

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



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

DEHGAM TALUKA EDUCATION SOCIETY'S

Maniben Bhikhabhai College Of Commerce And Shri G.M.N.Lalji Arts College,
DEHGAM



FORTH REPORT OF IQAC (2012-13)

SUBMITTED

TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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

I. Details of the Institution

1.1 Name of the Institution	M.B.College Of Commerce & Shri G.M.N.Lalji Arts College Dehgam
1.2 Address Line 1	Purushottam Park
Address Line 2	Ahmedabad Road,
City/Town	Dehgam
State	Gujarat
Pin Code	382 305
Institution e-mail address	dr_bhatt2004@yahoo.com
Contact Nos.	02716-232652
Name of the Head of the Institution:	Dr. Hitesh Bhatt
Tel. No. with STD Code:	02716-232652

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879) _____

1.4 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.32	2008	2013
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC : DD/MM/YYYY

1.7 AQAR for the year (for example 2010-11)

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)

- i. AQAR_2010-2011_____ (27/12/2013
ii. AQAR_2011-2012_____ (10/02/2014)
iii. AQAR_____ (DD/MM/YYYY)
iv. AQAR_____ (DD/MM/YYYY)

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)

CCC , BCA, B.A (ENGLISH)

1.11 Name of the Affiliating University (for the Colleges)

GUJARAT UNIVERSITY

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

Autonomy by State/Central Govt. / University	<input type="text" value="NO"/>		
University with Potential for Excellence	<input type="text" value="NO"/>	UGC-CPE	<input type="text" value="NO"/>
DST Star Scheme	<input type="text" value="NO"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text" value="NO"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="03"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="01"/>
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="00"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="00"/>
2.9 Total No. of members	<input type="text" value="08"/>

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

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. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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
1.Proposal for constructing new class Rooms for College	1. Proposal submitted to managing committee and Approval is sought
2. Proposal for RO system water purifier for Students and Staff	2. Get approval from The managing Body.

* 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

Provide the details of the action taken

Part – B

Criterion – I

I. 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	0	0	0	0
PG	0	0	0	0
UG	2	0	1	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	1	0	0	1
Others	0	0	0	0
Total	3	0	1	1
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	0
Annual	0

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.

Changed syllabi in Sem III & SEM IV

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
	13	01	09	0	03

2.2 No. of permanent faculty with Ph.D.

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
	0	8	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	07	02
Presented papers	01	07	00
Resource Persons	00	02	00

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

Project work allotment to students

2.7 Total No. of actual teaching days during this academic year 190

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) NO

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 01

2.10 Average percentage of attendance of students 60%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UGBA	1462	0	74	433	358	
UGBCOM	445	0	09	80	94	

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

By Regular Class Observation by Principal

Result analysis in Management meeting

Feed back from the learners

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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Refresher courses	1
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	2
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0

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	10	04	00	00
Technical Staff	0	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

To enhance the Research activities IQAC arrange seminars on the research methodology and motivate and help the researchers in preparing the proposals for the project.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	00	00
Outlay in Rs. Lakhs		3,20,200 /-	--	---

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	01	00	00
Outlay in Rs. Lakhs	00	70,000 /-	00	00

3.4 Details on research publications

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2011-'13	UGC	5,16,200 /-	3,20,200 /-
Minor Projects	2012-'14	UGC	70,000 /-	45,000 /-
Interdisciplinary Projects	00	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects <i>(other than compulsory by the University)</i>	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	5,86,200 /-	3,65,200 /-

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

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences
organized by the Institution

Level	International	National	State	University	College
Number	0	0	01	0	05
Sponsoring agencies	0	0	UGC	0	College

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 : 3,65,200 /-

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
0	0	0	0	0	0	0

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

01

02

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

01

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

JRF 0 SRF 0 Project Fellows 0 Any other 0

3.21 No. of students Participated in NSS events:

University level 60 State level 18
National level 16 International level 0

3.22 No. of students participated in NCC events:

University level 0 State level 52
National level 23 International level 0

3.23 No. of Awards won in NSS:

University level 0 State level 0
National level 0 International level 0

3.24 No. of Awards won in NCC:

University level 0 State level 0
National level 0 International level 0

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

1. Blood Donation Camp
2. Health Awareness camp
3. Environment Awareness
4. Drugs eradication programme
5. Traffic awareness
6. Awareness for Voters

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	6.5 Acre	0	0	0
Class rooms	18	0	0	18
Laboratories	2	01	Management	03
Seminar Halls	1	0	0	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	02	00	00	02
Value of the equipment purchased during the year (Rs. in Lakhs)	2,99,000	0	UGC	2,99,000/-
Others				

4.2 Computerization of administration and library

YES All Administrative as well as Library data is computerized and maintained periodically.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7,000	4,42,100/-	160	14,500/-	7160	4,56,600/-
Reference Books	22,280	14,10,562/-	00	00	22,280	14,10,562/-
e-Books	0	0	0	0	0	0
Journals	33	2950 /-	3	1500 /-	36	4450 /-
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Others (specify)	0	0	0	0	0	0

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	22	02	02	00	01	05	0	0
Added	02	00	02	00	00	01	0	0
Total	24	02	04	00	01	06	0	0

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

-----Nil-----

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.29,300/-
ii) Campus Infrastructure and facilities	9,80,236/-
iii) Equipments	2,28,850/-
iv) Others	0
Total :	12,38,386/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC organized a Common meeting for the newly admitted students at the very outset of the new academic year. The information regarding the Activities of the college, WDC Examination schedule,

5.2 Efforts made by the institution for tracking the progression

The progress of the support services is tracked through regular meetings with the concerning In charge of the activity.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1761	00	00	00

(b) No. of students outside the state

00

(c) No. of international students

00

Men	No	%	Women	No	%
	1184	67.23		577	32.77

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
776	142	15	621	05	1559	474	157	16	1111	3	1761

Demand ratio 0 Dropout % 9.65%

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

Under UDISHA Club of our college the data base of the student was prepared. Accordingly students are informed about the application form and dates of such exams. Direct coaching is yet to be practiced

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- Job fair by Tata Consultancy
- Form distribution of various vacant post in Govt. of india

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
01	150	30	05

5.8 Details of gender sensitization programmes

NIL

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	22	14,500/-
Financial support from government	352	5,75,750/-
Financial support from other sources	00	00
Number of students who received International/ National recognitions	00	00

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: nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- **Vision:**
 - To promote value oriented higher education aimed at grooming the all round personality building of the students, thus facilitating prosperous socio-economic development of the region.
- **Mission:**
 - To create ideal infrastructure facilities and environment for high quality learning and education
 - To inspire and motivate students to attain excellence in both academic and extra-curricular spheres and to render service to society.
 - To provide meaningful opportunities for developing diverse career oriented skills to keep pace with the fast changing times.

6.2 Does the Institution has a management Information System

Yes, it is frequent on occasion the information regarding the conduct of the institution is provided during the meeting of management with staff members.

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

6.3.1 Curriculum Development

Curriculum is designed by the University but the implementation is done with in the time frame. Project work and class room seminar are introduced by the college. Most of the department follow the activity in the classroom.

6.3.2 Teaching and Learning

For effective teaching learning various seminar, assignment work is given. Teaching made comprehensive effective by using Technology PPT and

6.3.3 Examination and Evaluation

Internal examinations are taken twice in a year as per University Rule. Apart from that Classroom Unit test is taken as formative assessment of the students

6.3.4 Research and Development

The Teachers are groomed and motivated by the Principal during IQAC meeting to avail MRP. College promotes the faculty members to participate in the Seminars, workshops and Conference

6.3.5 Library, ICT and physical infrastructure / instrumentation

A separate library with reading area for students is provisioned. Books are issued as well to all learners. Computerised database preparation is completed. For ICT and computer added learning the laboratories are maintained. The Play ground Water Room, for students as well as staff members is maintained.

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

Every year the workload requirement is send to Higher Education department but the process is not done. But shortfall of the workload is fulfilled By recruiting Visiting Faculty in all subject. The expenditure towards their salary is done by the Trust.

6.3.8 Industry Interaction / Collaboration

Industries as well as corporate offices are contacted for job placement

6.3.9 Admission of Students

Being a Rural area college Admission is given on first come first basis to all who ask for keeping into mind intake capacity.

6.4 Welfare schemes for

Teaching	No
Non teaching	No
Students	No

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	No	No
Administrative	No	No	No	No

6.8 Does the University/ Autonomous College declare 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?

We are not an autonomous institute but we follow all examination reforms and amendments suggested by The University

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

NIL

6.11 Activities and support from the Alumni Association

Farewell to teachers by Past students. Career Oriented Job Placement with the help of Alumni is a frequent activity, apart from that the alumni of the college helps in all event organisation.

6.12 Activities and support from the Parent – Teacher Association

-----nil-----

6.13 Development programmes for support staff

College organises the special training programme for the support staff ICT training programme and Accounting methodology.

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

Every year NSS students of our College organise Tree plantation and nourish them for the whole year. The water facility for birds and artificial nests are created for the birds

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.

OBSERVATION BY IQAC ON ALL ACTIVITIES OF COLLEGE
STUDENT SUPPORT BY GIVING THEM RESPONSIBILITY IN SPECIAL EVENTS
Computerisation of all student support activities

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

Nil

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

Prayer
Recognition, felicitation to talented students.
Motivation to the students who have stuff but shy by Nature.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

the protection of environment. A group of students involved with snake charmer, birds saving during kite festival day.

7.5 Whether environmental audit was conducted?

yes

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

The SWOT analysis was initiated back in the Year 2010. It was based on the observation, Interaction with students, Parents, Faculty Members, Management and other stakeholders. The data regarding the institutional activities and weaknesses, strength, opportunities collected in the form of questionnaire, General discussion and analyzed to find the areas.

8. Plans of institution for next year

To start a new College of Commerce (English Medium)
ICT based Teaching and training

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____ *** _____