



GLS (J. P. Shah) Institute of Business Administration
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Annual Quality Assurance Report (AQAR)
Of Internal Quality Assurance Cell (IQAC)
of the Institute for the year 2015-16
Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

(An Autonomous Institution of the University Grants Commission)

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

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The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year

2015-16

1. Details of the Institution

1.1 Name of the Institution

GLS (J P Shah) Institute of Business Administration

1.2 Address Line 1

GLS Campus, Opp. Law Garden

Address Line 2

Ellisbridge

City/Town

Ahmedabad

State

Gujarat

Pin Code

380006

Institution e-mail address

glsbba@gujaratlawsociety.org

Contact Nos.

079-26468511

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Dr. Shefali Dani

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079-26468511

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Name of the IQAC Co-ordinator: Dr. Tejal Jani

Mobile: 09879983832

IQAC e-mail address: iqac.glsbba@gmail.com

1.3 NAAC Track ID GJCOGN21789

OR

1.4 NAAC Executive Committee No. & Date: EC(SC)/06/A&A/083Dated 1st May 2015

1.5 Website address: www.glsiba.org

Web-link of the AQAR: <http://glsiba.org/AQAR/AQAR201516.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.12	2015	5 years

1.7 Date of Establishment of IQAC: DD/MM/YYYY 01/09/2015

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

N.A.

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

GLS University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

N.A.

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="04"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="---"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="---"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="09"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="10"/>	Faculty	<input type="text" value="04"/>
	Non-Teaching Staff	<input type="text" value="03"/>	Students	<input type="text" value="03"/>
	Alumni	<input type="text" value="01"/>	Others	<input type="text" value="02"/>

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.	<input type="text" value="3"/>	International	<input type="text" value=""/>	National	<input type="text" value="1"/>	State	<input type="text" value=""/>	Institution Level	<input type="text" value="2"/>
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(ii) Themes

National Conference on Higher Education in Post-Globalisation Scenario Institutional Workshops on Teacher as a Leader and Moodle

2.14 Significant Activities and contributions made by IQAC

- | |
|--|
| <ul style="list-style-type: none">• National Conference on Higher Education in Post-Globalisation Scenario• Institutional Workshops on Teacher as a Leader and Moodle• Encouraged the adoption of interactive pedagogy in FYBBA under GLS University like game-based learning, role-plays, presentations, group discussions, Ted talks, workshop-method for elective subjects and so on• Introduction of online in-house exams using the platform of moodle |
|--|

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To encourage research by the faculties	Increase in number of faculties enrolled for PhD
To augment the use of ICT in teaching-learning	Online quiz exam using the platform of moodle introduced
To conduct FDP	Two FDPs conducted

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	---	---	---	---
PG	---	---	---	---
UG	01	---	01	---
PG Diploma	---	---	---	---
Advanced Diploma	---	---	---	---
Diploma	---	---	---	---
Certificate	---	---	---	---
Others	---	---	---	---
Total	01	---	01	---

Interdisciplinary	01	---	01	---
Innovative	---	---	---	---

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
Trimester	---
Annual	---

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- The new curriculum of BBA programme under GLS University was designed in April 2015.

- This is globally relevant curriculum offering specialisation in areas like Finance, Marketing, HR and Entrepreneurship which elicits analytical thinking through experiential learning with a special focus on soft skills training and inculcation of social sensitivity and ethical values.
- Subjects like Entrepreneurship, Performing Arts, Visual Arts, Foreign language, Management lessons from Mythology, Indian Constitution, Human Psychology, Business Ethics, etc. have been introduced across the programme.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

- No department has been introduced this year.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	14	13	---	01	---

2.2 No. of permanent faculty with Ph.D.

04

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
06	---	---	---	---	---	---	---	06	---

2.4 No. of Guest and Visiting faculty and Temporary faculty

08

06

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	---	10	01
Presented papers	03	06	02
Resource Persons	---	---	---

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Subjects like Entrepreneurship, Performing Arts, Visual Arts, Foreign language, Management lessons from Mythology, Indian Constitution, Human Psychology, Business Ethics, etc. have been introduced across the programme.
- The faculties are encouraged to adopt interactive pedagogy in FYBBA under GLS University like game-based learning, workshops, role-plays, presentations, group discussions, Ted talks and so on.
- Online quiz exams consisting of multiple choice questions using the platform of moodle have been introduced for in-house exams.
- The mandatory course of Environmental Studies taught through workshop method wherein the students were encouraged to create products from waste materials and sell them under Exhibition-cum-Sale "Praxis"

2.7 Total No. of actual teaching days

218

during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Online quiz exams consisting of multiple choice questions

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

01	10	---
----	----	-----

2.10 Average percentage of attendance of students

76%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I%	II%	III%	Fail
BBA (SEM-V)	219	7	44	103	18	47
BBA (SEM-III)	217	7	32	74	74	92
BBA (SEM-I)	306	34	117	94	---	61

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- FDP on Moodle with an intention to introduce online quiz exams consisting of multiple choice questions
- FDP on Teacher as a leader which resulted into adoption of different interactive pedagogies like game-based learning, workshops, role-plays, presentations, group discussions, Ted talks etc.
- Elective subjects like Management lessons from Mythology, Visual Arts, Performing Arts, Waste Management are taught through practical pedagogy so that it encourages skill-based learning coupled with practical implementation of ideas learned
- Employability skills workshop for TYBBA students which resulted into job-offers for 85 students during campus recruitment
- The mandatory course of Environmental Studies taught through workshop method wherein the students were encouraged to create products from waste materials and sell them under Exhibition-cum-Sale "Praxis"

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	---
UGC – Faculty Improvement Programme	03
HRD programmes	---
Orientation programmes	---
Faculty exchange programme	01
Staff training conducted by the university	16
Staff training conducted by other institutions	06
Summer / Winter schools, Workshops, etc.	---
Others	---

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	---	3	---
Technical Staff	---	---	---	---

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution.

- The college does not have any recognized research centre of the affiliating university but its parent organization Gujarat Law Society has established a Research and Development Centre in 2014.
- However, various types of research activities are advocated, promoted and conducted on regular basis by the faculty members.
- The institute does have a Research Committee as few of the faculties have completed PhD including the Director.
- Dr. Swati Modi, Dr. Tejal Jani and Dr. Vineeta Gangal completed PhD in year 2015-2016.
- Director Dr. Shefali Dani has been recognized as PhD Guide in the subject of Economics at GLS University from September 2015 and also at Gujarat University since October 2014.
- Dr Swati Modi and Dr Vineeta Gangal has been recognized as PhD Guide in the subject of Management and Dr Tejal Jani has been recognized as PhD Guide in the subject of English.
- Faculties are encouraged to pursue PhD. The institute extends every possible support to faculty members pursuing PhD in terms of adjustment in teaching schedule and support in terms of technology and information needs.
- The faculties can access e-resources through the institutional membership of INFLIBNET and Questia, printed resources through the institutional membership of the American Library, Mumbai and N.R. Institute of Business Management.
- Registration fees for various conferences/seminars/ symposia/workshops are reimbursed so that the faculties can be encouraged to attend them and present papers. Faculties are encouraged to publish research papers in reputed journals. Consequently, 15 research papers by various faculties were published in the year 2015-16.
- The institute conducts industrial visits to develop research insight and aptitude among the students.
- The students are encouraged to participate in Business Plan, Case Analysis, and Paper Presentation competitions.

3.2 Details regarding major projects: **N.A.**

3.3 Details regarding minor projects

- Dr Vineeta Gangal's Minor Project on a Study of Factors influencing Women Entrepreneurship in Gujarat was approved for the year 2014-15 as it was uploaded on the website of UGC-WRO, Pune. However, she has not received any grant from UGC towards the same.

3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	---	---
Non-Peer Review Journals	02	01	---
e-Journals	---	---	---
Conference proceedings	01	05	---

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: **N. A.**

3.9 For colleges: **N.A.**

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	---	01	---	---	---
Sponsoring agencies	---	NAAC	---	---	---

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency from Management of University/College
Total

3.16 No. of patents received this year: **N.A.**

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
01	---	01	---	---	---	---

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

- The institute does not have a formal NSS unit but it undertakes its social activity under Samvedna Club- the social initiative.

3.22 No. of students participated in NCC events:

- The institute does not have NCC unit.

3.23 No. of Awards won in NSS: **N.A.**

3.24 No. of Awards won in NCC: **N.A.**

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility.

The institute discharged its institutional social responsibility under Samvedna Social Club for the year 2015-16 which are as under:

- Students visited Prakash Andh Kanya Shaala in July 2015 and bought rachis and friendship belts made by blind girls.
- Students donated 78 bottles of blood to Red Cross in August 2015.
- Traffic Awareness programme by Amit Khatri
- Students collected approximately 1, 00,000 used pens/pencils/sketch pens which weighed around 150 kilogram of plastic.
- Students donated Rs 6600/- to Utthan Talim Kendra which they collected by selling products using Waste material at the exhibition-cum-sale 'Praxis'.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	32558.174 sq. meters	---	---	---
Class rooms	10	---	---	---
Laboratories	01	Upgraded	GLS University	---
Seminar Halls	03	---	---	---
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	31	32	GLS University	63
Value of the equipment purchased during the year (Rs. in Lakhs)	---	10, 39,328	GLS University	10, 39,328
Others	---	---	---	---

4.2 Computerization of administration and library.

- One new computer with latest configuration in office
- One new computer with latest configuration and a new printer for library

4.3 Library services:

Library Services					
	Existing till 28/03/2015	Newly Added		Total	
	No.	No	Value	No.	Value
Text books	1095	54	6569	1119	90410
Reference books	1534	169	54930	1703	394057
E. books	100	283	00.00	383	00.00
Journals	26	---	32100	26	33350
E. Journals	All those e-journals which can be accessed through Qwestia & INFLIBNET				
Digital Database	02	0	7091.32	02	7091.32

			(Towards renewal fees)		
CD & Video	11	24	00.00	35	6352
Others (Specify)	823	18	7128	841	82079

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	31	25	---	---	---	02	---	---
Added	22	20	Wi-fi	---	---	01	02 laptops	---
Total	53	45	---	---	---	03	02	---

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Moodle training for faculties

4.6 Amount spent on maintenance in lakhs :

i) ICT	28,243
ii) Campus Infrastructure and facilities	5, 24,990
iii) Equipments	10, 39,328
iv) Others	46, 379
Total :	16, 38,940

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Dissemination of information through prospectus, Website, Display Boards, SMS alerts and printed planned syllabus copies.
- Organised guest lectures under Samvaad
- Workshops on Waste Management, Indian Culture through Performing Arts, Lessons of Management through Mythology and Foundation Course in Visual Arts

5.2 Efforts made by the institution for tracking the progression

- Students' performance in end-semester examinations reviewed and corrective measures undertaken
- Continuous evaluation of students is in place through assignments, tutorial assignments and online examination
- Study material developed and distributed
- Remedial classes to help slow and average learners to excel in their academics
- Bridge course for vernacular medium students
- Aptitude test, Soft Skills and Personality development training to equip student with necessary skill to face campus interviews
- Experiential learning activities organised to enhance comprehension level of students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
772	---	---	---

(b) No. of students outside the state

37

(c) No. of international students

18

Men	No	%	Women	No	%
	468	60.62%		304	39.38%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
427	59	04	188	01	679	588	40	02	141	01	772

Demand ratio

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

N.A.

5.5 No. of students qualified in these examinations

NET SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- Training for Employability Skills
- Pre-placement talks

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students who received offer letters	Number of Students Placed
20	85	85	---

5.8 Details of gender sensitization programmes

- Celebrated Women Empowerment Fortnight from 01/08/2015 to 15/08/2015
- Inter-class Poster Making Competition on 'Women Empowerment'
- Inter-class Group Discussion Competition on 'Women Empowerment'
- Guest lecture by Ms Snehal Thakker on 'Women and Entrepreneurship'
- Guest lecture by Dr Geeta Mehta on 'Women and Safety'

- Guest lecture by Ms Sharan Taneja on 'Abuse'

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Co-curricular: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	70	3,20,500
Financial support from government	93	8,12,380
Financial support from other sources	---	---
Number of students who received International/ National recognitions	---	---

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: **N.A.**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

- To be an active participant in the development of globally competitive India by creating future business leaders.

Mission

- To provide learning environment
- To encourage the development of professional competencies
- To provide technological advancement
- To support the professional development

6.2 Does the Institution has a management Information System

- The institute undertakes admission, administration, academic and financial practices and processes through computers.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Guest lectures/ seminars/ workshops to supplement syllabus learning
- Industrial visits to give organisational exposure to students as well as to complement the syllabus

6.3.2 Teaching and Learning

- Teaching and evaluation plan is prepared on the basis of regular staff meetings with respect to attendance, syllabus completion, continuous evaluation and in-house exams
- Online quiz exam to evaluate students' performance
- Remedial classes and Tutorials to help slow learners to perform well in their studies
- Soft Skills, Interpersonal Skills, Interview Skills and Personality Development workshops to enhance employability of the last year students
- Faculty members are encouraged to participate in workshops, FDPs, seminars
- Organised workshops

- Guest lectures and visiting faculty sessions, panel discussions and case studies learning arranged to enhance the teaching and learning of staff and students.
- Use of different teaching aids such as PPTs, group discussions, role plays, etc.

6.3.3 Examination and Evaluation

- Records pertaining to continuous evaluation are maintained
- One in-house exam is conducted at the end of every semester
- Online MCQ quiz is conducted at the middle of every semester
- Assignments, presentations and project works are assigned to enhance the conceptual understanding of students
- Study material is provided
- Faculty members are involved in evaluation work at college as well as university level

6.3.4 Research and Development

- Research publications by faculty encouraged
- Book publications by faculty encouraged
- Faculty encouraged to serve as resource persons and research guides
- Faculty encouraged to enrol for PhD programme
- Students are encouraged to undertake projects of social relevance as a part of their curriculum

6.3.5 Library, ICT and physical infrastructure / instrumentation

- 223 books, 283 e-books, 24 CDs & videos and 18 books of miscellaneous reading added
- Power Point presentation by faculty encouraged with plug & play facility in several class rooms
- Augmenting IT facility

6.3.6 Human Resource Management

- Following welfare schemes for the staff by GLS:
 - 25% subsidy in purchase of food grains
 - 10% subsidy in purchase of white goods
 - Medical loan up to 30,000/- at 4% interest
 - Personal loan up to 10,000/- at 4% interest
 - Vehicle loan up to 50,000/- at 4% interest

6.3.7 Faculty and Staff recruitment

- Faculty and staff recruitment done as per UGC norms

6.3.8 Industry Interaction / Collaboration

- Collaboration with IIT Gandhinagar wherein two students have been sent for one year internship in social media marketing and one faculty for overall exposure

6.3.9 Admission of Students

- Admission at entry level on merit basis

6.4 Welfare schemes for

Teaching	05
Non - teaching	
Students	---

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	---	No	---
Administrative	No	---	No	---

6.8 Does the University/ Autonomous College declares results within 30 days?

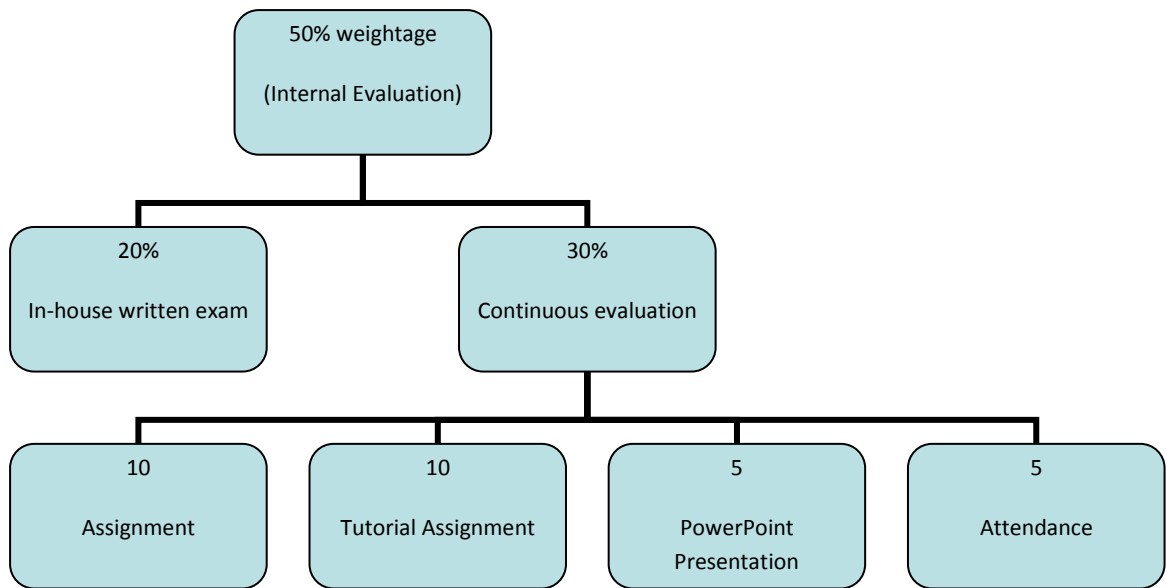
For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- GLS University gives 50% weightage to internal evaluation and 50% weightage to external evaluation.

- The institute has decided to introduce the concept of continuous evaluation for its internal evaluation activity wherein 20% weightage is given to in-house exams and 30% weightage is given to continuous evaluation. Continuous evaluation is done on the basis of Assignment (10 marks), Tutorial Assignment (10 marks), PowerPoint Presentation (5 marks) and Attendance (5 marks).



6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- Implementation of innovative pedagogy
- Innovation in evaluation pattern

6.11 Activities and support from the Alumni Association

- Arranging industrial visits
- Helping in getting students placed

6.12 Activities and support from the Parent – Teacher Association

- Arranging industrial visits

6.13 Development programmes for support staff

N.A.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Fluorescent tubes are used instead of incandescent bulbs.
- Compact fluorescent lamps (CFL) have already been installed.
- In non-reading and non-working areas, reduced lighting (25watts- 40 watts) is used.
- For outdoor lighting, high pressure sodium or metal halide lamps are used.
- Lights are switched off immediately when not required.
- All transformers are disconnected and isolated from the wall outlet receptacles at the end of a working day.
- Computers, printers, copiers etc., which are not in use are closed down and disconnected at the end of a day.
- Electronic equipment and gadgets are shut- off during non-working hours.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Globally relevant curriculum:

The newly designed curriculum offers specialisation in areas like Finance, Marketing, HR and Entrepreneurship which elicits analytical thinking through experiential learning with a special focus on soft skills training and inculcation of social sensitivity and ethical values. Subjects like Entrepreneurship, Performing Arts, Visual Arts, Foreign language, Management lessons from Mythology, Indian Constitution, Human Psychology, Business Ethics, etc. have been introduced across the programme.

Innovative, interactive pedagogy:

Interactive pedagogy like game-based learning, workshops, role-plays, presentations, group discussions, Ted talks and so on is introduced. Such pedagogy makes the entire process of learning experiential and innovative.

Online MCQ test:

Online quiz exams consisting of multiple choice questions using the platform of moodle have been introduced for in-house mid-semester exams.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Activities are undertaken as per the academic calendar
- Faculty recruitment
- Providing printed study material
- Enhancement of library resources

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Best Practice One: IMAGE- Management Fest
- Best Practice Two: Examination pattern

Details annexed

7.4 Contribution to environmental awareness / protection

- Workshops on creating best products using waste materials were organised
- Collection of stationery plastic waste

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength

- Autonomy
- Freedom in designing curriculum
- Learner-centric pedagogy
- Continuous evaluation

Weakness

- Difficulty in tracking students' progression after graduation
- Lack of formal alumni network

Opportunity

- Developing the entrepreneurial talents of students
- More focus on management research
- Scope for strengthening the industry institution interaction for better placements for students

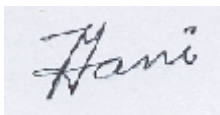
Challenge

- To be among the top 10 colleges in the country
- Motivating all the students for better career options
- To forge strong alliances with the Corporates to enable placements of our students
- Grooming students from rural areas with Gujarati medium background
- Facing fierce competition in the academic world

8. Plans of institution for next year

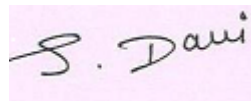
- To initiate the institute into consultancy
- To mentor students for voluntary internship
- To encourage students' research
- To organise a workshop on Research at the university level

Name: Tejal Jani

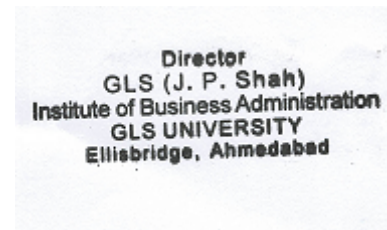


Signature of the Coordinator, IQAC

Name: Shefali Dani



Signature of the Chairperson, IQAC



Academic Calendar for the year 2015-16

No.	EVENT NAME	MONTH
1	FY Orientation	June
2	FDP	July
3	Inter-class Competition	July/ August
4	SETU - Parents' Meeting	July/August
5	Mid Test (SEM III, SEMV) & Quiz Exam for SEM I	August (19/8/2015 to 22/8/2015)
6	Social Activity	July between 26/7/2015 to 30/7/2015
7	SAMVAAD - Guest Lecture Series	September
8	IMAGE - Management Fest	September
9	Youth Festival	Aug/ Sept
10	Teacher's Day Celebration	5 th September
11	SEM I Internal Exam	21/9/2015 TO 29/9/2015
12	Navratri Celebration / GLS Garba	October
13	PRELIM (SEM (III, SEM V), SEM I END SEM EXAM	23rd October Onwards
14	Medical Test	December
15	Sports Day	December/January
16	Talent Hunt & Annual Function	December
17	Mid TEST (SEM IV, SEM VI) & Quiz Exam for SEM II	February
18	PRELIM (Sem IV & Sem VI) & Internal Exam of SEM II	March
19	SEM II External Exam	April
20	Farewell & Alumni Meet	April

Exam, Viva & Submission Schedule

1	Mid TEST SEM III,V & Sem I Quiz	August
2	SEM I Internal Exam	September
3	SEM I Assignment Submission	07/09/2015
4	SEM I Presentation	13/10/2105
5	PRELIMS SEM III,V & Sem I External Exam	October
6	Mid TEST SEM IV,VI & Sem II Quiz	February
7	SEM II Assignment Submission	March
8	PRELIMS SEM IV,VI & Sem I Internal Exam	March
9	SEM II Presentation	April
10	Sem II External Exam	April

PRACTICAL EXAM AND VIVA SCHEDULE

1	SEM I Practical Exam	12/10/15 onwards
2	SEM IV Project Viva	February
3	SEM VI Project Viva	February
4	SEM II Practical and Project Viva	March

Inter-class Competition

No	Name of the Event	Month
1	Elocution	July- August
2	Extempore	July-August
3	Business Plan	July-August
4	Movie Making	July-August
5	Quiz	July-August
6	Ad Mad	July-August
7	Collage	December
8	Painting	December
9	Mehandi	December
10	Face Painting	December
11	Best out of Waste	December
12	Management Activities	December
13	Bridal Make-up	December
14	Mocktail	December
15	Salad Making	December

Best Practice-1

1. Title of the Practice:

Management Fest-IMAGE

2. Goal

- The institute aims at creating tomorrow's business leaders by imparting education through fun along with sharpening the interactive, analytical and communication skills of students.

3. The Context

- Classroom teaching imparts knowledge of various theories but it is very difficult to cultivate managerial skills in the students in classroom set-up.
- The institute perceived that such skills can be developed through innovative education methods coupled with fun.
- Keeping this logic in mind, the institute started Gujarat University inter-BBA colleges Management fest-Image in 2002.
- Prompted by the overwhelming response to the event, the institute made it a state level event in 2008 wherein all BBA and B.com colleges can participate in the event.

4. The Practice

- Prior to organizing IMAGE, the institute grooms its students for various events and selects the best to represent the institute in the management fest. Such grooming encourages the students to participate actively in various management events organized by the institute as well as other institutes.
- The institute organizes IMAGE every year which encompasses various management events like Business Plan Presentations, JAM, Collage, Eureka, Movie-making and Ad Mad.
- As a result, more number of students get opportunity to participate in these events.
- The institute designs each game in such a way that the students enjoy applying theoretical knowledge to practical, professional situations.

5. Evidence of Success

- Our co-curricular performance speaks volumes about the success of the practice that we have adopted.
- Our students evolve as multi-faceted personalities at the end of three years.
- Two of our students have been selected as interns for Social Media Marketing by IIT Gandhinagar.

6. Problems Encountered and Resources Required

- Our faculty members have to keep themselves updated with the latest trend in Business and Economics
- Our faculty members have to work beyond their stipulated working hours to ensure the success of the event.
- The institute has to look for sponsors for organizing such mega event.

Best Practice-2

1. Title of the Practice:

Examination pattern of the institute

2. Goal

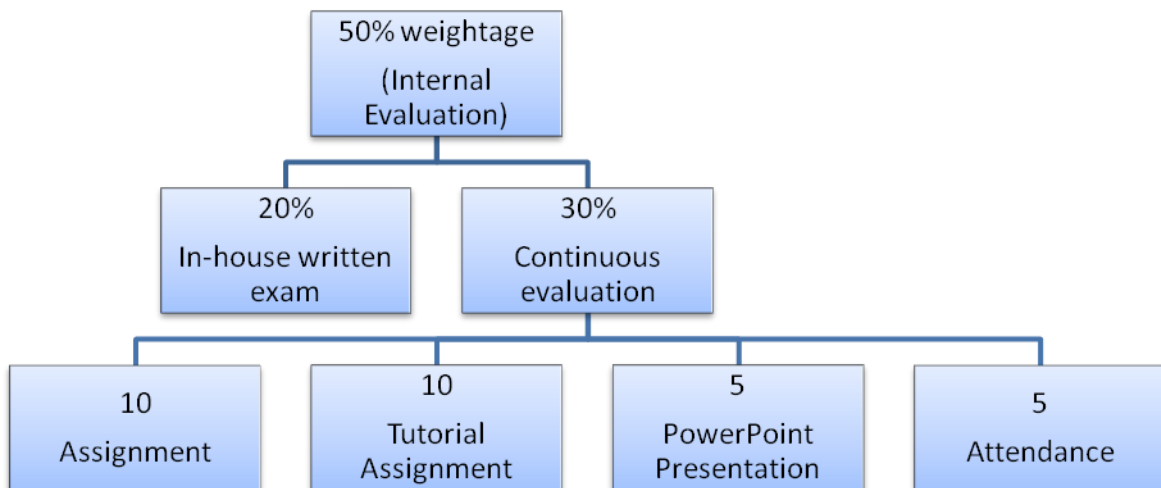
- The institute aims at grooming students as well-nuanced personalities who have managerial insight, critical mentation, logical reasoning and good writing skills.

3. The Context

- Though it is very difficult to quantify the students' learning and knowledge, the examination system in general has been considered the best across the country to evaluate the students' understanding.
- The institute has changed its evaluation pattern as a consequence of the autonomy granted to it under the private university.

4. Practice

- The institute has decided to introduce the concept of continuous evaluation for its internal evaluation activity wherein 20% weightage is given to in-house exams and 30% weightage is given to continuous evaluation.
- The institute organises online quiz test of 30 marks in every subject using the platform of moodle in the middle of every semester.
- The institute organises internal exam of 70 marks which is descriptive in nature at the end of every semester.
- Continuous evaluation is done on the basis of Assignment (10 marks), Tutorial Assignment (10 marks), PowerPoint Presentation (5 marks) and Attendance (5 marks).



5. Evidence of Success

- The institute is yet to ascertain the evidence of success as such reforms in evaluation pattern has been introduced in the academic year 2015-2016.

6. Problems Encountered and Resources Required

- The institute had to set up ICT facilities to conduct online exam using moodle platform.
- The faculty members have to stretch themselves to conduct internal exams as well as continuous evaluation.
- Such practice has resulted into maintaining huge number of documents related to evaluation.
