Yearly Status Report - 2015-2016

Part A	
Data of the Institution	
1. Name of the Institution	**M.B.COLLEGE OF COMMERCE AND SHRI G.M.N. ARTS COLLEGE**
Name of the head of the Institution	**Dr.Hiteshkumar Bhatt**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02716232652**
Mobile no.	**9825484882**
Registered Email	**mbcadehgam1966@gmail.com**
Alternate Email	**dr_bhatt2004@yahoo.com**
Address	**M.B. COLLEGE DEHGAM DEHGAM**
City/Town	**DEHGAM**
State/UT	**Gujarat**
Pincode	**382305**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Ravindra M.Amin**
Phone no/Alternate Phone no.	**02716232652**
Mobile no.	**9824662828**
Registered Email	**ravi6003@gmail.com**
Alternate Email	**mbcadehgam1966@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://dehgamcollege.org/iqac/

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://dehgamcollege.org/wp-content/uploads/2021/07/Academic-Calender2015_16.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.32**	**2008**	**16-Sep-2008**	**15-Sep-2015**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**15-Jun-2010**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular Meeting	**17-Jun-2015**	**17**

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
College	UGC 12th Plan	UGC	2016 201516	1353500
College	Maintenance	State Gov	2016 201516	139584

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9. Whether composition of IQAC as per latest NAAC guidelines:	**No**
Upload latest notification of formation of IQAC	**No Files Uploaded !!!**
10. Number of IQAC meetings held during the year :	**6**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

How to maintain amicable relation with students.

Time management

Effective delivery of student support

Workshop on new teaching methodology

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
At the very outset of the academic year IQAC has planned to train the faculty members and motivate them for using ICT tools as new teaching methodology.	As result of the workshop and training programme almost faculty members started using ICT tools for teaching.
[View File](#)	

14. Whether AQAR was placed before statutory body ?	**No**
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2016**
Date of Submission	**30-Jan-2016**
17. Does the Institution have Management Information System ?	**No**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

 1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curriculum for various courses are designed, developed and recommended by the board of study of affiliating university, i.e., Gujarat University. The college has just to implement the curriculum as par the academic calendar of the university. Our college follow the following methods to implement the given curriculum: • In the beginning of the academic session we held a meeting of IQAC and the Heads of the departments to prepare a parallel academic calendar of the institute based on the university calendar. Accordingly, we fix the number of teaching days, dates of internal examinations and dates for extra and co-curricular activities. • The Heads of the departments, in consultation with the teaching faculty of the respective departments prepare their unit-wise academic planners for the session and ensure the effective implementation of the same. The heads of the department submit the proposed planner to IQAC of the College for approval of all budgetary allocation and dates. • Apart from classroom teaching, the students are required to take part in seminars and group discussions conducted by the departments, submit assignments/projects. • Extra lectures and expert lectures are conducted to further enhance the purpose and spirit of the curriculum within the permissible time frame of the academic calendar. • Being a college of humanity we offer all three languages as main subject. The student being coming from rural background needs to improve linguistic and communicative skill. For that we initiated special classes for the enhancement of communication skill in Gujarati Hindi and English. • We

offer Functional Hindi as Elective subject and students needs to learn report writing by collecting data by interaction with community people. For that college and concern department organise a trip for the students to neighbouring area for data collection. The subjects mostly covered for the purpose are Cleanliness, Sanitation, Waste Management, etc.. • Practical approach and role play the learners and students perform the task as manager and corporate CEO. AD-MAT Preparation, sales man and marketing manager. Which help the students learn creativity and understand the concept of business. • Corporate interaction training through industrial visit and interview facing skill and other soft skills. Such initiatives groom the students academically as well as practically

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	No
Alumni	No
Parents	No

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

Feedback Obtained

The feedback is obtained from final year students of B.A. and B.Com. It is obtained in the form of hard copy. The feedback of students and faculty members have different formats and questions related to academic activity, syllabus student support services and extra - curricular activity and Infrastructure facility in campus. The feed backs are mostly collected at the end of the academic year. The collected feedbacks are analysed and discussed in the IQAC meeting. The notable inputs from the students related to faculty members is discussed and the necessary instructions are given to the faculty members by principal.. The inputs for the infrastructure student support services are also discussed at large in the IQAC meeting and the necessary points are discussed and forwarded to management for suitable action. The feed backs related to extracurricular activity are also analysed. The outstanding students are felicitated and the further suggestions are implemented for the future development. the feedback related to syllabus from students as well as faculty members are collected analysed and forwarded to university for future amendment.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Accountancy & Management	150	168	168
BA	Gujarati Hindi English Psychology Economics	500	365	365
		View File		

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015	1368	Nill	15	Nill	Nill

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using	ICT Tools and resources	Number of ICT enabled	Numberof smart classrooms	E-resources and techniques used

15	5	4	5	Nill	4

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

Under Process

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1368	15	1:91

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
21	15	6	4	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	031	Semester 2,4,6	11/05/2016	19/07/2016
BA	011	Semester 2,4,6	11/05/2016	22/07/2016
BCom	031	Semester 1,3,5	02/01/2016	03/05/2016
BA	011	Semester 1,3,5	02/01/2016	03/05/2016

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

• In tune with the reforms made by the university, the internal evaluation system of the college is revised from time to time. The college has introduced the Continuous Internal Evaluation (CIE) system for internal marking at the institutional level. • After the student gets admitted to the college the evaluation methods, both Continuous Internal Evaluation (CIE) and End Semester

Evaluation (ESE), are communicated to the students by way of the Notice and well come ceremony, the college website and display notices on the board. • During orientation, the students are given a clear idea about the syllabus and evaluation procedures. • The entire internal evaluation process involves classroom evaluation, internal tests and assignments or book review. • After the conduct of internal unit test examinations, the answer sheets are evaluated within the stipulated time and the scheme of evaluation is made transparent to the students. After the internal unit test examination, the faculty discusses the common mistakes made by the students and helps them how to overcome such errors during classroom work. Suitable remedial coaching is provided to make slow learners better.

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

The University prepares an academic calendar that specifies the duration of the semester, the date of commencement and end of semesters. Choice Based Credit System (CBCS)/elective course system and Semester System have been implemented in all UG and PG courses offered by the College. In College Welcome Ceremony all the information regarding programmes, selection of courses, weight age of marks in the internal and external examination and availability of syllabus-study materials-old question papers are given. At the beginning of the academic year, an Action Plan is prepared by the IQAC. Academic Calendar of College and Time Tables for all Arts, Commerce and Science programmers are prepared. The Academic Calendar of College and Time Tables are displayed on the college Notice board. Starting of academic year HOD of each department arrange a departmental meeting regarding the Distribution of Syllabus to all faculty members. The department prepares Programme Outcomes and Learning Outcomes of the syllabus of each course. In tune with the changes of syllabi made by the university, the college procures a required number of books and research journals in the Central Library. The department ensures all the requirements of equipment, materials, chemicals and glassware for practical work. All the departments have computers with internet connectivity. The teachers are preparing PowerPoint Presentation and download. The use of ICT, laptop, well-equipped laboratory facilitates etc. are made available to the staff and students to ensures effective curriculum delivery and improve their performance. If there are constraints to complete the curriculum, extra classes and practical sessions are conducted. The whole teaching-learning process is monitored regularly by each Faculty I/c, Vice-Principal and Principal. Upload Additional information. Our Institution is affiliated to Gujarat University, Ahmadabad and the University prepares the academic calendar. The College prepares its academic calendar accordance with University Academic Calendar at the beginning of the academic year. The academic activities and schedule of examinations is generally worked out according to the academic calendar provided by the University. The objective behind the preparation of academic calendar is that there should be maximum working days to complete the syllabus and CIE. The College uploads academic calendar on college website. Further, it is displayed on the College notice board to enable the students to know well-in advance, the way programmes are going to be conducted. During the orientation of new students, they are informed about the academic calendar of the college and the CIE. The Principal conducts meeting with the HoDs and Staff regarding smooth implementation of the academic calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://dehgamcollege.org/programme-outcome/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
031	BCom	ACCOUNTANCY	209	68	35.53
011	BA	Gujarati,Hindi,English,Psychology,Economics	323	173	53.56

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<div align="center">No Data Entered/Not Applicable !!!</div>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	1.13	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Hindi	2	Nill

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	1	2	Nill
Presented papers	7	28	4	Nill

View File

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
TSC	New Delhi Cant	Nill	1
CATC Camp	34 Gujarat	1	18

	Btn.Himmatnagar		
Blood donation Camp	Red Cross	6	58
International Yoga Day	NCC.NSS Patanjali Yoga Centre	4	128

[View File](#)

 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.5 – Collaborations

 3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

 3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year	
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
123750	127903

4.1.2 – Details of augmentation in infrastructure facilities during the year	
Facilities	Existing or Newly Added
Nill	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
No Data Entered/Not Applicable !!!			

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	30120	2083199	Nill	Nill	30120	2083199
Reference Books	22245	1437007	87	39387	22332	1476394
Journals	3	1950	Nill	Nill	3	1950
[View File](#)						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	64	1	2	0	1	5	0	100	0
Added	0	1	0	0	0	1	2	0	0
Total	64	2	2	0	1	6	2	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)
100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
230000	246042	148000	141958

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has well defined guidelines and procedures for repairing and maintaining activities to ensure time bound maintenance work. We have established various committees like Equipment Purchase Committee, Building Committee, College Administration Committee, Hostel Committee, Library Advisory Committee, Purchase Committee, etc. with the purpose of properly maintaining the infrastructure. • For equipment like computers, lab equipment, smart boards, water purifier, air conditioner, internet, etc. AMC is signed for proper up-keeping and maintaining them. The equipment are cleaned and provided with service at regular intervals. • At the commencement of every academic year, the committees take care of proper availability of black boards, lightings and furniture in the college. • The sports committee plays a major role in creation and maintenance sports facilities on the campus for the students and the faculties. • Separate non-teaching staff is given responsibility for housekeeping. Gandhinagar Municipal Corporation also helps us in maintaining housekeeping and cleanliness on the campus. • The college has appointed sweepers who have the responsibilities of cleaning all washrooms and keeping the entire campus clean. • The gardener maintains the garden well. • All the peons are assigned duties of specific rooms and areas for cleanliness. Pest control is done at regular interval. • Discarded, outworn, out of use and old and irreparable things are written off annually.

https://dehgamcollege.org/procedures-and-policies/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NA	0	0
Financial Support from Other Sources			
a) National	Scholarship	548	1928383
b)International	NA	Nill	0
[View File]()			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability	Date of implemetation	Number of students	Agencies involved

enhancement scheme		enrolled	
No Data Entered/Not Applicable !!!			
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	**Nill**	**Nill**

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
00	**Nill**	**Nill**	**00**	**Nill**	**Nill**
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2016	**3**	**B.A**	**Hindi**	**Govt .Arts college Gandhinagar**	**Post garduation**
2016	**4**	**B.A**	**Psychology**	**Govt..Arts College,Gandhinagar**	**Post Garduation**
2016	**2**	**B.A**	**Economics**	**Govt..Arts College,Gandhinagar**	**Post Garduation**
2016	**6**	**B.A**	**English**	**Govt..Arts College,Gandhinagar**	**Post Graduation**
2016	**4**	**B.A**	**English**	**loknad B.Ed. College Rakhiyal**	**B.Ed.**

2016	6	B.A	Gujarati	Government Arts College Gandhinar	Post Garduation
2016	2	B.A	Gujarati	Loknad B.Ed. College	B.Ed
2016	11	B.Com	Accountancy	Arts and Commerce College Talod	Post Graduation

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Activity	Level	Number of Participants
Republic Day	College	19
Soor-Taal	College	23
Wrestling (Boys and Girls)	College	18
Cross country (Boys and Girls)	College	32
Kho-Kho (Boys and Girls)	College	32
Kabbadi (Boys and Girls)	College	24

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Under Process

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:
No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :
No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :
No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Our management believes in participatory organizational structure. The college performs its day-to-day administration with a stream-lined mechanism of internal division of work and inter-departmental coordination. While final decision-taking authority regarding policy matters is vested with the Principal and the Management. Inputs and action plans are formulated with the active participation of administrative and teaching personnel. Inputs and ideas are shared, methodized and implemented as a result of regular meetings of the Principal, Heads of the Departments, In-charge of PG course, conveners of different activities, committees and cells, other members of the staff and stakeholders. Decisions/activities of the Departments are also referred to the Head of the Institution as the need may be. All routine matters are decided and actions taken by the respective Heads/Conveners of committees. Similarly, for non-teaching staff, the Office Section Head/ Head Clerk take action on routine matters. Only the policy decisions and strategies are decided by the Head of the Institution. The Accounts Section Head/Accountant does all the necessary work related to account matters of college. The college does promote a culture of participative management. The maximum number of stakeholders are involved in the decision making process. As a result, the staff, students, alumni, parents are involved with the sense of ownership in the planning and implementation of different academic and administrative activities. The Management encourages each department to present a report of activities undertaken and also the plan of future actions from time to time. Vision, Mission and Objectives of the college are known to all the employees and other stakeholders. (Displays/College Publications, college website) Regular Departmental and Staff Meetings are being held for the co-ordination and monitoring of the Departmental work as well as the other college activities. Moreover, IQAC involves almost all faculty members and office staff in the compilation and documentation of NAAC accreditation process.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Admissions for the first year students are on-line by Gujarat University Ahmedabad. Rules and regulations of the Gujarat University and State Government are adhered to for admission.

Human Resource Management	Recruitment of highly qualified faculty members • Faculty development programmes • Training programmes for non-teaching staff • Various co curricular, and extra-curricular activities under the title, 'Saptdhara' for students entitled. 1. Jnan Dhara, Sarjanatmak Abivyakti Dhara, Natya Dhara, Kala Kaushalya Dhara, Geet, Sangeet, Nritya Dhara, Samudayik Seva Dhara, Vyayam, Yoga, Khelkud Dhara. 2. KCG Udisha for employability to students.
Library, ICT and Physical Infrastructure / Instrumentation	Library with scores of reading sources available on internet. The library has become hi-tech with the facility of computers, internet, N List, LCD, and library related software. • Separate reading section created for students and faculties. • The College has 19 classrooms, 03 latest equipped and high-tech laboratories, one centrally air conditioned and technically equipped AV seminar hall. • 52 computers are available for students and faculty. • The 03 laboratories – English, Computer, Psychology, with computers, Internet and related software. •
Examination and Evaluation	The University has framed the syllabus to match with the competitive examination The college has continuous evaluation process in the form of tests, assignments, presentations, projects, participation in inter- and intra-college competitions, etc. All these prepare students for semester examination which is decided by the University. To increase speed of conducting examination and save time, the University has decided to keep examination session of 3.0 hours and conduct examination in two sessions in a day.
Teaching and Learning	Departmental Plan is prepared by IQAC as part of quality improvement measure. All the departmental members keep record of various activities and teaching methods like: Participative learning Experimental learning Problem solving methodology Imagination and Creativity. The following innovative approaches / methods were adopted by the faculties: - Teaching-learning through ICT using PPT, interactive board, multimedia devices, interactive classroom and other modern techniques

of teaching - The College faculties use library facilities for their research as well as guide students to use them for their purpose - Peer learning among faculties and students. The college faculty members also identify the slow learners and take extra classes for the upliftment of their level.

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

E-governace area	Details
Planning and Development	E-governance of planning and Development is done through Institute Management System software which is called. Keeping in mind E-Governance of the college, the IQAC and other committees prepare annual plan for all academic and administrative activities through software designed by the college itself. IQAC meeting are held regularly to plan the academic calendar and administrative activities. Library facility exists. For further automation and security of library belongings.
Administration	"College Management System", a software application for the e governance of college administration through ERP, has been implemented and is being used at the college for more than three years. This software contains certain modules which help us to maintain students' record of enrolment etc. Likewise, the latest equipment like battery backups, computers, printers, Kiosks are purchased. Regular internet facilities are upgraded for the better performance of E-Governance of administration.
Finance and Accounts	For finance and account section latest Tally Software is purchased and is in use. There is software to collect the fees of students and also to maintain salary accounts, income tax form no 16 and to generate pay-slips of the staff. NEXTGEN SOFTWARE SOLUTION is used for finance and accounts.
Student Admission and Support	Gujarat University holds online admission of first year students and the college provides help centre facility for students support. Merit list of the admitted students is uploaded on the university website by the college. The fees of the students are collected with the help of the software in the account section. Enrolment forms of the students are

submitted online with the university. E
governance of Student Admission and
Support is done through Institute
Management System.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	4	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Dehgam College sharafi Sahkari Mandali Ltd.	Loans Deposit facility in Dehgam College sharafi Sahkari Mandali Ltd. Different types of Leaves, as per Central/State Govt. Pattern	Scholarship and cash prize to outstanding sports, NCC, NSS, Cultural activity students and university examination. The college provides scholarships to the students from its Poor Students' Help Fund. It is given to students

who do not have means to study and come from oppressed/dispossessed backgrounds. The Management helps such students in paying their educational costs. The college, however, acts as a facilitator to obtain for our students scholarships / free ships from different sources.

6.4 – Financial Management and Resource Mobilization

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

Internal :- The internal Audit of the accounts of the entire institutes and all the bank accounts is done twice in a year by the Auditor. The invoices and vouchers are produced before the auditors as and when required and asked for. The observations of the Auditor is discussed in the management meeting for reforms. The accounts are regularly posted in the books account by using the TALLY software. External: The external audit is Done by the Accounts Officers deputy by the AG office of the state Government. it if done yearly before the end of the financial year. The audit observation includes the maintenance Grant and Salary grants provided by the state government. The auditor also observes the revenue expenditures, Library expenditures and the maintenance expenditures. The queries are satisfactorily solve by the principal and the accountant. Grants Form UGC- The audit of the UGC grants is satisfactorily done by the internal Auditor appointed by Management. The Utilization certificate is produced to the concern authorities in time. The vouchers and the invoices are maintained along with the dead stock. The Plan Grants are Settled at UGC PUNE by Principal in person during the interface Meeting.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Knowledge Consortium of Gujarat	No	Nill
Administrative	Yes	Knowledge Consortium of Gujarat	No	Nill

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

under process

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

NA

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

1. The observation of AAA are discussed and the IQAC has taken the charge to Reform Teaching Learning methods and focused ICT enabled Teaching. 2. The another observation of research Is also needed focus so the IQAC has Geared up the faculty Members to Complete Their Ph. D work and start Publishing research Papers. 3. As a result of the AAA the faculty members started initiative to Generate e-Content

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nill
Scribes for examination	Yes	Nill
Provision for lift	No	Nill
Braille Software/facilities	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating

address locational advantages and disadvantages	taken to engage with and contribute to local community					students and staff

<div align="center">**No Data Entered/Not Applicable !!!**</div>

<div align="center">**No file uploaded.**</div>

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Information on admission form and other stationary.	15/06/2015	The College is sensitive to maintain high standards Human values and Professional ethics in its academic and administrative functions. The college publishes its policies, rules and customs in a brochure which is distributed to all students at the time of admission. The college has constituted certain committees such as examination committee, Time Table and Academic Calendar Committee, Admission Committee, Campus Discipline and Security Committee, Student Help Fund Committee, Health Centre Committee, Student Grievance Redressal Committee, to maintain the standards of Human Values and Professional Ethics. These Committees consist of Non-Teaching, Teaching staff and Students. They do the follow up of proper code of conduct for various stakeholders.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2015	15/08/2015	92
Movie Show related to Syllabus	19/09/2015	19/09/2015	63
Essay Writing Competition	15/03/2016	15/03/2016	19

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)
No Data Entered/Not Applicable !!!

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Goal: The goal of the practice is to bring ease and efficiency in the administrative work. It is also to maintain accuracy, decency and accountability of the office work. It is to make office more transparent and increase its accessibility. It is eco-friendly practice that aims at making office work paperless and thus save the environment Context: Office work is very strenuous. It is difficult to create record and maintain it. Moreover, the record is of different types and is maintained at different levels. It creates redundancy in the work. Thus office work is laborious and time consuming. One cannot expect complete accuracy in the office work as there remain number of human errors. As there is less transparency in the documentation, there is lot of scope for malpractices. It is also very difficult to maintain physical data in the form of papers and files and after certain period of time it has to be discarded. In that case retrieval of information becomes impossible. To overcome all these limitations of the office work and to make it more systematic and organized we have opted for office automation. Practice: For office automation we have installed College Management Software. It has got office-task oriented useful tools. The complete automation of the office is possible by the use of this software. It has proved to be highly useful in the admission and enrolment process of the students. With the use of this software it has become easy to register the addresses and contact nos. of the students. This software can make the process of classification simplified and we can easily make the classification of the recorded data i.e. preparing students? list caste wise, category wise, medium wise, stream wise, gender wise and subject wise. We also use this software for preparing I-card of students. There is automation of complete admission process and fee-structure too. It can maintain fee register and can provide information of the pending fees in shortest possible time. With the help of this software admission process can be executed smoothly. The special feature of this software is that the source data is created in a very accurate manner. Once it is created, the same data can be shared in the library, internal mark calculation, scholarship section etc. Thus it leads to the sharing of the resources and avoid redundancy of the work. At the same time this data is systematic and has scope for multiple accessibility. It can be accessed from different points. The important notices and information are communicated to each student by SMS. Various certificates like, Bonafied Certificate, Transfer Certificate, Attempt Certificate, etc., can be issued by it. It saves lot of time and efforts of the office staff. Moreover, one can easily retrieve the information even after a long time. Evidences of Success: It has saved lot of paper work and unnecessary repeated work. Office is equipped with updated, systematic data which can be accessed and retrieved any time. It has minimized number of human errors in administrative as well as academic work and made it well organized. Problems Encountered: Installation and maintenance of the software is expensive matter. It also requires skills and training to operate the software. Sometimes it is a challenge to create accurate source data. Title of the Practice :- Offering English as Main Subject Goal:- The twenty first century demands a superior infrastructure and sound fiscal fitness. With this mission entire DESH team under the leadership of President Shri Mukesh Patel and valuable contribution of M.P. Patel foundation, M.P. Patel Institute of English started. The Institute was erected by the President of the Trust Mr. Mangalbhai P. Patel It was his dream and constant encouragement that the institute is offering English as Major Subject at UG

level affiliated to Gujarat University. We can very proudly mention that the subject is in demand now-a-days as it imparts quality education with career assurance. Context:- English was not offered as main subject in the college and there was a demand for this subject. Most of the students have to move to other places for getting admission in main English subject. Keeping into mind the perspective of the students of the rural area, management and IQAC took the decision to offer the subject at UG level. The institution has been erected under the auspicious contribution and philanthropic support from M.P.PATEL FOUNDATION, the subject has become job oriented for the students. Practice:- English is offered as a main subject at UG level to the students of this less privileged area. University has given special permission and affiliation to our college on condition that fee should be charged from the students on the grant-in-aid fee criteria. Since its inception College is charging the fee as per the government and University norms. The students from the rural background initially reluctant to choose the subject but as the time passes there was a flush flow of students and today the subject is in demand. Initiative of offering the subject at UG level has been proved highly useful to the students. It has reduced the migration of the students of taluka. There is a separate classroom facility is erected along with a well equipped digital language learning lab. The students are taught English literature as well as language and its functional nature. Most of the students have been appointed as teacher in the neighboring schools. Problems Encountered: The revenue generation is less than the expenditure, but the management is supporting financially to run the programme for the students of rural area. Installation and maintenance of the software in digital lab is expensive matter. It also requires skills and training to operate the software. Sometimes it is a challenge to create accurate source.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://dehgamcollege.org/best-practice/

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Established in 1961 by Dehgam Taluka Education Society, M .B. College of Commerce Shri G.M.N. Lalji Arts College, Dehgam provides facilities of higher education at UG levels to the young Students, in pursuit of academic excellence and to help them in the development of their intellectual, physical and moral faculties in safe surroundings with a view to making them disciplined citizens of our country. The background of utter selfless social service has given a distinctive ethical characteristic to our Mandal as well as our college. To this day, although our college is located in a purely rural area, we continue getting students from surrounding areas, from the lower economic background and cutting across all caste and religious denominations. We strive for equity toward all our students and strive to provide them the best education that they deserve and that they can afford. Vision: ? The Emblem of our institution is: 'Gyanam Param Dhanam' ? The vision of the college is: "to attain social upliftment by empowering women through value-based education" We offer Sanskrit, English, Hindi, Gujarati, Psychology, Economics, History, as core subjects in UG and accountancy in commerce. • The results in the internal tests of the college as well as the external examinations of university have become brighter year after year.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

To introduce more innovative/skill oriented programmes: Several sustainable curricular practices which lead to academic effectiveness and excellence are followed. The College intends to organise more certificate courses like English Communication Skills, Use of Correct grammar of Gujarati Language etc. • To arrange workshops, seminars, training programmes for teaching and non teaching staff: In order to provide training in latest pedagogy, the college intends to arrange international, national and regional workshops for teaching staff during the year. To train non-teaching staff in the use of ICT and ERP, the college has planned to organise different programmes so that the non-teaching staff can maintain good relationship with students as well as other stake holders. • Field visits to rural areas by departments of social sciences and languages: The institution is indeed responsive to the community needs and conducts various extension services/activities, as an integral part of the wholesome education process. The institution promotes participation in extension activities by encouraging students and teachers in the extension activities organized by the institute in collaboration with the NSS unit of Gujarat University, Ahmadabad. The volunteers participate in camps of regional and national levels and get the opportunity to be the part of the Republic Day parades.