

DEHGAM TALUKA EDUCATION SOCIETY'S

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



FIRST REPORT OF AQAR (2010-11)

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

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

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 _____ (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- 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)

Runnig Programme center of DBAOU

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

No

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

UGC-COP Programmes

NO

2. IQAC Composition and Activities

2.1 No. of Teachers

03

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and

00

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. | <input type="text"/> | Faculty | <input type="text" value="3"/> |
| Non-Teaching Staff | <input type="text"/> | Alumni | <input type="text"/> |
| Students | <input type="text" value="1"/> | Others | <input type="text"/> |
- 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

1. National Seminar by Hindi Dept. (Kabir relevance in present)
2. State level Workshop- Promotion of culture of quality through Research Preparing Minor/Major research Project proposal
3. Institution Level- First Seminar on birth anniversary of Tulsidas (Hindi Dept.) and second Meghani Jayanti (Gujrati Dept.)
4. Youth cooperative training Workshop

2.14 Significant Activities and contributions made by IQAC

Job placement initiative
Career counseling

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
Formation of Committee Submission of proposal for Eng. Medium in Commerce	Smooth conduct of all academic as well as other programme Proposal submitted and approval

* 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

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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				
PG				
UG	02	0	01	1
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	01	0	0	1
Others				
Total				
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	02

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.

no

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
	24	03	11	0	10

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
	03	03	0	0	0	0	0	0	03	03

2.4 No. of Guest and Visiting faculty and Temporary faculty 0 07 02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	12	04
Presented papers	02	12	04
Resource Persons	00	00	00

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

Regular Attendance, Initiation of ICT in teaching learning, Class room seminars etc.

2.7 Total No. of actual teaching days during this academic year 189

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 01

restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

65%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	1152	0	28	205	190	145
B.Com	325	1	40	65	103	73

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

By regular class room observation by Principal

By Result analysis in common meeting

By observing maintaining academic diary of the Faculty

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	17
Summer / Winter schools, Workshops, etc.	0
Others KMPF Training Programme	17

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	11	1	0	0
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

A workshop for three days organized by IQAC on preparation of minor / major research project proposal

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	00	00
Outlay in Rs. Lakhs	0	3,20,200/-	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	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	0	0	0	0
Interdisciplinary Projects	0	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)				

Total	0	0	0	0
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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	01	01	0	03
Sponsoring agencies	UGC	KCG	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 :

From Funding agency From Management of University/College

Total

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

3.16 No. of patents received this year

	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
01	0	0	0	01	0	0

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

01

01

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

0

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

10

National level

00

International level

00

3.22 No. of students participated in NCC events:

University level

0

State level

0

National level

52

International level

00

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	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="1"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="0"/>
NCC	<input type="text" value="4"/>	NSS	<input type="text" value="7"/>
		Any other	<input type="text" value="0"/>

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

- Blood Donation Camp, Environment Awareness
- Health awareness

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

4.2 Computerization of administration and library

Yes almost all administration work is computerized

Library data is also computerised

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6,452	3,96,090/-	278	28,480/-	6730	04,24,570/-
Reference Books	22,011	12,93,776/-	233	1,03,194/-	22,244	13,96,970/-
e-Books	00	00	00	00	00	00
Journals	26	2550/-	30	3300/-	56	5850/-
e-Journals	00	00	00	00	00	00
Digital Database	00	00	00	00	00	00
CD & Video	00	00	00	00	00	00
Others (specify)	00	00	00	00	00	00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	20	01	01	00	01	04	00	
Added	02	00	01	00	00	00	00	
Total	22	01	01	00	01	04	00	

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

Under KMPF, ICT training programme for 8 days, was Organised. All staff members benefitted.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.14395/-
ii) Campus Infrastructure and facilities	0.36541/-
iii) Equipments	00
iv) Others	00
Total :	0.50936/-

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, NSS, NCC, SPORTS, CULTURAL Activities details are given.

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
1203	00	00	110

(b) No. of students outside the state

00

(c) No. of international students

00

Men	No	%	Women	No	%
	806	66.99		397	33.01

Last Year	This Year
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General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
516	165	21	578	01	1281	453	145	17	587	01	1203

Demand ratio 0 Dropout % 6.08

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

00

5.5 No. of students qualified in these examinations

NET	0	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	0

5.6 Details of student counselling and career guidance

- Job fair by ICICI Bank
- Form distribution of various vacant post in Govt. of india
- Job fair by Corporate sector Vodafone, Big Bazar, SBI, Reliance .

No. of students benefitted

545

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
05	250	30	123

5.8 Details of gender sensitization programmes

- | |
|---|
| <ul style="list-style-type: none"> • Gynic issues of girls • Health consciousness among Girls |
|---|

5.9 Students Activities

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

State/ University level	National level	International level
74	02	00

No. of students participated in cultural events

State/ University level	National level	International level
22	00	00

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

Sports : State/ University level	National level	International level
01	00	00

Cultural: State/ University level	National level	International level
01	00	00

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	22	13,500/-
Financial support from government	535	9,58,520/-
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
00	00	00

Exhibition: State/ University level	National level	International level
00	00	00

02

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 presentation.

6.3.3 Examination and Evaluation

Internal examination 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. Books are issued as well to all learners. Computerised database preparation is in progress.

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

Every year the workload requirement is send to CHE but the process is not done. But shortfall of the workload is fulfilled By recruiting Visiting Faculty in all subject.

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.

Teaching

Yes

Non teaching	Yes
Students	Yes

6.4 Welfare schemes for

6.5 Total corpus fund generated

3,43,070/-rs

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?

Nil

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

6.12 Activities and support from the Parent – Teacher Association

.....Nil.....

6.13 Development programmes for support staff

Administrative Training for support staff

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

Plants Identification, Numbering

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.

- Formation of IQAC
- Attendance system
- Computerisation of student data

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

- In a management meeting the action plan was discussed. Budget was passed by the respected members.
- Purchase order of computers and ICT in class room is given

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

Prayer
Scholarships to Talented students

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

7.4 Contribution to environmental awareness / protection

Regular Tree plantation and Plant care is observed.
Campus cleaning as well as cleanliness camps are organised
in the rural adjacent area

7.5 Whether environmental audit was conducted?

Yes

No

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

A proper system of SWOT analysis is yet to be practiced

8. Plans of institution for next year

To start a new Class of Commerce (English Medium)

ICT based Teaching and training

Preparing minor/major research Project

Name Ravindra Amin

Name Dr. Hiteshkumar Bhatt

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

