



GLS (J. P. Shah) Institute of Business Administration
GLS Campus, Opp. Law Garden, Ellisbridge, Ahmedabad – 380006
Ph. No: 079-26468511, E-Mail: glsbba@gujaratlawsociety.org

Website: www.glsiba.org

Annual Quality Assurance Report (AQAR)
Of Internal Quality Assurance Cell (IQAC)
Of the Institute for the year 2017-18

Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

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

Name of the Head of the Institution:

Dr Shefali Dani

Tel. No. with STD Code:

079-26468511

Mobile:

09825689389

Name of the IQAC Co-ordinator:

Dr Tejal Jani

Mobile:

09879983832

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

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

1.8 AQAR for the year

1.9 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*)

i. AQAR 2015-16 (20/07/2016)

1.10 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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

GLS University

1.13 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
- 2.2 No. of Administrative/Technical staff
- 2.3 No. of students
- 2.4 No. of Management representatives
- 2.5 No. of Alumni
- 2.6 No. of any other stakeholder and
community representatives
- 2.7 No. of Employers/ Industrialists
- 2.8 No. of other External Experts
- 2.9 Total No. of members
- 2.10 No. of IQAC meetings held
- 2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others
- 2.12 Has IQAC received any funding from UGC during the year? Yes No
- 2.13 Seminars and Conferences (only quality related): **No**
- 2.14 Significant Activities and contributions made by IQAC

Encouraging research work by students by making them write research papers as a part of their SEM VI- Analytical Communication II.

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
To smoothen the concept of Continuous Evaluation	Continuous Evaluation strictly adhered using the components of Theory Assignment, Practical Assignment, Moodle, Presentation & Attendance
To conduct workshops for students	Workshops on Entrepreneurship, Critical Thinking, Gender Equality, Derivatives and so on
To introduce innovative pedagogy	Role plays, Group Discussions, Presentations, Moot Court & MUN used to deliver various courses
To create a platform where students can showcase their talent	Events like Praxis, Fun fair, IMAGE, Culture Curry organised
Institutional Social Responsibility	Mentoring selected corporation school students, plantation for beautification, Joy rides for oldage home inmates

** 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)

**Please provide an analysis of the feedback in the Annexure*

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

Yes, the syllabus has been restructured. Specialisation in Accounting & Finance, Marketing Management and International Business has been. These specialisation subjects are introduced in the first year. It is at the beginning of the third semester that students have to choose their specialisation. Students will study 6 papers of specialisation in three years; 2 in the second year and 4 in the third year. Such structure allows students to undertake in-depth study of the subject they are specialising while improving their employability skills.

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

No

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.

05

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
	---	---	---	---	---	---	---	---	---	---

2.4 No. of Guest and Visiting faculty and Temporary faculty

06

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	11	15	2
Presented	6	12	0
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 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 during this academic year 199
- 2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online 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 05 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 %	Pass %
FYBBA SEM-I	232	91	85	23	--	--
FYBBA SEM-II	223	73	101	24	--	--
SYBBA SEM-III	205	84	71	33	--	--
SYBBA SEM-IV	201	82	83	23	--	--
TYBBA SEM-V	277	114	129	14	--	--
TYBBA SEM-VI	271	62	148	45	--	--

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

- Academic Calendar is prepared at the outset of an academic year.
- Session plan is prepared in every course and is reviewed at regular intervals in the departmental meetings.
- Formative evaluation of students is done throughout the semester in components like theory assignment, practical assignment, presentations and quiz to evaluate the progress of the pupils in a course.

- Separate marksheets are prepared in all components and are displayed on the notice-board.
- Results of internal exams are displayed on the institute's website.
- Attendance of students as well as study material is uploaded on the university portal.
- IQAC encourages research, publications, paper presentations and participation in international / national / regional workshops, conferences and symposia.

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	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	10
Others	02

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	07	---	---	---
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.
- Five faculties are PhD and the rest have enrolled for 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, the online library.
- 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, 14 research papers by various faculties were published in the year 2017-18.
- 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: **N.A.**

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	4	3
Non-Peer Review Journals	0	0	1
e-Journals	1	1	0
Conference proceedings	1	0	0

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: **N.A.**

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: **N.A.**

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

3.13 No. of collaborations: **N.A.**

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs: **N.A.**

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)

N.A.

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	<input type="text" value="---"/>	College forum	<input type="text" value="---"/>	
NCC	<input type="text" value="---"/>	NSS	<input type="text" value="---"/>	Any other <input type="text" value="04"/>

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

- The School-Makeover Project throughout the year
- Visit To Prakash Girls Blind School, Ahmedabad on 21st July 2017
- Blood Donation Camp in association with Red Cross, Ahmedabad on 11-8-2017

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	---	---		---
Class rooms	10	02	GLSU	12
Laboratories	01	---		01
Seminar Halls	03	---		03
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	63	59	GLSU	122
Value of the equipment purchased during the year (Rs. in Lakhs)	---	24,86,814	GLSU	---
Others	---	---	---	---

4.2 Computerization of administration and library

- The library is computerised and fully automated. ‘SOUL’ library management software is used for library operations. All library documents are barcoded and indexed.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1119	90,410	0	0	1119	90,410
Reference Books	1703	453837	272	1,19,796	2096	5,73,633
e-Books	462	2500	60	0	522	2,500
Journals	25	49,790	25	39,320	25	39,320
e-Journals	5	8165	4	6372	4	6372
Digital Database (Questia & INFLIBNET)	2	12,714	2	\$ 99.95 (6517)	2	6517
CD & Video	35	6352	4	0	39	6352
Others (specify)	894	97,436	110	22,548	1,004	1,19,984

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	40	01	01	---	---	---	---	05
Added	---	---	01	---	---	---	---	06
Total	40	01	02	---	---	---	---	11

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

- WI-FI enabled Campus,
- Technology enabled classrooms
- Digital Data Base

4.6 Amount spent on maintenance in lakhs : (as on 31/03/2018)

i) ICT	47975
ii) Campus Infrastructure and facilities	13431
iii) Equipments	60401
iv) Others	11520
Total:	13655

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 Indian Culture through Performing Arts, Lessons of Management through Mythology and Foundation Course in Visual Arts, Workshops on Entrepreneurship, Business Analytics, Case Analysis, Critical Thinking and so on

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 uploaded on the portal
- 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 skills 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
715	---	---	---

(b) No. of students outside the state

8

(c) No. of international students

--

No	%
279	39.02%

Men

No	%
436	60.97%

Women

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
605	22	01	104	02	734	607	11	01	95	01	715

Demand ratio 1:4 Dropout 1%

5.4 Details of student support mechanism for coaching for competitive examinations: **N.A.**

5.5 No. of students qualified in these examinations: **N.A.**

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 Placed	Number of Students Placed
16	35	35	---

5.8 Details of gender sensitization programmes

- An elective course on Gender sensitization was introduced.

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

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	N.A.	
Financial support from government		
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

- Restructured the entire BBA curriculum

6.3.2 Teaching and Learning

The institute believes in creating an environment conducive to learning. The faculty of the institute is interactive, innovative and are continuously improving their teaching-learning pedagogy. Some highlights of the teaching-learning pedagogy are stated below:

- Active Learning and Team work
- Effective Use of Audio Visual Aids
- Class Presentations
- Class Discussions
- Industrial Visits
- Exhibitions
- Projects
- Case Studies
- Educational Trips
- Industrial Visits
- Guest Lectures
- Workshop

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
- Faculty members are involved in evaluation work at college as well as university level

6.3.4 Research and Development

- The Research Committee of the institute comprising of faculties who are doctorates and headed by the Director is instrumental in creating a positive environment for research and academic growth.
- The committee motivates faculties to participate in research-based activities such as writing research papers and articles and organizing seminars and conferences.
- Faculties are encouraged to attend seminars / conferences at various levels. The institute proactively assists faculties engaged in research work.
- Faculties attend workshops on Research Methodology and innovative practices in teaching.
- All notices/circulars/pamphlets regarding local, national and international seminars and conferences are emailed to all faculties.
- Duty Leave is granted and financial assistance is provided whenever possible.
- Students are encouraged to participate in intercollegiate paper reading and writing competitions for which they are guided and assisted by the faculties.
- Students are required to write research papers in group which the institute is planning to publish online.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Routine library work done on SOUL software
- All classes are air-conditioned, ICT-enabled with Wi-Fi connectivity.

6.3.6 Human Resource Management (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.

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

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

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.

- Innovative, interactive and Collaborative Teaching Pedagogy
- Extensive use of technology in course delivery
- Imparting Value based education
- The Mid semester exams have been fully computerised with Moodle software for smooth conduct of exams
- Strengthening industry and academia interaction through Placement cell
- International Initiatives and student exchange programmes
- Projects/internships undertaken at the UG level.
- Introduction of Interdisciplinary courses to impart broad based learning

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

Continuous Evaluation strictly adhered using the components of Theory Assignment, Practical Assignment, Moodle, Presentation & Attendance
Workshops on Entrepreneurship, Critical Thinking, Business Analytics & so on
Role plays, Group Discussions, Presentations, Moot Court & MUN used to deliver various courses
Events like Praxis, Fun fair, IMAGE, Culture Curry organised

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

- Small areas were redeveloped from the point of view of cleanliness and hygiene

7.5 Whether environmental audit was conducted? Yes No

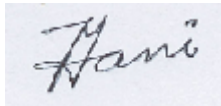
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

No

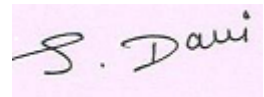
8. **Plans of institution for next year**

- To organise such academic activities which enhance the students' exposure to innovative management practices.

Name **Dr. Tejal Jani**



Name **Dr. Shefali Dani**



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

Director
GLS (J. P. Shah)
Institute of Business Administration
GLS UNIVERSITY
Ellisbridge, Ahmedabad

MONTH WISE TENTATIVE SCHEDULE FOR THE ACADEMIC YEAR 2017-18

No.	EVENT NAME	MONTH
1	FY Orientation	28th June 2017
2	Inter-class Competition (ANVESH)	July
4	Elective Subject Workshops for F.Y (SEM I)	July
5	Elective Subject Workshops for S.Y (SEM III)	July/ August
7	Quiz Exam SEM I & III/ V (Moodle)	August (08/8/17 to 10/8/16 SEM III, 11/8/17, 12/8/17,17/8/17,18/8/17 SEM V, 19/8/17 to 22/8/17 SEM I)
8	Social Activity	June/ July/August
9	SAMVAAD - Guest Lecture Series	July/August/ September
12	SEM I, III, V Internal Exam	18th to 23rd September 2017 onwards
13	Navratri Celebration / GLS Garba	23rd September 2017
14	SEM III & V END SEM EXAM	5th October 2017
15	SEM I END SEM EXAM	5th November 2017
16	Medical Test	November/December
17	Sports Day	December
18	Fun Week	December
19	IMAGE- Management Fest	January
20	Quiz Exam for SEM II ,IV,VI (Moodle)	January
21	Internal Exam of SEM II, IV,VI	1st Week of March
22	Sem II,IV,VI External Exam	March
23	Farewell & Alumni Meet	March/April

EXAM, VIVA, SUBMISSION SCHEDULE

1	SEM I	
2	Theory Assignments Submission	As per schedule displayed on Notice Board
3	Tutorial Assignments Submission	Submission before 31 st August
4	Presentation	4th September to 8th September
5	SEM III	
6	Theory Assignments Submission	As per schedule displayed on Notice Board
7	Tutorial Assignments Submission	Submission before 31 st August
8	Presentation	4th September to 8th September
	SEM V	
9	Theory Assignments Submission	As per schedule displayed on Notice Board
10	Tutorial Assignments Submission	Submission before 31 st August
11	Presentation	11th September to 15th September
	PRACTICAL EXAM AND VIVA SCHEDULE	
1	SEM I Practical Exam	25th, 26th & 27th September
2	SEM III Viva (Communication)	12th & 13th October 2017

EXAM , VIVA, SUBMISSION SCHEDULE

SEM II		
1		
2	Theory Assignments Submission	As per schedule displayed on Notice Board
3	Tutorial Assignments Submission	Submission before 15th February 2018
4	Presentation	22nd February 2018
SEM IV		
6	Theory Assignments Submission	As per schedule displayed on Notice Board
7	Tutorial Assignments Submission	Submission before 15th February 2018
8	Presentation	23rd February 2018
SEM VI		
9	Theory Assignments Submission	As per schedule displayed on Notice Board
10	Tutorial Assignments Submission	Submission before 15th February 2018
11	Presentation	24th February 2018
PRACTICAL EXAM AND VIVA SCHEDULE		
1	SEM VI Practical Exam (Internal)	12th March 2018
2	SEM VI Practical Exam (External)	14th March to 19th March
3	SEM VI Paper presentation & Viva (Communication) (External)	14th March to 19th March

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

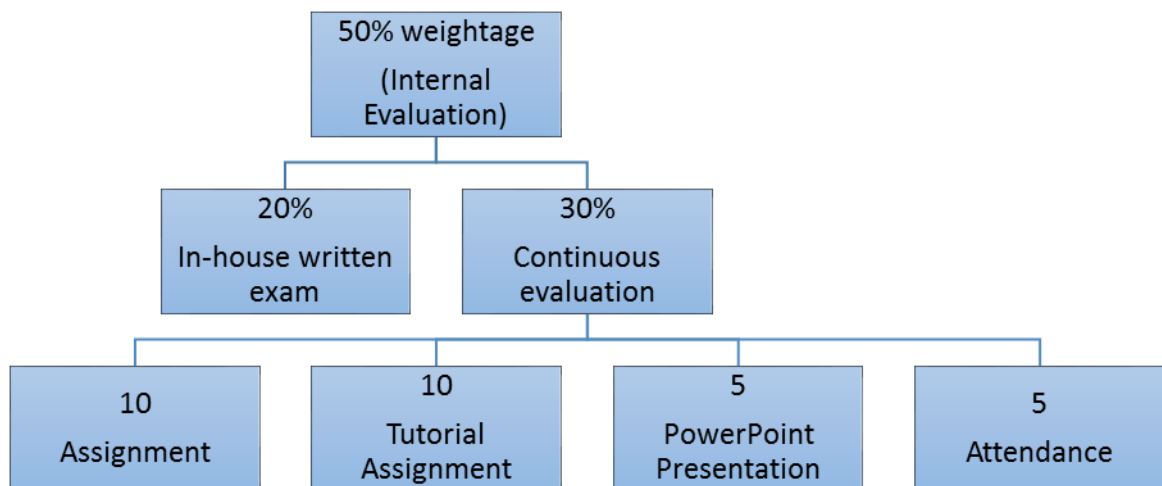
- The institute aims at grooming students as well-nuanced personalities who have managerial insight, critical mentation, logical reasoning and good writing skills.

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.