teaching, they provide academic guidance and counseling. Students ask questions regarding internal system, exam pattern how to write long questions, how to start preparation for competitive exam and guidance related to Personality Development and Spoken English. The concerned mentor gives proper information about the particular question to the students and encourages him / her for raising question. In order to develop their personality students are encouraged to attend various expert lectures and finishing school programme regularly. Students are suggested to refer old question papers put on the library. Students are motivated to participate in various games related to physical fitness. The mentor and the principal encourage them to take part in the Saptadhara, an initiative of KCG. College orientation programme for the new comers in the first month of academic year is organized where the principal orients students about the vision, mission and the objectives of the college. The Saptadhara coordinator gives information about various activities done under seven dharas like Gyan Dhara, Rang Kala Kaushailya Dhara, Samudayik Seva Dhara and so on. NSS and NCC officers give relevant information about their activities and encourage students to join either of two. The principal also encourages the students to attend seminar workshop based on research related activities. Students are encouraged to participate in skilled based as well as job oriented add on courses like Personality Development, Computer skill, communication skill etc. Students are

encouraged to take part in social activities like Blood donation camp, Save the Girl programme, AIDS awareness programme, Social and economical survey of adopted villages, Tree plantation for becoming responsible citizen of India. Students are also motivated to use NAMO wi-fi for downloading useful study materials and references. The coordinator of Women Cell motivates girl students to become conscious about their physical and mental development. During exam, students are guided to control stress for getting good result. Students are also encouraged to use dustbin put on the corridor as a part of good habit.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|--|-----------------------------|-----------------------|
| 2003   | 15                          | 1:134                 |

## 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 |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 23                          | 15                      | 8                | 0  | 11                       |

### 2.4.2 – Honours and recognition 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 |
|------------------------------------|---|---------------------|--|
| 2019                               | Mohanbhai B Patel   | Associate Professor | Ph.D, HNGU Patan   |
| <a href="#">View Uploaded File</a> |   |                     |  |

## 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 |
|------------------------------------|----------------|----------------|--|---|
| BA                                 | BA             | 06/2020        | 25/04/2020   | 04/01/2021  |
| BCom                               | Bcom           | 06/2020        | 25/04/2020   | 01/05/2020  |
| MA                                 | MA             | 04/2020        | 25/04/2020   | 26/10/2020  |
| MCom                               | Mcom           | 04/2020        | 25/04/2020   | 05/05/2020  |
| <a href="#">View Uploaded File</a> |                |                |  |   |

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

The continuous evaluation has been implemented in the year 2011 when the university has introduced choice-based credit system for various U.G. and P.G. courses. For this purpose, the internal and continuous assessment is done as per H.N.G.U. guidelines. The methods of continuous assessment include the following: Internal examination, Assignment, Class test, Presentation, Viva, Industrial visits, seminars.etc. The college takes internal examination of 30 marks and out of which 20 marks are allocated for the student's performance in written examination, 05 marks are given for Assignments/project work writing and 05 marks are allocated for the presentation of the students. It is compulsory to submit their assignments after the end of the syllabus. The college plans tentative dates of internal exams according to university academic calendar to help the students to prepare for examination in advance.

Internal examinations assessment marks are submitted to University as per the schedule. An examination committee of senior teachers is formed at college level to conduct internal examination smoothly. The committee keeps the whole process of printing of the question papers confidential. The examinations are conducted in a very strict but serene atmosphere. The faculties keep strict vigil performing their duty as invigilators. Examination committee members perform the duty of senior supervisor and local squad to prevent any kind of malpractices. All the classrooms and lobbies are equipped with CCTV surveillance which makes the examinations fair and free. All record of examination i.e., answer sheets, mark sheets are maintained by examination committee in the College.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institute adheres to the academic calendar planned by H.N.G. Uni., Patan. The academic calendar of each year is published on the official website of the institute, so students see all dates right away and plan according to it. The academic calendar contains yearly schedule of the events, programmes, examinations, holidays etc. Every semester begins with departmental meetings with the principal where things related to the performance and problems of students are discussed and new required strategies are developed and implemented. The college plans tentative dates of internal exams according to university academic calendar to help the students to prepare for examination in advance. At the same time various co-curricular and extra-curricular activities are well planned and performed. All the programmes including syllabus, seminar, various institutional programmes and examinations are being run with the follow up of that academic calendar. The principal calls a meeting of all the staff before the end of the previous academic calendar to discuss the formation of committees and organizing of activities for the forthcoming year.

## 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 weblink)

<https://www.ccmnccollege.org/content/ccmnccollege.org/document/318course%20outcome.pdf>

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|----------------|----------------|--------------------------|---|---|-----------------|
| Sem 6          | BA             | Gujarati, History        | 135   | 117   | 86.67           |
| Sem 6          | BCom           | Accountancy              | 350   | 183   | 52.29           |
| Sem 4          | MA             | Gujarati                 | 5   | 4   | 80              |
| Sem 4          | MCom           | Accountancy              | 168   | 141   | 83.93           |

[View Uploaded File](#)

## 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 weblink)

No Data Entered/Not Applicable !!!

### 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 year |
|------------------------------------|----------|----------------------------|------------------------|---------------------------------|
| Nill                               | 00       | NIL                        | 0                      | 0                               |
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#### 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 |
|---------------------------|-------------------|------|
| NIL                       | NIL               |      |

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation            | Name of Awardee | Awarding Agency | Date of award | Category |
|------------------------------------|-----------------|-----------------|---------------|----------|
| NIL                                | NIL             | NIL             | Nill          | NIL      |
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center                  | Name | Sponsered By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|------------------------------------|------|--------------|----------------------|--------------------|----------------------|
| NIL                                | NIL  | NIL          | NIL                  | NIL                | Nill                 |
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#### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
| 0     | 0        | 0             |

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| NIL                    | 0                       |

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

| Type                               | Department | Number of Publication | Average Impact Factor (if any) |
|------------------------------------|------------|-----------------------|--------------------------------|
| National                           | NIL        | 0                     | 0                              |
| International                      | Commerce   | 2                     | 6.3                            |
| <a href="#">View Uploaded File</a> |            |                       |                                |

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

| Department | Number of Publication |
|------------|-----------------------|
| Sanskrit   | 2                     |

|                                    |   |
|------------------------------------|---|
| Economics                          | 0 |
| History                            | 0 |
| English                            | 2 |
| Physical Education                 | 1 |
| Commerce                           | 4 |
| Sociology                          | 2 |
| Gujarati                           | 0 |
| Hindi                              | 0 |
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper                 | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|------------------------------------|----------------|------------------|---------------------|----------------|---|---|
| NIL                                | NIL            | NIL              | Nil                 | 0              | NIL   | 0   |
| <a href="#">View Uploaded File</a> |                |                  |                     |                |   |   |

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

| Title of the Paper                 | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|------------------------------------|----------------|------------------|---------------------|---------|---|---|
| NIL                                | NIL            | NIL              | Nil                 | 0       | 0   | NIL   |
| <a href="#">View Uploaded File</a> |                |                  |                     |         |   |   |

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

| Number of Faculty                  | International | National | State | Local |
|------------------------------------|---------------|----------|-------|-------|
| Attended/Seminars/Workshops        | 4             | 19       | 7     | 0     |
| Presented papers                   | 4             | 17       | 6     | 0     |
| Resource persons                   | 0             | 0        | 0     | 0     |
| <a href="#">View Uploaded File</a> |               |          |       |       |

### 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 activities            | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|------------------------------------|--|--|--|
| Celebration of National Voters Day | Electrol Literacy Club                       | 15   | 237  |
| Tree Plantation                    | NSS  | 3  | 84   |
| International Drugs Prevention     | NSS  | 5  | 180  |

|                                   |                 |   |     |
|-----------------------------------|-----------------|---|-----|
| Day                               |                 |   |     |
| Clean City Clean Campus Programme | NSS             | 4 | 78  |
| Thalassemia Prevention Programme  | Red Ribbon Club | 3 | 265 |
| <a href="#">View File</a>         |                 |   |     |

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                             | Number of students Benefited |
|---------------------------|-----------------------------|---|------------------------------|
| Scope Examination         | Certificate of Appreciation | Education Department, Government of Gujarat | 926                          |
| GK Test                   | Rotary Club                 | Rotary Club of Visnagar                     | 57                           |
| <a href="#">View File</a> |                             |   |                              |

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 participated in such activities | Number of students participated in such activities |
|------------------------------|--|--------------------------------------|--|--|
| Maha Swachchata Abhiyan      | Urban Health Centre, Visnagar / Nagarpalika Visnagar | Cleaning of Public Places            | 3  | 55   |
| Safety Awareness Programme   | Home Ministry, Govt. of Gujarat/ Visnagar Police     | Karate Training to Women             | 5  | 42   |
| Consumer Awareness Programme | Consumer Forum Visnagar                              | Expert Session on Consumer Awareness | 4  | 85   |
| Women Empowerment Programme  | Gandhinagar Police Division                          | Expert Session on Women Empowerment  | 2  | 168  |
| <a href="#">View File</a>    |  |                                      |  |  |

### 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 |
|--------------------|-------------|-----------------------------|----------|
| Faculty Exchange   | 1           | Institution                 | 1        |
| Faculty Exchange   | 1           | Institution                 | 1        |
| Student Exchange   | 3           | Institution                 | 3        |

|                           |   |             |   |
|---------------------------|---|-------------|---|
| Student Exchange          | 4 | Institution | 1 |
| Student Exchange          | 1 | Institution | 1 |
| Student Exchange          | 2 | Institution | 3 |
| Student Exchange          | 2 | Institution | 3 |
| Student Exchange          | 2 | Institution | 1 |
| <a href="#">View File</a> |   |             |   |

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 | Duration To | Participant |
|---------------------------|--------------------------|---|---------------|-------------|-------------|
| Namo Tablet Distribution  | Namo Tablet Distribution | Government of Gujarat   | 17/02/2020    | 17/02/2020  | 502         |
| <a href="#">View File</a> |                          |   |               |             |             |

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

| Organisation   | Date of MoU signed | Purpose/Activities                                   | Number of students/teachers participated under MoUs |
|--|--------------------|--|---|
| R M Prajapati Arts College Satlasana                                   | 28/02/2019         | Faculty Exchange, Student Exchange, Research Purpose | 2   |
| Nima Girls Arts College, Gozariya                                      | 11/03/2019         | Faculty Exchange, Student Exchange, Research Purpose | 2   |
| V.N.S.B. Ltd Arts and Commerce College Vadnagar                        | 11/03/2019         | Faculty Exchange, Student Exchange, Research Purpose | 3   |
| Kheralu Nagrik Sahkari Bank Limited Arts and Commerce College, Kheralu | 01/04/2019         | Faculty Exchange, Student Exchange, Research Purpose | 2   |
| <a href="#">View File</a>  |                    |  |   |

## 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 |
|--|--|
| 766311   | 766311   |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|------------|-------------------------|
|------------|-------------------------|

|                                   |          |
|-----------------------------------|----------|
| Campus Area                       | Existing |
| Class rooms                       | Existing |
| Laboratories                      | Existing |
| Seminar Halls                     | Existing |
| Classrooms with LCD facilities    | Existing |
| Classrooms with Wi-Fi OR LAN      | Existing |
| Seminar halls with ICT facilities | Existing |
| Video Centre                      | Existing |
| <a href="#">View File</a>         |          |

## 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 |
|---------------------------|---|---------|--------------------|
| SOUL                      | Fully                                     | 2.0     | 2012               |

### 4.2.2 – Library Services

| Library Service Type      | Existing |        | Newly Added |       | Total |        |
|---------------------------|----------|--------|-------------|-------|-------|--------|
| Text Books                | 29696    | 634537 | 12          | 1562  | 29708 | 636099 |
| Reference Books           | 5179     | 331110 | 80          | 62002 | 5259  | 393112 |
| e-Books                   | 0        | 0      | 0           | 0     | 0     | 0      |
| Journals                  | 108      | 83715  | 24          | 21875 | 132   | 105590 |
| e-Journals                | 0        | 0      | 0           | 0     | 0     | 0      |
| Digital Database          | 0        | 0      | 0           | 0     | 0     | 0      |
| CD & Video                | 28       | 0      | 0           | 0     | 28    | 0      |
| Library Automation        | 1        | 30000  | 0           | 0     | 1     | 30000  |
| Weeding (hard & soft)     | 0        | 0      | 0           | 0     | 0     | 0      |
| Others(s pecify)          | 0        | 0      | 0           | 0     | 0     | 0      |
| <a href="#">View File</a> |          |        |             |       |       |        |

### 4.2.3 – 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 developed | Date of launching e-content |
|---------------------|--------------------|---------------------------------------|-----------------------------|
| NIL                 | NIL                | NIL                                   | Nil                         |



[View File](#)

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

| Type     | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/GBPS) | Others |
|----------|-----------------|--------------|----------|------------------|------------------|--------|-------------|---------------------------------|--------|
| Existing | 73              | 2            | 73       | 5                | 2                | 5      | 2           | 50                              | 0      |
| Added    | 0               | 0            | 0        | 0                | 0                | 0      | 0           | 0                               | 0      |
| Total    | 73              | 2            | 73       | 5                | 2                | 5      | 2           | 50                              | 0      |

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

100 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  |

#### 4.4 – 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 |
|--|--|--|--|
| 85439                                  | 85439  | 680872                                 | 680872   |

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The management of our institution believe in the maximum utilizations of the various funds and grants for the development of infrastructure, academic and support facilities in consultation with the Principal and IQAC. The institution has a committee to ensure optimum allocation and utilization of the available finance. It functions in the following manner. The institution collects suggestions and complaints from the students and staff members. The committee classifies it based on requirements and then it is forwarded to the head of the institution. The head of the institution solves the problem and makes suggestions to the related person who looks after the maintenance task. Allocate appropriate financial aid to the requirement. The institute invites tenders from different agencies. Compare the prizes and makes selection on the basis of lowest cost and quality work. The Library is equipped with Soul software. It has many books, reference books, magazines and reading facility for the students. Library facilities are open to the students of not only our college but also students and researchers of other institutes. The institute recruits a librarian and a peon for the maintenance and utilization of library resources. The books are purchased every year for the faculties and students on demand and requirement. The library is functioning through strictly following the library rules. A register is maintained to keep the record of all the readers. SCOPE exams are conducted two times in a year in DELL lab. The college offers computer subject and all practical exams are conducted in computer labs. Both labs are maintained with up-to-date systems. All Sports amenities are

under the in charge of the Director of Physical Education. A room is kept aside for keeping Sports utilities. Sports Committee monitoring and cares of sports facilities and equipments. Classrooms and building are kept clean every day.

<https://www.ccmnccollege.org/content/ccmnccollege.org/document/355procedure%20and%20maintenance%20policy.pdf>

## 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                       | 0                  | 0                |
| Financial Support from Other Sources |                           |                    |                  |
| a) National                          | SC/ST/OBC/Minority Scheme | 1463               | 0                |
| b) International                     | NIL                       | 0                  | 0                |
| <a href="#">View File</a>            |                           |                    |                  |

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  |
|---|------------------------|-----------------------------|--|
| Yoga Training                             | 17/06/2019             | 48                          | Smt. C. C. Mahila Arts Sheth C. N. Commerce College, Visnagar (17-06-2019 to 20-06-2019) |
| Celebration of International day of Yoga  | 21/06/2019             | 59                          | Sports Ground, M.N.College of Visnagar   |
| Orientation Programme for Students        | 19/07/2019             | 207                         | Shree Maharshi Dayanand Kelavani Mandal, Visnagar  |
| Past Students Association Meeting         | 07/04/2019             | 37                          | IQAC-Smt. C. C. Mahila Arts Sheth C. N. Commerce College, Visnagar                       |
| Contest of Hair Style                     | 27/01/2020             | 13                          | Rang-Kala Kaushalya Dhara Smt. C. C. Mahila Arts Sheth C. N. Commerce College, Visnagar  |
| Celebration of National Voters Day        | 25/01/2020             | 237                         | Samuhik Seva Dhara- Smt. C. C. Mahila Arts Sheth C. N. Commerce College, Visnagar        |

|  |            |     |   |
|--|------------|-----|---|
| Thalassemia Test                           | 01/02/2020 | 265 | Indian Red Cross Society Rotary Club of Visnagar                                  |
| Celebration of Uma Shankar Joshis Birthday | 22/07/2019 | 70  | Smt. C. C. Mahila Arts Sheth C. N. Commerce College, Visnagar                     |
| Visit of Visnagar Court                    | 25/07/2019 | 26  | Dist and Civil Court Visnagar   |
| Expert Lecture                             | 26/07/2019 | 112 | Smt. C. C. Mahila Arts Sheth C. N. Commerce College, Visnagar Gujarati Department |

[View File](#)

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 for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|------|--------------------|--|--|--|---------------------------|
| 2019 | Career Counselling | 174  | 0  | 0  | 0                         |

[View File](#)

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

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---------------------------|--------------------------------|---|
| 0                         | 0                              | 0   |

## 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 |
| Data Stub                     | 100                             | 9                         | Placement Cell Arts Science College, Mahesana, Government of Gujarat | 27                              | 0                         |

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into | Programme graduated from | Department graduated from | Name of institution joined | Name of programme admitted to |
|------|-----------------------------------|--------------------------|---------------------------|----------------------------|-------------------------------|
|------|-----------------------------------|--------------------------|---------------------------|----------------------------|-------------------------------|

|                           |                  |        |                                     |   |                            |
|---------------------------|------------------|--------|-------------------------------------|---|----------------------------|
|                           | higher education |        |                                     |   |                            |
| 2019                      | 15               | B.Com. | B.Com -<br>Commerce/<br>Accountancy | H.N.G.Univ<br>ersity<br>Patan, B.P.<br>Brahmbhatt<br>Arts and<br>Commerce<br>College,<br>Unjha,<br>Maharshi<br>Dayanand<br>Saraswati<br>B.Ed<br>College, LNK<br>College of<br>Education<br>Patan, S M<br>Shah Law<br>College<br>Mahesana, J<br>M Patel Arts<br>and M S<br>Patel<br>College<br>Unjha, Shree<br>Ambalal<br>Patel Mahila | M.Com./B.e<br>d./LLB/Other |
| 2019                      | 14               | B.A.   | BA<br>-History,<br>Gujarati         | H.N.G.Univ<br>ersity<br>Patan,<br>Maharshi<br>Dayanand<br>Saraswati<br>B.Ed<br>College, S M<br>Shah Law<br>College<br>Mahesana,<br>College of<br>Education<br>Chhapi,<br>Panshil<br>college of<br>Education<br>Visnagar"  | M.A./B.ed.<br>/LLB/Other   |
| <a href="#">View File</a> |                  |        |                                     |   |                            |

5.2.3 – Students 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 | Number of students selected/ qualifying |
|-------|---|
| NET   | 0                                       |
| SET   | 0                                       |
| SLET  | 0                                       |
| GATE  | 0                                       |

|                           |   |
|---------------------------|---|
| GMAT                      | 0 |
| CAT                       | 0 |
| GRE                       | 0 |
| TOFEL                     | 0 |
| Civil Services            | 0 |
| <a href="#">View File</a> |   |

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

| Activity                  | Level            | Number of Participants |
|---------------------------|------------------|------------------------|
| Handball                  | Inter University | 2                      |
| Ballbadminton             | Inter University | 1                      |
| Chess                     | University       | 4                      |
| Badminton                 | University       | 8                      |
| Cross Country             | University       | 5                      |
| Kabaddi                   | University       | 12                     |
| Judo                      | University       | 4                      |
| Athletics                 | University       | 10                     |
| Handball                  | University       | 11                     |
| Ballbadminton             | University       | 17                     |
| <a href="#">View File</a> |                  |                        |

### 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/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---------------------------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| 2019                      | NIL                     | Nill                   | Nill                        | Nill                          | Nill              | NIL                 |
| <a href="#">View File</a> |                         |                        |                             |                               |                   |                     |

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

At the beginning of every academic year a process of forming the council is carried out, proactive students are selected from various classes and then a final selection of Students' Representative Council is formed. The college selects the representatives by keeping in mind certain criteria such as characteristics of leadership, sincerity, hard work, commitment, honesty etc. The Students' Representative is involved actively in various academic, co-curricular and extension activities of the college and thus it plays a vital role in coordination. It works as a bridge between the institution and students and ensures a smooth and timely dissemination and solution of some problems. Under 'Saptadhara' there are various seven committees are formed. Two student's representatives are appointed in each committee. The college organizes various programmes and competitions among the students like singing, dancing, mono-acting, Mehndi competition, Hair style competition, traditional dress day, teachers day, Navaratri Garba (dance), mimicry, essay writing, sports games ... etc. At the end of every academic year, the Student Representatives are encouraged and appreciated in the presence of a large audience for their invaluable contribution to the growth and development of the college.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

25

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

YES

## 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)

The Institution feels privilege and pleasure to state that our management trust is one of the most co-operatives and reputed trust in North Gujarat. The institute has the vision to make future citizens responsible in moulding and leading humanity on a global platform and play a vital role in transformation of our country from developing to a developed one by imparting quality education and provide the best infrastructure and faculty to the students. The management body consistently takes care for comprehensive development of academic and infrastructural amenities of the campus. The management inspires the staff members by its personal interaction during get together meetings and motivates the staff to give the best in the teaching assignments. Top management of the institution provides full support and academic leadership to the faculty. The president, secretary and other members participates in the programmes, function, activities, seminars, workshop, camps etc. of the institution to grace and make the events successful, deliver inspiring speech and encourage the faculty and students. The Secretary of the trust regularly visits the campus to become witness the progress of the Institution. The college practices decentralization and participative management by constituting Institution level committees and assigning work to different committee members. Each committee is headed by a convener and few members under the chairmanship of the Principal. Official notice is issued along with the guidelines defining the roles and responsibilities of the committees. Policies and plans are constituted, monitored and evaluated by IQAC. The Principal, HODs, Administrative representative and the various committees implement the plans and policies together. The staff members participating in execution of the institutional activities are motivated and good work is appreciated by authority. The committees prepare action plans and submit to the principal for approval. The committees carry out the activities and at the end of the academic year the conveners submit the reports of the work done to the head of the institution. The students' representatives are also nominated to carry out the co curricular and extracurricular activities. Feedbacks available from the students and stakeholders are considered for the improvement of the plans and policies. The Principal constitutes different committees at the beginning of each academic year. These committees are IQAC Admission Committee, Time-Table Committee, Library Committee, Grievance and Redressal Committee, Cultural Committee, Sports Committee, Examination Committee, Finance Committee, Research Committee, Saptdhara, Career Guidance cell, Women Development Cell and UDHISHA

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

Yes

## 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):

| Strategy Type          | Details  |
|------------------------|--|
| Curriculum Development | <p>The University frames the curriculum of all the subjects to be delivered in the affiliated institutions.</p> <p>Accordingly, this institution has introduced choice based credit system with core courses, elective course, skill oriented course, foundation courses as well as job oriented course.</p> <p>In the monitoring and evaluative process of the curriculum, monthly tests, assignments, projects, seminars and viva voce are being conducted for all the students towards their internal assessment. For the effective curriculum delivery, the teachers are the true critical internal role players implementing, assessing and imparting quality education to the students. At the micro level, the mission of the curriculum and its teaching is set to develop in each student, the critical and creative thinking, evaluative ability, communicative skills, team spirit, inventive and innovative attitude and aptitude in all programs. In order to achieve the realization of the above said aims and mission of effective curriculum delivery, all the teachers in general are sent for trainings like Orientation Programs, Refresher Courses and Faculty Development Programme. More than 04 faculties are members of BOS and they play their role in Curriculum development and others are giving their view regarding it.</p> |
| Teaching and Learning  | <p>Faculty members are encouraged to attend faculty developing programmes outside the college conducted by other institutions to enhance the quality of teaching. The faculty members are encouraged to organize and participate in conferences/ seminar/workshop. Teachers also encourage their students to present and prepare their research papers in workshops and seminars. Most of the teachers use ICT in their learning process. Teacher prepares</p>   |

their study material, PowerPoint Presentations and PDFs and shares them with the students through their class-wise WhatsApp groups. They have formed WhatsApp group of their subjects which becomes a handy tool for their day-to-day communication. Assignments and presentation by students are the parts of their internal evaluation in all subjects. College invites expert speakers, organizes class competitions and literary quiz to make teaching learning more interesting and interactive.

#### Examination and Evaluation

College follows rules and regulation of the H.N.G. University for the examinations. Institute organizes one internal examination during each semester. It is compulsory for the students to submit assignment and presentation as a part of their internal evaluation. At the end of each semester, University organizes annual examination where flying and sitting squads were deployed to keep the daily vigil on the supply of question papers, curb the irregularities, malpractices, etc. Recently central assessment was implemented by the University for quick and fast declarations of results.

#### Research and Development

The College IQAC encourages the faculty members to publish their articles in journals and to present papers in state, national and international conferences/seminars. The college extends support required to faculty to attend conferences. The college conducts state level and national level conference, workshops and faculty development programmes to keep them upgraded and make them familiar with recent teaching trends. Nine faculty members are having Ph.D. degree. One of the faculty members of the institute runs an International Multidisciplinary e-journal for the promotion of teachers as well as research scholars.

#### Library, ICT and Physical Infrastructure / Instrumentation

Our College Management Shri Maharshi Dayanand Saraswati Kelavani Mandal, Visnagar always focuses on providing the best infrastructure with modern facilities and equipments. The college has fully computerized library with INFLIBNET facility and open access system. College library is equipped with latest books, reference works,



CDs, and journals. Library bears a reading room, browsing centre and Help Desk. Any student can visit Browsing Centre and download reading materials. Every year each department put their list of required books before Library Committee. The Committee and Principal of the College approve the list of books to be purchased. The College has its website [www.ccmcnccollege.org](http://www.ccmcnccollege.org) which provides detailed information regarding the institution and its activities to the students, parents and other stake holders. There is an audio-visual room connected through satellite for live telecast of Sandhan, an initiative of knowledge Consortium of Gujarat. All the classrooms are well equipped with LCD projectors and Screen including audio system. Faculty members use Power Point Presentation while teaching. The DELL lab is equipped with 26 Computers. The institution has a Women hostel facility which provides accommodate with all necessary facilities and proper security. Besides our campus girls, other girls who studies around the town get admission in hostel. College has photocopy facility with duplicator, Scanner printer, inverters etc. The college has many CCTV cameras with DVR. Even regular maintenance is done with the help of UGC. Institute bears all the necessary infrastructural facility and it also expands the existing facility.

#### Human Resource Management

After discussing with the management, the principal provide information regarding the lack of teaching faculties and staff to the university and the state government. As a part of it, visiting teaching faculties, computer operator, junior supervisor for internal as well as external exam, peons, sweeper and watchman are appointed on the temporary basis until the government recruit permanent faculty in the institution. Sometimes, qualified teachers are invited on remuneration for providing guidance regarding various skill and employability programme. Motivate academic and administrative staff to participate in training and seminars. Care is taken to maintain cohesive environments.

#### Industry Interaction / Collaboration

The IQAC of the Institute encourages

its faculty and students to interact with industry in all possible ways with the spirit of deriving mutual benefit. The institute has signed MOU with educational institutes, organize various social activities, students and faculty exchange programme, Issues related to health and hygiene, organizing joint seminar and workshop, conducted exams, various academic, research and employability related activities. In fact we are not having any formal interaction with any industry, but we have managed to keep in touch with some industries and have been successful in arranging some placement programmes with the private units and Government Placement Cell.

#### Admission of Students

Admission committee of the college prepares norms as well as cut of marks regarding admission of the students for each academic session. All Govt. Rules and regulations of reservation (SC/ ST/ OBC/ and others) are taken into consideration. The minimum percentage of marks at the entry level for each of the programmes offered by the college is 35 at H.S.C. level. After collecting admission application forms, the merit lists are prepared. The admission is provided on the first come first serve base. The college has formed an admission committee. The principal is the convener of the committee, and three senior staff members are involved in the admission process.

#### 6.2.2 – Implementation of e-governance in areas of operations:

| E-governance area        | Details  |
|--------------------------|--|
| Planning and Development | To use ICT in the process of planning college-events and activities, institute uses personal e-mails. Important notices and reports are also circulated via e-mails. E-governance is the integration of Information and Communication Technology in all the working processes of the system. It aims to minimize the manual efforts and improve the communication, create transparent system, and to be cost and time effective. Different college committees are formed for effective academic planning and administration. The students are made aware of all college-oriented activities i. e. curricular, co-curricular and extracurricular activities through the |

college website ([www.ccmnc.org](http://www.ccmnc.org)), Class-wise WhatsApp groups, bulk SMS services and Google form platform etc.

#### Administration

All the administrative staff bears personal computers with internet connectivity which enables them to complete important works like latest emails from university and higher education department, government grants, Infrastructural grants, enrollment of students' details, and university related work online. WhatsApp Group helps to provide the brief notices of any event to be happened in college

#### Finance and Accounts

The college uses Tally ERP for all finance and account related job work. The same software is used to generate various reports like Consolidated Day Book, General Day Book, Daily Cash Collection Report etc.

#### Student Admission and Support

Scholarship for the students is provided online on submission of their forms on [digitalgujarat.gov.in](http://digitalgujarat.gov.in). Every year, Thalessemia test is done only by paying Rs.100/ in association with India Red Cross Society. The students are awarded certificate and trophy in the Prize Distribution function. Toppers of each subjects is given Medals. Under the Poor student Relief fund, those students who are really poor, the college has paid their admission fees of the particular semester. In order to increase employability, students are given special guidance under Career Counseling Cell and Udisha. With a view of paying attention to the complaint of the students, various committees like the Students Grievance Redressal cell and Woman cell have been formed. First Aid Box is available in the college for health related problems.

#### Examination

Filling of examination forms, obtaining hall tickets, uploading of marks, etc. everything has to be done in online manner. Examination coordinator needs to supervise the entire process of examination under the guidance of the principal of the college. Programmes of University examination, Seat Numbers, Block wise sitting arrangement, circulars and results link are shared with Whatsapp groups. SCOPE examination is also

conducted on the DELL online by the Cambridge University. In each semester, one internal exam is conducted as a part of internal evaluation.

### 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/<br>workshop attended<br>for which financial<br>support provided   | Name of the<br>professional body for<br>which membership<br>fee is provided | Amount of support |
|------|------------------------|---|---|-------------------|
| 2019 | Dr. C H Patel          | International<br>Seminar on<br>Holistic<br>Development for<br>Exelence in<br>Sports<br>Performance,<br>Health Well<br>Bieng   | SS Dempo<br>College of<br>Commerce<br>Economics, Goa                        | 6000              |
| 2019 | Prin. Dr. M F<br>Patel | One Day<br>National<br>Seminar on<br>Gujarati-Hindi<br>Travel<br>Literature<br>Second Half of<br>19th Century,<br>Govt. Arts<br>College<br>Becharaji,13<br>March 2020 | Govt. Arts<br>College<br>Becharaji  | 200               |
| 2019 | Prof. R B<br>Shrimali  | One Day<br>National<br>Seminar on<br>Gujarati-Hindi<br>Travel<br>Literature<br>Second Half of<br>19th Century,<br>Govt. Arts<br>College<br>Becharaji,13<br>March 2020 | Govt. Arts<br>College<br>Becharaji  | 200               |
| 2019 | Prof. J G<br>Metiya    | One Day<br>National<br>Seminar on<br>Gujarati-Hindi<br>Travel<br>Literature<br>Second Half of<br>19th Century,<br>Govt. Arts<br>College<br>Becharaji,13               | Govt. Arts<br>College<br>Becharaji  | 200               |

|      |                     |   |                              |      |
|------|---------------------|---|------------------------------|------|
|      |                     | March 2020  |                              |      |
| 2019 | Prof. M B Patel     | One Day National Seminar on Gujarati-Hindi Travel Literature Second Half of 19th Century, Govt. Arts College Becharaji, 13 March 2020 | Govt. Arts College Becharaji | 200  |
| 2019 | Dr. J M Chaudhari   | One Day National Seminar on Gujarati-Hindi Travel Literature Second Half of 19th Century, Govt. Arts College Becharaji, 13 March 2020 | Govt. Arts College Becharaji | 200  |
| 2019 | Dr. D S Vaghela     | One Day National Seminar on Gujarati-Hindi Travel Literature Second Half of 19th Century, Govt. Arts College Becharaji, 13 March 2020 | Govt. Arts College Becharaji | 200  |
| 2019 | Dr. J M Chaudhari   | National Seminar on Tribhasha Formula Aur Gandhiji, Arts College, Anand 11 January, 2020  | Arts College, Anand          | 1004 |
| 2019 | Dr. M L Patel       | National Seminar on Dr. B R Ambedkar and National Unity, S P Uni. V.V. Nagar, 10 January, 2020  | S P Uni. V.V. Nagar          | 400  |
| 2019 | Prin. Dr. M F Patel | International Seminar on Indian Diaspora, Emerging and  | S P Uni. V.V. Nagar          | 600  |

National Unity  
Issues and  
Challenges, S P  
Uni,  
V.V.Nagar, 20  
January 2020

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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 | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|------|--|---|-----------|---------|---|---|
| 2019 | NIL  | NIL   | Nil       | Nil     | Nil                                     | Nil   |

[View File](#)

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 | From Date  | To date    | Duration |
|---|---------------------------------|------------|------------|----------|
| Refresher Course                                | 2                               | 23/09/2019 | 06/10/2019 | 14       |
| Faculty Development Programme                   | 1                               | 17/02/2020 | 23/02/2020 | 07       |
| Short Term Course                               | 1                               | 09/03/2020 | 15/03/2020 | 07       |

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching  |           | Non-teaching |           |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent    | Full Time |
| 15        | 14        | 4            | 4         |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students           |
|----------|--------------|--------------------|
| 00       | 00           | Poor Students Fund |

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

In any Institution Financial Management and Resource Mobilization is the most important perspective as the development of entire organization depends upon it. The annual budget of the college is allotted by the management every year for the requirements of various departmental activities. The account of the institution is subjected to an audit by a certified external C.A. (Chartered Accountant) appointed by the management. The income and expenditure from

different sources are audited regularly by the external auditors. The Management makes arrangement for external audit in the end of April every year by C.A. firm Ashvin K. Yagnik Co., Mehsana. Institute maintains its account by using Tally ERP. Principal, Management and external auditor cross checks accounting entries. In case of spending of UGC Grants, Principal, IQAC and Management jointly take a decision. All purchases are done through tender system. In addition to this, the accountant writes the college account day by day regularly. The rupees over Rs.500/ is paid through cheque, D.D., RTGS and other digital devices. The external audit is also done by the state government periodically. The grant of state government is finalized only after the audit.

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 |
|--|-------------------------------|---------|
| NIL  | 0                             | NIL     |
| <a href="#">View File</a>                                |                               |         |

6.4.3 – Total corpus fund generated

|   |
|---|
| 0 |
|---|

## 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       | No       | Nill   | No       | Nill      |
| Administrative | No       | Nill   | No       | Nill      |

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

General Body Meeting with the Office Bearers of Parent –teacher Association. Invite the parents of extra talented students in annual program for appreciation. Parents can avail in the college for inquiry in the college hours.

6.5.3 – Development programmes for support staff (at least three)

General meetings of IQAC with teaching as well as non-teaching staff. Workshops and seminars are organized for the betterment of the staff. Use of ICT for faculty.

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

Prepare and submit AQAR and AISHE data timely. The college library has been upgraded. Taken initiatives for regular cleanliness and maintenance campus. Find out weakness and strength Maintaining the physical and academic infrastructure.

6.5.5 – Internal Quality Assurance System Details

|  |     |
|--|-----|
| a) Submission of Data for AISHE portal | Yes |
| b)Participation in NIRF                | No  |
| c)ISO certification                    | Yes |
| d)NBA or any other quality audit       | No  |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year                      | Name of quality initiative by IQAC                    | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|---------------------------|---|-------------------------|---------------|-------------|------------------------|
| 2019                      | Yoga And Health Training Programme                    | 17/06/2019              | 17/06/2019    | 20/06/2019  | 59                     |
| 2019                      | Student Visit to Adi. District Court                  | 25/07/2019              | 25/07/2019    | 25/07/2019  | 26                     |
| 2019                      | Expert Lecture on Mother tone                         | 26/07/2019              | 26/07/2019    | 26/07/2019  | 112                    |
| 2019                      | Exhibition and Expert Lecture On Historical Documents | 29/07/2019              | 29/07/2019    | 29/07/2019  | 550                    |
| 2019                      | Women Empowerment ( Abhyam Helpline)                  | 04/09/2019              | 04/09/2019    | 04/09/2019  | 168                    |
| 2019                      | Swacchta Abhiyan Rally                                | 14/09/2019              | 14/09/2019    | 14/09/2019  | 55                     |
| 2019                      | Women Self Defence Training                           | 12/12/2019              | 12/12/2019    | 12/12/2019  | 42                     |
| 2019                      | Workshop on Cunsumer Rights Protection                | 24/12/2019              | 24/12/2019    | 24/12/2019  | 85                     |
| 2020                      | Thellosemmia Prevention Programme                     | 02/01/2020              | 02/01/2020    | 02/01/2020  | 265                    |
| 2020                      | Organizes Placement Camp                              | 28/01/2020              | 28/01/2020    | 28/01/2020  | 100                    |
| <a href="#">View File</a> |   |                         |               |             |                        |

## CRITERION VII – 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 | Period To  | Number of Participants |      |
|------------------------|-------------|------------|------------------------|------|
|                        |             |            | Female                 | Male |
| Women Empowerment      | 04/09/2019  | 04/09/2019 | 126                    | 42   |



|                             |            |            |     |    |
|-----------------------------|------------|------------|-----|----|
| Programme                   |            |            |     |    |
| Campaign on Big Cleanliness | 14/09/2019 | 14/09/2019 | 42  | 13 |
| Thalassemia Test            | 01/02/2020 | 01/02/2020 | 218 | 47 |

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

|   |
|---|
| Percentage of power requirement of the University met by the renewable energy sources   |
| <p>The following are some of the initiatives we take every year in college for environmental consciousness and Sustainability/Alternate Energy initiatives:</p> <ul style="list-style-type: none"> <li>• The college offers a course in Environmental studies at B.A. B. Com. Sem. III level to develop sensitivity towards environment.</li> <li>• The college offers a course of Disaster Management at B.Com. Sem. IV as Elective Generic subject. Students are motivated to nourish and take care of the plants and trees on the campus.</li> <li>• The students are assigned activities protecting environment thereby developing environmental awareness.</li> <li>• The rooms of the college are well ventilated which help in saving electricity since the students do not feel the need of tube lights during daytime.</li> <li>• Moreover, it is a standard practice of switching off all the electrical appliances immediately after the teaching work is over and also, we have inculcated the values of environmental consciousness and so when they leave the class, the students themselves see to it that all electric gadgets are switched off. A peon has also been assigned the task of switching off fans and tube lights after the classes are over.</li> <li>• Every year as a part of N.S.S. N.C.C. regular activities "Tree Plantation Programme" is carried out by the NSS volunteers and N.C.C. cadets of the college.</li> <li>• The campus is made green by growing decorative plants and flower bearing plants inside the college building. The plants are well watered and maintained.</li> <li>• Swachhta Campaigns are conducted regularly Rallies, posters, slogan-competitions and other such programmes are conducted to create awareness in the students NSS unit of the college goes to neighboring villages to create cleanliness and sustainability awareness drives.</li> </ul> |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities     | Yes/No | Number of beneficiaries |
|---------------------|--------|-------------------------|
| Physical facilities | Yes    | 2                       |
| Ramp/Rails          | Yes    | 2                       |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date       | Duration | Name of initiative             | Issues addressed                | Number of participating students and staff |
|------|--|--|------------|----------|--------------------------------|---------------------------------|--|
| 2019 | 1  | 1  | 12/12/2019 | 1        | Training on Women Self Defense | Self Defense awareness in girls | 42   |
| 2020 | 1  | 1  | 25/01/2020 | 1        | Celebration of National Voters | Matdar Jagruti                  | 237  |

[View File](#)

## 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title                                  | Date of publication | Follow up(max 100 words)  |
|--|---------------------|---|
| Code of conduct for staff and students | 12/06/2018          | <p>College has implemented code of conduct for all its stakeholders from its inception. All stakeholders follow the rules of State Govt., University and UGC. The code of conduct also displayed on the college website and college notice boards so that all the students can be familiar with it. Principal have power to take action for smooth administration.</p> <p>Stakeholders do not complain directly to the management or upper office. Some more rules regarding the students were also added. Like, students have prohibited to smoke and chewing tobacco in the campus. They also help to clean the campus. They also do not use mobile except emergency. Stakeholders must follow timely change the rules by the management.</p> |

## 7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity  | Duration From | Duration To | Number of participants |
|---|---------------|-------------|------------------------|
| International Yoga Day                              | 21/06/2019    | 21/06/2019  | 59                     |
| Organized Tree Plantation                           | 22/06/2019    | 22/06/2019  | 108                    |
| Celebration of Umashankar Joshi birth anniversary   | 22/07/2019    | 22/07/2019  | 70                     |
| Organized student visit of Court                    | 25/07/2019    | 25/07/2019  | 26                     |
| Expert Lecture Exhibition of Historical documentary | 29/07/2019    | 29/07/2019  | 79                     |
| Independence Day                                    | 15/08/2019    | 15/08/2019  | 175                    |

|                                    |            |            |     |
|------------------------------------|------------|------------|-----|
| Celebration                        |            |            |     |
| Teachers Day Celebration           | 05/09/2019 | 05/09/2019 | 19  |
| Campaign on Big Cleanliness        | 14/09/2019 | 14/09/2019 | 55  |
| Celebration of National Voters day | 25/01/2020 | 25/01/2020 | 237 |
| Republic Day Celebration           | 26/01/2020 | 26/01/2020 | 165 |
| <a href="#">View File</a>          |            |            |     |

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Celebration of World Environment Day • Plastic Free Zone Campaign • Consumption of Gutkha, Cigarette, other Tobacco products and narcotic items are strictly prohibited in the campus and its surroundings. • N.S.S. and N.C.C Organized rallies for Swachhata Abhiyan in Visnagar. • Compulsory use of bicycles once in a year • Installation of LED bulbs • Minimizing water wastage

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

Best Practice: 1 Leading the students towards technology i. e. to make them techno-savvy. Goal: The College wants each and every student to know how to operate a computer because it is the need of the hour. We live in an age of technology and a computer has become an integral part of our daily life. Most of our daily transactions are carried out with the help of computer i. e. technology. The Context: There are 14 divisions consisting 2003 students in our college. There are four divisions of B.A. / B. Com. Sem. I. Each division is consisted of 150 students. We have been making requests orally to the Government to enrich the knowledge of the students related to technology for the last three to four years. Keeping in view the requests the Government of Gujarat decided to distribute the TABLETS among the students of the first year i.e. B.A. / B. Com. Sem. - I two years back. We were instrumental in distributing the TABLETS among the students. The Government also provided internet connectivity under the scheme NAMO WI-FI. The Practice: We have been distributing the tablets for the last two years. Evidence of Success: We have been highly benefitted after the distribution of TABLETS among the students with the help of the Government of Gujarat. The advantages can be listed as under: We can send the result of the students through Bulk SMS Service Provider. News and Events related to college can be sent directly to the students. General information can be made known to the students through technology. The entire process of admission has been made online and it requires the knowledge of computer operation. The students can seek admission with the help of computer i. e. filling up the admission form with the help of computer. Topics related to term papers and presentations are made known to the students with the help of tablets. Problems Encountered and Resources Required: We have encountered the following problems: Some students belonging to the lower class and lower middle class were not acquainted with the application of computer and therefore, we have to impart training to them in terms of the computer operation. Some students do not carry computers with them regularly. They come up with different excuses or genuine reasons. Some students make complaints that their tablets are not functioning properly. Some students approach us and inform that they are facing virus malady. Some wants us to get their tablets exchanged with the newer ones. Best Practice: 2 College Level Yoga Training Programme Goal: To create awareness among the students for Yoga and ancient Indian traditions. To propagate and promote the importance,

knowledge and practice of Yoga for healthy life. To teach the students the benefits of Yoga and teach them to implement the same in their daily life. Aim and Objectives: To enable the students to know the benefits of Yoga. To encourage the students to implement Yogic practice and other healthy practices in their life. To teach the students how to live healthy life through practicing Yoga. The Context: In the modern age of urbanization, industrialization and westernization, the simple life has become complex, hectic and polluted. Children as well as youngsters have become addicted to western life-style, excessive use of mobile phones, junk food and hectic life-style. They have become victims of unhealthy lifestyles and unknown diseases. They are suffering from stress, loneliness, anxiety, identity disorder, suicidal tendency and negativity in life. In this context, this Yoga Training Programme will be a very crucial and important way to lead the generation towards a healthy and pleasant life-style. By practicing Yoga in their day-to-day life students will not only uplift their living but also able to discard unhealthy habits. In this way, through this training programme the students as well as people will become aware of the benefits of Yoga and its profound impact. Practice: Our college expressed its willingness to host the programme. Subsequently, it was decided by the college that college level Yoga Training Programme will be held from 17th June, 2019 to 20th June, 2019 in our campus by Sports Director. N.S.S. Unit took the responsibility to organize the workshop. The training programme continued for four days and total 48 students from our college participated in it. During these four days, Sports Director trained the students. He taught them different asanas, suryanamaskar, breathing exercises, foot reflexology, mind control techniques, meditation and other Yogic exercises. Evidence of Success: 48 boys and girls from our college took part in it for four days. Some of the staff members were also participated in some of the training sessions. Students were motivated to learn more Yoga lessons and they included Yoga in their routine. Students became conscious of their health problems and their habits. They learn the benefits of Yoga to live happy and healthy life. They also learn the harmful effects of junk food and stress. Problems Encountered: Some of the students belonging to the remote areas of our college remained absent. It was difficult to make subject like Yoga interesting for students. It is uncertain that all the students will include Yoga in their routine. If they will not include it in their routine, they will not be able to get full advantage of Yoga. Resources Required: Coordination of students. Allocation of funds by the college management. Awareness in the students to join such health related practices. Coordination with the experts of Yoga as well as teachers who himself has practiced Yoga. Team work, planning and organizing skill of the entire staff.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.ccmcnccollege.org/content/ccmcnccollege.org/document/269best%20prctices-%202019-20.pdf>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The first Mahila college of North Gujarat and only granted B.A., B.Com. programme college in Visnagar taluka, is established in year 1964. Our priority is to bring more and more students in stream of higher education and we have been successful to large extent in this regard as seen from the increasing trend in the number of students enrolled since 1964. Our institution lays a great emphasis on the development of discipline, maturity, moral standards of the students through National Service Scheme (N.S.S.) and National Cadet Corps (N.C.C.). The college tries to create and develop the facilities and

environment required for higher education that will provide better employment and instill a sense of social commitment, with a focus on the urban youth, to enable them to become responsible citizens of the nation. True to one of its defining vision- To make future citizens responsible in moulding and leading humanity on a global platform and play a vital role in transformation of our country from developing to a developed one by imparting quality education and provide the best infrastructure and faculty to the students. The college has been striving towards the fulfilment of this vision and mission. Social service is an area where the institution imparts its responsibility distinctively. Our

institute through its social activities established a strong bond with the local community and popular for its humanitarian zeal in surrounding areas.

College possesses a vibrant and active National Service Scheme (N.S.S.), National Cadet Corps (N.C.C.) Units which includes active volunteers and cadets always ready to serve the nation and society in any difficult circumstances.

With the help of programs like blood donation, tree plantation and conservation, and generating social awareness among students by visiting orphanage center along with staff, the college makes continuous efforts for active participation of the students. The basic purpose of the college is to educate students and to develop their personality. For this purpose, the college organizes different activities which can help for the development in their personality. The teachers take classes regularly on the basis of syllabus

framed by the university. It helps the students to improve academic performance. To make them responsible citizens of the country, various days are celebrated concerning environment, health, etc.

Provide the weblink of the institution

<https://www.ccmcnccollege.org/content/ccmcnccollege.org/document/3027.3%20institutional%20distinctiveness.pdf>

## 8.Future Plans of Actions for Next Academic Year

- To organize orientation programme in the beginning of academic year.
- To organize an event on Yoga.
- To organize State and National level seminars by various departments.
- To organize various extension activities by NCC and NSS Unit.
- To facilitate the SSS mechanism online.
- To enhance students life and communication skill by organizing various expert lectures under UDHISHA and career counseling cell.
- To submit the AQAR timely.
- To make MOU with NGOs
- To organize program for women empowerment.
- To send the students for participating in the Youth Festival of the university.
- To prepare students for competitive exam by providing extra coaching, study material, reference books and proper environment.
- To encourage students for downloading materials and useful video by using NAMO WIFI.
- To encourage students for student exchange programme under Ek Bharat Shreshth Bharat.
- To motive students for wearing Helmet on two wheelers and sit belt during driving car.
- To organize Placement Fair at college level.
- To organize Birth Anniversary of Poets, Leaders and Martyrs.
- To plan for Annual Prize Distribution and farewell function of last year students.
- To upgrade the institutional website with new features.
- To make eco friendly, neat clean and dust free campus.
- To focus on life and employability related courses like personality development, communicative skill, leadership, self esteem, preparing, bio-data, resume etc.