



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	SHRI K.O.SHAH MUNICIPAL ARTS AND COMMERCE COLLEGE
Name of the head of the Institution	Dr. C.V. BALDHA
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02824220479
Mobile no.	9375420479
Registered Email	koshahcollege@ymail.com
Alternate Email	cvbaldha@gmail.com
Address	STATION PLOT, NEAR RAM TEMPLE, DHORAJI
City/Town	DHORAJI
State/UT	Gujarat
Pincode	360410

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Prof. Dr. R.V. ROKAD
Phone no/Alternate Phone no.	02824220479
Mobile no.	9427505193
Registered Email	ravji_rokad@yahoo.com
Alternate Email	koshahcollege@ymail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://koshahcollege.com/assets/uploads/pdf/AOAR_18-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://koshahcollege.com/assets/uploads/pdf/ACADEMIC CALENDAR 2019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.18	2008	16-Sep-2008	15-Sep-2013
2	B	2.09	2015	03-Mar-2015	02-Mar-2020

6. Date of Establishment of IQAC	27-Nov-2008
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

To bring cleanliness awareness among students	10-Feb-2020 1	10
To empower the girl students	18-Nov-2019 1	11
To upgrade the teachers' skills	09-Sep-2019 1	11
To upgrade the lower-level students	20-Jun-2019 1	12
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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
PLACEMENT CELL	PLACEMENT FAIR	KCG AHMEDABAD	2019 365	50000
NSS	NSS UNIT-1 & 2	SAURASHTRA UNIVERSITY RAJKOT	2019 365	95000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

IQAC made significant contribution for the quality enhancement which includes: 1. Took many initiatives to make students sensitive towards societal issues, 2. Organized many activities for the holistic development of the students 3. Improved physical and mental health of students through making yoga and meditation center active, and 4. Took steps to make strong system for Continuous Internal Assessment.,

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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

Plan of Action	Achivements/Outcomes
To upgrade the lower level students	Organized remedial classes
To bring out the hidden talent of the students	Provided various platforms to the students at college level
To make students sensitive towards societal issues	Organized many activities under NSS banner
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14. Whether AQAR was placed before statutory body ?

No

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

20-Jan-2020

17. Does the Institution have Management Information System ?

Yes

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

Yes, our college has the proper Management Information system. The institution is Grantinaid and affiliated with Saurashtra University, Rajkot, Gujarat with the specific norms and regulations of UGC. We follow the proper university management system such as syllabi, internal and university exams conduction rules, university paper assessment system etc. We also have to follow the modules, norms and circulars of University for Extracurricular activities as NSS, Scope, Udisha, Career corner, youth festival, women empowerment awareness programs on voters day etc. Besides this, we also contribute by adding more number of activities from side. And our management system takes decision as per requirement to improve the information

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 Saurashtra University and the curriculum and syllabi prescribed by the university are strictly adhered to. Apart from this prescribed curriculum, the college has strategized ways and means to strengthen the teaching-learning process in the following ways: ? Formulation of objective driven teaching plan at the beginning of the semester ? Preparation of adequate learning materials ? Prepare internal exam time-table in advance ? The faculties provide important question bank to the students ? Faculties adopt students centric process such as, group discussion, quiz, peer learning, etc. for the active participation of students in learning process ? The Head of the department and the principal do a periodical review of the portions covered by the staff members and also the students' overall performance ? Monitoring the course delivery and syllabus completion through formal and informal feedbacks

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
No file uploaded.		

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
Nil	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field
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		Projects / Internships
Nil	NIL	Nil
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
<p>Feedback on teaching has been a routine practice of IQAC of our institution. The feedback is taken from all undergraduate programs conducted in the college. The feedback is taken twice in a year, at the end of each semester. The various programs on which teaching is assessed are communication skills, Quality of Teaching/academic input, Subject knowledge, the readiness of teacher and accessibility and availability of teachers in campus/department. the students are asked to grade teachers on a scale of 'VG', 'G', 'S' and 'US' where 'VG' being very good, 'G' being good 'S' being satisfactory and 'US' being unsatisfactory. Apart from this, the students also can write any other comments too .the feedback received, then assessed and analyzed .The results are discussed with the principal and interaction meeting is organized along with the teachers and Head of the department to discuss the feedback to seek the improvements in teaching. If efforts taken by teachers to enhance the quality of their teaching are also appreciated, suggestions and recommendations were given to the teachers in the interaction meeting. However, overall efforts made on teaching in classroom and method and content of the deliverables have been appreciated by the students.</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 & ECONOMICS	150	79	79
BCom	ACCOUNTANCY	150	121	121
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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	542	Nil	10	Nil	Nil
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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
10	4	27	1	1	3
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Yes, we have students mentoring system in the institution for the better arrangement of communication with all students regarding to create leadership qualities among them. And these mentors do help the institution to fill the gap among students and the administrative staff. Many times these mentors do help in all kinds of arrangements of programs as NSS, youth festival, annual functions, awareness programs and lectures to make ease between institution and all over students. Specially for the work of election related activities as enrolment of voters, admission process in the beginning of each semesters, in all kinds of rallies, celebration of all festivals, for arrangement of medical camps, tree plantation, women empowerment, Yoga Shibir, sports activities, etc. we take help of mentors. The mentors remain constantly in touch with the staff and all other students to make better communication.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
542	9	1:60

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
20	10	3	Nil	7

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
Nil	NIL	Nil	NIL
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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	1001	6/2019-20	19/03/2020	10/07/2020
BCom	2001	6/201920	19/03/2020	10/07/2020

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

The college follows the innovative practices for the Continuous Internal Evaluation. Presently under the Choice Based Credit System (CBCS), internal assessment for theory papers is 30 of the marks (30 marks in a 100-marks paper) which is split into 10 marks for discussion/seminar/quiz/co-curricular activities and 10 marks for Assignments 10 marks for written test. Evaluation in a continuous mode has helped to improve students' regularity and participation in their overall performance. The following practices are done at the institute level: ? Each department has worked out the details of how the CIE will be carried out for each paper taking care that learning objectives of each paper are achieved through the different assignments. ? For theory papers it has been kept in mind that the assignments should not only test the knowledge base of the students but also foster creativity and critical thinking. ? We ensure that learning outcomes for all courses are being achieved. ? There is a set schedule for submitting the assignments which the students know in advance. This helps them to prepare well. ? The schedule of the internal examination is planned in advance for the smoother functioning. It is mentioned in the academic calendar, displayed on the notice-board so the students can plan their academic well and they can be ready mentally. ? The best sample answer-sheets of the previous years' students are also shown to the students to improve their presentation skills. ? The faculties also take the classroom test unit-wise in order to provide the proper feedback for the improvement of the quality in their writing. ? The result of internal exams is declared and displayed on notice board before the University exam.

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

The college adheres to academic calendar provided by our university for academic, extra-curricular activities, other programs and continuous internal assessment. We make following planning for smooth functioning: Advance planning of academic activities and calendar in alignment with the University issued Calendar of Events, plan extra-curriculum activities in such a way that teaching hours are not disturbed. We follow the pattern decided by our respective University for the continuous internal evaluation which includes test, assignments, quiz, discussion and active participation of students in various activities. The reference materials are also made available to the students in library. The faculties also arrange extra lectures if needed to complete the syllabus. We make announcement of internal exams in advance so the students can get adequate time for preparation. The students can also re-verify their paper in case of any doubts in internal exams. Hence, we observe students on the different perspectives throughout the year to check their holistic development as a part of Continuous Internal Evaluation.

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)

http://koshahcollege.com/assets/uploadas/pdf/Course_Outcomes.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
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1001	BA	GUJARATI & ECONOMICS	37	10	27.02
2001	BCom	ACCOUNTANCY	107	63	58.87
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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)

http://koshahcollege.com/assets/uploadas/pdf/STUDENTS_SATISFACTION_SURVEY.pdf

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	0	NIL	0	0
No file uploaded.				

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
No file uploaded.				

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
No file uploaded.					

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	Nill

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)
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National	Gujarati	3	0
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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
NIL	Nil
No file uploaded.	

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	Nil
No file uploaded.						

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	Nil	Nil	0
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	Nil	1	Nil
Presented papers	Nil	1	Nil	Nil
View File				

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
Cleanliness Swearing	NSS	8	70
Tree Plantation	NSS	5	26
Essay Writing and Elocution Competition on Cleanliness	NSS	9	42
College Campus Cleanliness	NSS	2	80
Cleanliness	NSS	6	85

Awareness through Audio-Visual Program			
Cleanliness Drive at Moti-Parabadi	NSS	4	90
Environment Awareness Camp at Moti Parabadi	NSS	4	90
NSS Yearly Camp	NSS	4	80
Eye Screening Camp	NSS Surat Eye Optician Dr. H.A. Meman	6	121
thalassemia Awareness Program	NSS Redcross Society, Porbandar	7	155
View File			

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
NIL	NIL	NIL	Nil
No file uploaded.			

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
Health Awareness	Municipality, Krishna Gauishala Mandal, Govt School No-17	International Yoga Day	10	246
Voting Rights Awareness	Mamlatdar Office-Dhoraji	Voting Awareness camp	9	300
Gender issues	Female Health Expert	Female Health Awareness	9	59
View File				

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
NIL	0	NIL	0
No file uploaded.			

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	Duration From	Duration To	Participant
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		/research lab with contact details			
NIL	NIL	NIL	Nil	Nil	0
No file uploaded.					

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
NIL	Nil	NIL	Nil
No file uploaded.			

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
147000	146193

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
Others	Existing
Campus Area	Existing
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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
Acharya	Partially	2005	2006

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	15445	1015407	51	7980	15496	1023387
Reference Books	23728	3480543	Nil	Nil	23728	3480543
Journals	99	35246	Nil	Nil	99	35246
CD & Video	50	Nil	Nil	Nil	50	Nil
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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
No file uploaded.			

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	28	1	2	0	0	3	1	512	0
Added	0	0	0	0	0	0	0	0	0
Total	28	1	2	0	0	3	1	512	0

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

4 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
310000	308000	1650000	1646332

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)

<p>Institute is following the procedure for maintaining and utilizing. As far as financial support includes, Management conducts pre-budget meeting, budget preparation for the financial year with actual financial statement and considering previous budget and management focuses on student development and IT infrastructure in budget. For physical infrastructure institute has tie-up with architect, who gives direction and suggestions the upkeep and maintenance. For IT infrastructure specific IT faculties have been assigned various maintenance tasks on regular basis. If required suppliers and expert technicians are concerned. For in-house routine maintenance and upkeep, institute has contracts for cleaning, plumbing and electrical equipment. For security (CCTV Camera) specific IT faculties have been assigned various maintenance tasks on regular basis. If required suppliers and expert technicians are contacted.</p> <p style="text-align: center;">http://koshahcollege.com/home</p>

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	Govt. of India	159	Nil
b) International	0	Nil	0
View File			

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
Meditation	15/12/2008	15	Vipasyana Shodh Sansthan Samrpan Dhyana Kendra
Yoga	18/08/2008	22	Vipasyana Shodh Sansthan Samrpan Dhyana Kendra
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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
Nil	NIL	Nil	Nil	Nil	Nil
No file uploaded.					

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
Nil	Nil	Nil

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
00	Nil	Nil	UNDER UDISHA PLACEMENT FAIR SCHEME	50	Nil
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	1	BA	ARTS	BHUTVAD B.ED. COLLEGE	B.ED
2020	1	BCOM	COMMERCE	GUJARAT VIDYAPITH AHMEDABAD	M.COM
2020	1	BCOM	COMMERCE	H.N. SHUKLA COLLEGE-RAJKOT	B.ED.
2020	1	BA	ARTS	K.G. SOLANKI B.ED. COLLEGE-DULAG	B.ED.
2020	1	BCOM	COMMERCE	LAW- COLLEGE JETPUR	LLB
2020	2	BA	ARTS	SAURASHTRA UNIVERSITY, RAJKOT	MA

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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
Nil	Nil
No file uploaded.	

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

Activity	Level	Number of Participants
DRAWING COMPETITION	LOCAL	7
RANGOLI COMPETITION	LOCAL	4
QUIZ COMPETITION	LOCAL	10
LOKGEET COMPETITION	LOCAL	3
SPOT PHOTOGRAPHY	LOCAL	2
YOUTH FESTIVAL (QUIZ)	INTER-COLLEGE	3
YOUTH FESTIVAL (SPOT PHOTOGRAPHY)	INTER-COLLEGE	1
YOUTH FESTIVAL (BHAJAN COMPETITION)	INTER-COLLEGE	1
YOUTH FESTIVAL (RANGOLI COMPETITION)	INTER-COLLEGE	1

[View File](#)

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NIL	Nil	Nil	Nil	NIL	NIL
No file uploaded.						

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

Our college has very well organized and well-planned students representation in various academic and administrative bodies. We select one girl and one boy students as campus ambassador every year. We select students ambassador who are active, enthusiastic and having leadership quality. They co-ordinate with other students in planning and organizing various events. In the year 2019-20, Chauhan Shivraj from SYBA and Pithdiya Pooja from SYBCOM have been selected as campus ambassador. They played their role very nicely throughout the year. In our IQAC committee also we keep two students representative who remain present during the meetings and give their valuable suggestions and feedback for quality assurance. We also have alumni representative in our IQAC committee who coordinate with other alumni to keep in touch with the institute. On several occasion, we invite our alumni who inspire and guide our present students based on their experience. Every year students also actively celebrate Teachers Day. On this day, they play role of principal, lecturer, clerk, peon etc. They make it happen successfully with well-planning. The students also actively manage various other activities too throughout the year. Thus, our students are very active and curious to learn from various roles and responsibilities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

We maintain the register for keeping the record of Alumni Association. Every year during the farewell of last year students, we take their details and contact numbers in register. We invite them on several occasions on the campus to discuss about their further development. We also appreciate them and guide them for competitive exam, further study and job related information. We do not regularly organize alumni meeting but we plan it as per the need and situation.

5.4.2 – No. of enrolled Alumni:

30

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

We could not arrange any formal alumni meeting during the current year though we invited some past students on several occasions to guide and motivate the present students.

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)

Shree K.O. Shah Municipal Arts and Commerce College-Dhoraji encourages a culture of participative management by involving staff members in a number of committees. For promoting culture of participative management the college has constituted committees for academic and non-academic activities. These committees comprise of teachers, non-teaching staff as well as students. These committees play major role in participative management of the college. The college has created a decentralized structure for decision making where departmental committees interface their decisions with Principal/Coordinator. The various committees are constituted to manage various functions of the college. We have various committees, such as, IQAC, cultural, NSS, Sexual harassment, anti-ragging committee, environment etc. We give opportunity to almost all the faculties to handle the various portfolios as per their knowledge, skills and potential. The Principal check out the execution plans. Before the commencement of each academic session committees are formed under the guidance of Principal. Committees have freedom to formulate their plan decide execution strategies. Activities and decisions of committees are discussed in meetings as per the requirement. The decision of committees remains final in presence of Principal. The Management policy of highlighting and promoting staff members at various levels and occasions influence positively to the quality of institutional processors. Decentralized organization structure and skill based work distribution (by way of framing committees) ultimately increases the effectiveness and efficiency.

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
Human Resource Management	The government has not done any recruitment of teaching and non-teaching staff since last several years. So, our management recruit visiting staff to fill-up the gap of human resource management.
Library, ICT and Physical Infrastructure / Instrumentation	We update our physical facilities, IT infrastructure as per the need. We also purchase books and reference books as per need.
Research and Development	Our college provides only UG programs and it is located in rural area so basically our students are not involved in research activities. But our faculties are very active in research area. Our 7 faculties possess PhD degree. Our two faculties also have PhD guideship under whose valuable guidance many students attained PhD degrees. The faculties also go to the university to deliver lectures to PhD students.
Examination and Evaluation	During internal-exam, we keep two supervisor in one block for strict observation. We also have CCTV camera in each classes for transparent exam system. We also listen the students

	grievances regarding internal marks and do the needful.
Teaching and Learning	Our faculties update themselves regularly by participating in seminars and conferences. We organize extra classes for lower level students. We organize class-test, internal test, semester-end test to check whether the curriculum was delivered properly. We also provide them quality material and motivate students to use relevant reference books from library. We also do students counselling and take their feedback to make our teaching-learning process qualitative.
Curriculum Development	Our university update the syllabus every three year and our some faculties are invited to give their suggestions in the curriculum development as per the latest need and instruction of UGC.

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

E-governance area	Details
Planning and Development	Our college has an active IQAC committee which takes decision for planning and development. IQAC organizes four meetings in a year and all minutes of meeting are regularly updated on our website so all can view it.
Administration	At administration level, we follow e-governance in many cases such as filling up students scholarship form, filling up the college data through google-form as asked by the government from time to time.
Finance and Accounts	Faculties salary and other financial record is maintained on computer and they are very transparent.
Student Admission and Support	We ask our students to fill up manual form for admission and later on, our clerical staff makes online entries of all admissions. Hence, we have partial e-governance system for student admission. We also upload all the students related instructions on our website for students support.
Examination	Our university provides exam hall tickets online which can be easily downloaded by the college. We also make online entry of the internal marks and students final result is also announced university website. Thus, we have 100 application of e-governance as far as examination system is concerned.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	Nill
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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)
Nill	NIL	NIL	Nill	Nill	Nill	Nill
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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
NIL	Nill	Nill	Nill	0
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
NIL	NIL	NIL

6.4 – Financial Management and Resource Mobilization

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

The institute has a mechanism for internal and external audit. We have our own internal audit mechanism where internal audit is an ongoing continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute each year. The institutional accounts are audited regularly by both Internal and statutory audits. The internal audits are carried out by the Head of the institute and the external audit is done by Chartered Accountant (J.L. Parekh Co., Rajkot). We take Timely assessment of accounts.

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/ Grnats received in Rs.	Purpose
NIL	0	NIL
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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	Yes	Higher Education Dept., Govt. of Gujarat, Gandhinagar Head	Yes	Head of the Institute
Administrative	Yes	J.L. Parekh Co., Rajkot	Yes	Head of the Institute

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

1) Parents are invited to the college during Annual Function so they can see their children performing on the stage. 2) The parents also give their active contribution in blood donation camp, environment campaign and other college initiatives. 3) The parents always give humanitarian support to the staff and college.

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

1) The college gives necessary raise in the honorary salary of visiting faculties every year and 2) The faculties are motivated to take PhD guide ship.

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

1) We have increased the use of ICT in teaching-learning process and giving instructions to the students 2) Renovated the infrastructure facilities and 3) Some of our faculties are providing PhD guidance under whom many students are registered for PhD program.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
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	Remedial classes for students	20/06/2019	20/06/2019	20/06/2019	12

2020	Modified Continuous Internal Assessment	10/02/2020	10/02/2020	10/02/2020	10
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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
Rangoli Competition	06/08/2019	06/08/2019	2	2

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
For environment consciousness and sustainability, we use LED power-saver bulbs, we have dustbins at various places on the campus. The college has Green Campus. Tree plantation is done every year and Environment is also taught as a compulsory to first year BA and BCOM students. It makes students conscious towards their duty towards nature. They are also motivated to spend maximum time on the lap of nature and not to pollute environment

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	1

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	15/06/2019	365	Yoga and Meditation	mental health improved	35
2020	1	1	15/06/2020	365	Environment Consciousness	Near by people come for walking, elderly people come for resting and take benefits of trees	20

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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 Students	15/06/2019	- Attendance is mandatory - I-card is compulsory to get entry into the college - Students should inform the college if they are doing job along with study
Inspection of Affiliated Colleges and Recognised institution	15/06/2019	-Whenever a Dean inspects an affiliated college or a recognized institution or an approved institution belonging to his Faculty, he shall submit a report to the Syndicate.-n

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	Nil	Nil	Nil
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The college has taken several initiatives to make the campus eco-friendly. We have made plastic free campus. We conducted regular Tree plantation. Walking-track is also available for pedestrians. We have planted herbal plants on our campus which are useful in to cure certain disease and under the visionary guidance of our Principal, the college developed Gaushala under the College area.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the Practice: Women Empowerment The Context: In our college, most of the girl students come from very rural areas near to Dhoraji. And most of them are from backward classes where they have not received enough opportunities to develop themselves. They are very shy and passive by nature. Hence, with this context, we want to make them free thinker, active, independent and good decision maker. They should be at least being able to know their life goal and basic women rights by the time they graduate from our college. Objectives of the practice: • To create awareness among the girl students about their basic rights • To create self confidence among them • To remove superstitions and to develop their critical thinking ability • To make the girls students aware about their various roles in life Details of the Practice: As per reports, degradation of women is happening in society. Through women empowerment, many questions of society country can be resolved we can provide benefits to society country in true sense. By providing attention to such noble purposes, we have periodically conducted lectures programs related to women empowerment activities. We arrange women right shibirs regularly. To provide women empowerment to staff, students and people of society, different activities have been conducted such as, women-empowerment campaign, awareness of legal rights, disease diagnosis camp, lectures on removal of superstition. Obstacles Faced

and Strategies Adopted to Overcome them: We faced several problems during the implementation. It was difficult to join maximum girls in these activities due to lack of awareness. It was difficult to change religious and social superstitions of students. There was a shortage of specialists in some subjects/activities. We faced issues regarding adjustment of teaching days of students. To overcome, such obstacles we organized counseling with students in the beginning and we planned some activities in such a way that regular timetable is not disturbed. Impact of the Practice: The women empowerment programs created self-respect and dignity among the girls students. It improved their spirit. It also helped to remove their superstitions and wrong beliefs. After getting empowered, they also tried to aware people of society through various campaigns such as Save Girl Child, Beti Padhao etc. They also developed various skills such as, presentation skills, persuasion skills, confidence, and communication skills. We also felt indirect effect on their study performance. It created positive attitude among the students. Most of our students are from rural background and they just study for the sake of getting a degree. But through women empowerment programs, they became clear about their long-term goals and started studying hard. Over all, it created learn, unlearn and re-learn attitude among the students. Resources Required: We took help of various sources or materials such as, books, magazines, C.D. We have finalized co-coordinator for each activity. We also got necessary financial support when needed. We took help of various stakeholders to conduct some special talks.

BEST PRACTICE-2 Title of the Practice: Environment Awareness Campaign
The Context: The Issues of environmental problems are being serious in the present time. Different kinds of pollutions and global warming have brought many problems in our lives. It can create very bad long-time effect. Thus, it is very necessary to create environmental awareness. We have conducted many programs to develop awareness in students society regarding-taking care of environment to generate better environment. Objectives of the practice: • To bring awareness among students regarding environment. • To develop interest of staff, student society in protecting environment • To inspire students and society about their responsibilities towards environment • To protect environment so that we can provide better environment to our future generation • To motivate them to participate in environmental awareness campaign
Details of the Practice: As a part of environment awareness, our college has organized regular activities throughout the semester. It is a part of our regular practice. We conducted special lectures on environmental studies. We distributed free plants in various areas of the city. We also started environment for maintenance of veterinary medicine centers cowsheds on the regular basis with the support and guidance of our principal. We have developed medicinal garden and "Rashi van" on our college campus. We have implemented system of watering the plants with limited water by proper channels. We dispose wastage by fire. There is a facility of drinking water for birds and animals. Animal dang is used as fertilizer and fuel. There is a fine of Rs. 500 for staff and visitors for creating wastage ion campus. Various activities such as, drawing, poster making, elocution etc. have been organized during the year.
Obstacles Faced and Strategies Adopted to Overcome them: Basically, we faced problem regarding people participation from society. But with the active and continuous efforts of the students it was easily sorted out. Impact of the Practice: This practice has changed our campus at large. There is greenery on our campus because of trees and plants now. Awareness related to environment is developed among students, staff and members of the society. People became aware about plantation tree-breeding due to free distribution of plants this led to increase number of trees. People became aware about their health natural cure with the help of herbal plants. We tried to save many cows and protect them in our Gaushala. Over all, environment around the college became very fresh and pure. Resources Required: We made it possible with the resources such as, seed, plants, water, spade and many other necessary resources.

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

http://koshahcollege.com/assets/uploadas/pdf/BEST_PRACTICES.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

A few minutes of Yoga during the day can be a great way to get rid of stress that accumulates daily-in both the body and mind. Yoga postures, Pranayama and meditation are effective techniques to release stress. Meditation is Relaxation which gives calm mind, good concentration and Rejuvenation of the body and mind etc. Particularly for students, Yoga is a great remedy to remove their exam related stress. Yoga and meditation help to provide emotional strength so that they can easily manage their study. Keeping in mind, these objectives, we run Yoga and meditation center titled as Samarpan Dhyana Center on our campus on regular basis which is our distinctiveness. This center is open for all the students, staff and other members of the city who are interested. We have prepared guidelines to attain the yoga sessions. The students are sent to the yoga center twice in a week and other members of the society can come any days. The center is run under the observation of the principal Dr. C.V. Baldha who is highly interested in Yoga and possesses the vast knowledge of this field. From the non-teaching staff Nikhailbhai helps him as a supportive staff. The session includes, Gayatri Mantra, various asanas starting with warming up and stretching followed by Padmasanas, Sukhasana, Tadasana, Bhujang Asana and ending with Shavasana. Exercises for relieving stress, reducing joint pain and enhancing the flexibility of the back are also done. We also have relevant material such as CD containing various positions of Asana which is shown on projector too. And we also have relevant reading material in our library. This matches with our mission and vision of giving holistic education to the students that develops their mind and soul.

Provide the weblink of the institution

http://koshahcollege.com/assets/uploadas/pdf/INSTITUTION_DISTINCTIVENESS.pdf

8.Future Plans of Actions for Next Academic Year

It is very necessary to make future planning in advance. We also make planning every year to upgrade our system. Our principal and staff members also give their valuable suggestions for future plans. For the next academic year (for example, 2020-21) the following plans have been made: 1) To make examination system very strong. We have decided to keep two supervisors in one classroom/block so when 1 staff is busy in filling up the necessary forms, the another staff can keep proper watch. 2) To organize maximum activities related to environment so the students can become aware towards the environment. They can be aware about the benefits of trees and their duties towards environment 3) To make Yoga-meditation center very active for all the people of locality/city. 4) We have decided to organize more number of activities for women empowerment so girls can understand their hidden talent and come out from traditional thinking. Our aim is to make them independent 5) To make students aware about government/competitive exams such as GSET, NET, GPSC etc.