



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		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		Sanskardham Campus, Naroda Road,
City/Town		Dehgam
State/UT		Gujarat
Pincode		382305

<b>2. Institutional Status</b>					
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. Ravindrakumar Amin			
Phone no/Alternate Phone no.		02716232652			
Mobile no.		9824662828			
Registered Email		ravi6003@gmail.com			
Alternate Email		mbcadehgam1966@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://dehgamcollege.org/wp-content/uploads/2021/08/Accepted-AQAR-2018-19.pdf">https://dehgamcollege.org/wp-content/uploads/2021/08/Accepted-AQAR-2018-19.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="https://dehgamcollege.org/wp-content/uploads/2021/08/Academic-Calendar-2019-20.pdf">https://dehgamcollege.org/wp-content/uploads/2021/08/Academic-Calendar-2019-20.pdf</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.32	2008	16-Sep-2008	15-Sep-2013
<b>6. Date of Establishment of IQAC</b>			15-Jun-2010		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by		Date & Duration		Number of participants/ beneficiaries	

IQAC		
Regular Meeting	13-Jan-2020 1	9
Regular Meeting	30-Nov-2019 1	7
Regular Meeting	04-Sep-2019 1	8
Regular Meeting	15-Jun-2019 1	8
<a href="#">View File</a>		

**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
M.B. College of Commerce & Shri G.M.N. Lalji Arts College, Dehgam	Maintenance Grant	Higher Education	2020 365	79140
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

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)**

1. Significance of student mentoring in educational institute

2. Celebration of the birth anniversary of Renowned literary figures and Historical hero.

3. Motivation for student centric digital teaching methodology

4. Field Visit

5. initiative to SSS from the stakeholder and analysis for the improvisation.

[View File](#)

**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
4. Initiative plan to collect Student Satisfaction Survey	Survey conducted by IQAC involving the last year students. The survey conducted by questionnaire. It was analyzed and report analysis uploaded on website.
3. Planned to arrange Educational tour	Hindi department arranged educational tour for GANDHI ASHRAM and English department arranged tour at H.K .Arts College, History Department arranged tour at Statute of Unity.along with excursion tour at RISHI VAN by Psychology department
2. Project work	Project work on Storage of Potato at Shivdhara Cold storage conducted by Commerce department, the students participated and submitted the report.
1. ICT Use Teaching methodology	All the department and Faculty members used the modern teaching methods in Class room

[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

2020

Date of Submission

28-Jan-2020

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 to make operational strategy to implement the curriculum as per the academic calendar of the university. The institute follow under cited methods to implement the given curriculum: The institution is affiliated to Gujarat University, Ahmadabad,. The teachers of the college play a pivotal role in designing a dynamic curriculum by participating as members of the Board of Studies, In accordance with Gujarat university the Choice Based Credit Semester system (CBCS) for the undergraduate programs was adopted in academic year 2011-12. Each department also prepares its departmental Planner. All the faculty members are briefed the same during the first meeting of the commencement of every academic year. The timetable committee prepares a general time-table for college and each HoD prepares individual departmental timetable. The HoDs arrange departmental meetings to distribute and assign the syllabus and workload. Each faculty maintains an academic diary with details of timetable, workload, Annual/Semester teaching plan, actual teaching units, daily teaching plan, and academic and administrative committee responsibilities. HoDs and the Principal take care of the same. The IQAC in Meeting review the academic progress and to make improvement in the academic and administrative activities. Feedback from stakeholders is collected and analyzed on a regular basis and required remedial measures are implemented by the college IQAC. Projects-fieldworks are organized by college to train students for actual field work and to enhance their knowledge and skill. For improving the academic knowledge, college organizes seminars, conferences and Workshops. 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 Our college 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 organize a trip for the students to neighbouring area for data collection. The subjects mostly covered for the purpose are Cleanliness, Sanitation, Waste Management, etc. Commerce & English Day celebration, students learns Basics of Business diff industries covered like Banking hotels, automobile, agricultural, Practical approach and role play the learners and students perform the task as manager and corporate, sales man and marketing manager. Which help the students learn creativity and understand the concept of business Audio visual presentation delivery of lectures in class. Live video from You Tube. International touch to the concept of teaching. Corporate interaction training through industrial visit and interview facing skill and other soft skills. Such initiatives groom the students academically.

### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	00	Nil	Nil

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
No file uploaded.		

### 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
Nil	Nil	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

## 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
Environment studies	12/06/2019	673
Tally	12/06/2019	183
Stress Management	12/06/2019	183
Leadership Development	12/06/2019	490
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Hindi	14
BA	English	20
BA	History	57
BA	Psychology	29
BCom	Commerce	19
<a href="#">View File</a>		

## 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 collected from students on curriculum, faculty performance, physical facilities, co-curricular and extracurricular activities of the college. The feedback is analysed and communicated to concerned teacher and the improvement is observed. Their feedback regarding physical facilities, co-curricular and extracurricular activities of the college is discussed in the IQAC meetings and necessary steps are taken to solve their grievances if there are any. Many experts, trainers, and professionals are invited for various academic-industry programmes. Our past students are invited for various purposes and they are good source to provide us feedback. Moreover, the college faculties are attached to many academic and non-academic organizations and from these extensions, the feedback about the college is also sought.

## 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
BA	Hindi, Gujarati, Psychology, Economics, English	1400	1345	1345
BCom	Accountancy & Management	480	491	491

[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
2019	1836	Nil	15	Nil	Nil

### 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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
15	12	4	7	Nil	5

[View File of ICT Tools and resources](#)

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

Faculty mentors play a crucial role in mentoring graduates. Students and their mentors share responsibility for ensuring productive and rewarding mentoring relationships. Both parties have a role to play in the success of mentoring. For graduate students, a mentor is someone who serves as a guide throughout their institutional training. They provide both professional and personal advice to the students. They further give constructive feedback on writing, teaching and other elements of career design. They serve to help students balance professional goals with their personal lives or give emotional encouragement during challenging times.

**OBJECTIVES**

- To establish a first line of communication for each student with the institution.
- To create a sense of oneness among students with the institution.
- To identify and mitigate psychology societal and other issues faced by students and counsed there or refer them to experts for remedy.
- To make the students be self-aware of their strengths and weakness and take necessary remedial action.

**THE PRACTICE**

- Each faculty member is the mentor of a group of Main Subject students. Those faculties will continue to be the mentors for the same group of students till their graduation.
- The teacher mentor tries to collect personal information from the student without touching sensitive issues or forcing any information out of the wards and then provides the needed counselling to the student.
- Critical issues are brought to the notice of the Head of the institutes.
- The teacher meets the students informally outside class hours as well and guides them regarding their career options.
- A documented record of the mentoring process is maintained by the mentor teacher and the Head of the Department for reference purposes.
- When the students enter the college, they get lost in the crowd with too many students in the same class coming from different backgrounds these students face stress of complex course, peer pressure, and emotional immaturity. Therefore, it is the need of the hour to intervene and introduce mentorship program to this vulnerable group.

**RESPONSIBILITIES OF TEACHER MENTOR**

The teacher mentor will perform the following functions

- Meet the group of students at least Ones in a month.
- The faculty members monitor the students to cultivate good habits and avoid bad habits.
- Keep contact details of students and parents.
- Send letter to parents/guardian for parents meet and also contact parents/guardian if situation demands.
- Continuously monitor, counsel, guide and motivate the students in all academic pursuits.
- Advises students in their career development/professional guidance.
- Keeps contact with the students even after their graduation.
- Intimates HOD and suggest if any administrative action is called for..

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1836	15	1:122

**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	2	12

**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
Nill	Nil	Nill	Nil
No file uploaded.			

**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



BA	11	Semester 1,3,5	27/11/2019	31/12/2019
BCom	31	Semester 1,3,5	27/11/2019	30/12/2019
BA	11	Semester 2, 4, 6	18/09/2020	28/10/2020
BCom	31	Semester 2, 4, 6	18/09/2020	20/10/2020
<a href="#">View File</a>				

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

As a part of Continuous evaluation various methods implemented by the college are : Weekly Test: conducted . They promote regular studies and help students overcome exam phobia and cultivate exam aptitude. Assignments: are regularly given by all faculties to improve writing and presentation skills of students as well as to clarify and strengthen their basic concepts. Quiz: For imparting detailed and minute knowledge of the subject, written as well as oral quizzes are organized by faculties at departmental and college level as well. Online MCQ tests are also organized. Class Seminars: To develop communication and presentation skills and enhance academic knowledge, seminars on academic as well as current and trending topics are organized at department level. Debates: To test and develop logical understanding and to critically analyze topics debates are organized at department level. Projects: To impart on fieldwork experience and improve knowledge regarding practical aspects of subject, internships and project are given at department level. Regular Semester Exams Re-test: At the end of every Semester, college organizes internal test based on university exam scheme. For absent students, due to some special Socio cultural or Health issues, Re- test is also organized. There is CBCS pattern for UG Programmes. Under which 30 marks are for internal evaluation. 10 out of the 30 internal marks are given for seminars, quiz, assignments, projects and class room participation, 05 marks are provisioned for attendance.

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

We strictly adhere to deliver the syllabi of curriculum imposed on us by our affiliating university smoothly. Every department prepares its Teaching plans. Institute has to implement within the curricular framework provided by the University as well as functioning of curriculum can be delivered depends on resource potential and institutional goals. The college academic calendar plays a pivotal role for effectively implementing Continuous Internal Evaluation. The college meticulously follows, academic calendar of Gujarat University for admission and examination schedules, vacations and other activities. The College Academic Calendar is prepared well in advance, before the commencement of the semester by the Coordinator and IQAC along with active cooperation and valuable inputs from the Time-table Committee, the Examination Committee, and all the conveners of the clubs and Saptadhara coordinators. The same is uploaded on the college website for the knowledge of all stakeholders. Adhering to this College Academic Calendar, each HoD prepares the schedule for Seminars, allotment and collection of assignments, projects etc which are part of Continuous Internal Evaluation. The Examination Committee of the college recommends a basic structure for the Internal assessment of theory and practical with guidelines for dealing with absenteeism. The faculty members however have a certain amount of flexibility in deciding on the kind of assignment so that creativity is not compromised. Dates for the tests/submission of assignments are notified through the College Academic Calendar, the college notice boards and announced by faculty Mentors in the

respective classes at least a week in advance. Besides, routine tests and assignments, surprise tests are also conducted by the concerned faculty to gauge the comprehension level of the students. Further, after assessment, assignments are shared with students and marking pattern is discussed. Students are asked to sign in the internal assessment mark lists/ registers of teachers once they are satisfied with the marks obtained. Heads of the department have to distribute curriculum among the concerned department faculty-members, After receiving teaching plans of respectively faculty, then the heads of respective department distribute workload among their departmental faculty. Our institution follows varied teaching methodologies to deliver information among the student. Our faculty is committed to use teaching aids whenever necessary to make the teaching most effective and comprehensive, our faculty simplifies the implemented curriculum for the students so that they can easily comprehend.

## 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
11	BA	Hindi	66	51	77.27
11	BA	Gujarati	81	73	90.12
11	BA	Economics	68	37	54.41
11	BA	Psychology	64	54	84.38
11	BA	English	40	33	82.5
31	BCom	Accountancy	147	111	75.51

[View File](#)

## 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)

<https://dehgamcollege.org/wp-content/uploads/2021/08/SSS-2019-20.pdf>

## 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
Nil	00	Nil	0	0

No file uploaded.

### 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
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Nil	Nil	
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### 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
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

### 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
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

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

Name of the Department	Number of PhD's Awarded
Nil	Nil

### 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)
Nil	Nil	Nil	00
No file uploaded.			

### 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
Hindi	1
Hindi	2
<a href="#">View File</a>	

### 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
Nil	Nil	Nil	Nil	0	Nil	Nil
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
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Nil	Nil	Nil	Nil	Nil	Nil	Nil
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	6	24	4	15
Presented papers	1	10	Nil	Nil
<a href="#">View File</a>				

### 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
NCC	34 Guj. bn, NCC, Himmatnagar	1	50
NSS	NSS Department, Gujarat University	1	100
<a href="#">View File</a>			

#### 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
Nil	Nil	Nil	Nil
No file uploaded.			

#### 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 activities	Number of students participated in such activities
Women Orientation	CWDC	Orientation for Girls	3	142
NASHA MUKTI	NSS	Awareness for Liquor and Tobacco consumption	1	37
Save Girl Child	CWDC NSS	Awareness for save Girl Child	3	37
Health education	NSS, Primary Health center, Palaiya	Health awareness	1	50
<a href="#">View File</a>				

### 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
Nil	00	Nil	00
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
Nil	Nil	Nil	Nil	Nil	00
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
Nil	Nil	Nil	Nil
No file uploaded.			

## 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
145000	132577

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

### 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 partially)	Version	Year of automation
Nil	Nil	Nil	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	30273	2103844	249	29970	30522
Reference Books	22341	1480894	Nil	Nil	22341	1480894
e-Books	8	6063	1	780	9	6843
<a href="#">View File</a>						

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
Nil	Nil	Nil	Nil
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	2	2	0	2	7	2	10	0
Added	0	0	0	0	0	0	0	0	0
Total	64	2	2	0	2	7	2	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS
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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
Nil	Nil

#### 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 incurred on maintenance of physical facilities
435000	422387	375000	376874

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-established mechanism in place for maintenance of campus facilities. This is primarily achieved through the monitoring of various committees like Academic Council, Planning Board, Building Committee, Purchase
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Committee and IQAC with necessary support systems. For the purchase institute has a committee. The committee has the following procedure for purchasing any of the following. Committee call for the tender for the items which is going to purchase. When tender arrive all the committee member sign on it and open it. Then compare the entire tender according to their prize. The committee decided to give order to lowest prize company.

**PHYSICAL FACILITIES :** The maintenance of various buildings are achieved through periodic monitoring by the building committee and devising suitable proposal. Annual Stock verification for each department. Allocation of adequate budget for annual maintenance of college infrastructure. Sufficient support staff is appointed to upkeep infrastructure

Scheduled Maintenance and Repair of physical infrastructure, like painting, roof maintenance. Provisions of Classroom Maintenance including furniture, doors and windows A computer instructor appointed by Management maintains Major ICT instruments. Regular electrician decided by Management solved electricity related problems. ACs and Water Coolers are regularly serviced. Plumbing maintenance and repair, including water supply and tube well done whenever it required by professional Plumber. Mechanical equipment and lab equipment are repaired periodically. Adequate protective measures like UPS, antivirus, firewalls, CCTV The water tanks are cleaned regularly.

**LABORATORY FACILITIES :** A cost effective approach is followed in the laboratory network maintenance strategies. Annual stock verification of equipments. The equipment and instruments are maintained by hiring services as and when required. lab Equipment are repaired periodically. The SOP for highly sophisticated equipment established and followed regularly. Refurbishing of laboratory equipment is done at regular intervals. . Calibration of laboratory equipment done regularly. . For voltage fluctuation the institution uses voltage stabilizer and UPS. o The institution has facility of mineral drinking water. o All the valuable instruments, equipment and chemicals have separate space in specific cup-boards. . There are ELCB switches in all laboratories as a safeguard for instruments. Fire extinguishers are provided to every buildings and labs for safety purpose.

**ICT AND INTERNET FACILITY :** The college has a comprehensive IT policy regarding service, data, and network security. The college has a mechanism of adopting free software and anti- piracy protocol. Computer Instructor addresses internet broadband connectivity and Wi-Fi problems. . The use of Internet facilities are distributed secured and monitored by Cyber Roam Software. In order to minimize e-waste, computers are serviced and reused as far as possible. The Dynamic College Website, College Android App, INTRANET facility are maintained by appointed Computer instructor.

**LIBRARY FACILITIES** The library is automated regularly through software Maintenance and digitizing of rare books, back volumes, manuscripts and reports with special care. IT infrastructure is maintained regularly. .

**SPORTS FACILITIES :** Physical Director and Sports Committee monitor the maintenance of Sports Facilities. . Regular maintenance of sports equipment. Regular inspection and maintenance of sports fields and play Grounds.

<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	Scholarship	76	68500
Financial Support from Other Sources			
a) National	SC, St, OBC, EWS,	1330	4680800

	NTDNT Scholarship		
b) International	Nil	Nil	0
<a href="#">View File</a>			

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 enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
International Yoga Day	21/06/2019	59	Patanjali Yoga Center, Dehgam
CCC	31/08/2019	18	BAOU, Ahmedabad
CCC	29/02/2020	25	BAOU, Ahmedabad
BPP	31/08/2019	9	BAOU, Ahmedabad
MGP	31/08/2019	2	BAOU, Ahmedabad
CFN	31/08/2019	4	BAOU, Ahmedabad
Soft Skill Enhancement	12/06/2019	183	Gujarat University
Environment Studies	12/06/2019	673	Gujarat University
Leadership Development	12/06/2019	490	Gujarat University
<a href="#">View File</a>			

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 passed in the comp. exam	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
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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
Nil	Nil	Nil

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
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	Department graduated from	Name of institution joined	Name of programme admitted to
2020	3	B. A.	Hindi	Govt. Arts College, Gandhinagar	M. A.
2020	13	B. A.	Psychology	Govt. Arts College and Children University, Gandhinagar	M. A.
2020	4	B. A.	Economics	Govt. Arts College, Gandhinagar	M. A.
2020	10	B. A.	Gujarati	Govt. Arts College, Gandhinagar	M. A.
2020	5	B. A.	English	Govt. Arts College, Gandhinagar	M. A.
2020	6	B. Com.	Accountancy	Govt. Arts College, Gandhinagar	M. Com.

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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
Nil	Nil

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

Activity	Level	Number of Participants
Cultural	College	145
Sports	College	214

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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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	00	Nil

No file uploaded.

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

The students of the college play an important and active role in academic, administrative, and research progression. Student representation in various academic and administrative bodies: Departmental Students Clubs: There are 3 departmental clubs in Arts and Commerce where students are the department representatives to look after curricular, co-curricular and extracurricular activities throughout the year besides other supporting positions. The Department clubs are guided by staff advisors, HoDs and the Principal of the college. College IQAC (Internal Quality Assurance Cell) The college has a distinct Students' IQAC Wing which takes active part in IQAC meeting and also participates in the discussion about the future plan of institutional development from academic point of view. The committee during the meetings discusses the matter and helps to solve the students' problems. The grievances related to infrastructure are addressed by management while student representatives play a prominent role in addressing the grievances related to discipline, academics and administrative hindrances. Anti-Ragging committee Anti-ragging committee has two students' representatives as per UGC guidelines, these students, with the departments students' representatives. They also help campaigning for the fresher and juniors to feel comfortable and be fearless to contact the college authorities for their college. They specifically work to make female students, aware about physical-mental harassments. These representatives actively participate with the committee members to avoid such practices in the college Sapt-Dhara Committees: Sapt-Dhara' is a student centric innovative practice i.e. the seven Bands - Creative Expression, Fine Arts, Music Dance, Theatre, Knowledge, Social Service as well as Sports Yoga Band. In each band committee, 2 student representatives work with the Coordinators to provide a larger platform for registration, organization and participation of students in Intra-inter college events. Event Management Committee In all co-curricular committees/societies including NSS, NCC, Sports. Annual Day, Conferences etc students have active participation in Discipline Committee, Decoration Committee, Stage Guests' Hospitality Committee, Prize Distribution committee. The event committee play a pivotal role to organize\_ Students' Orientation and Parents' Meet, National Memorial days like Gandhiji-Vivekananda Birth Anniversary, Independence Day, Republic Day, Teacher's Day, Guru Purnima, Farewell Annual Day, Fresher's Welcome Program etc. The College Students' Council is a very active union which works for the mutual benefit of the students in particular and for the overall betterment of the college in general. The students' council has a set agenda of different activities to be performed and programmes to be organized within the college campus and outside the college campus.

**5.4 – Alumni Engagement**

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

00

**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)

Dehgam Taluka Education Society, the Management is the apex decisive body for college management. The decentralized and participative management is achieved with consorted efforts of all stakeholders in college management. The Executive Committee comprises of representatives from the management Directors and Principals of the campus institutions. The Executive Committee, Principal, Vice principal, IQAC coordinator and Nodal officer work in synchrony for effective academic governance. For the Skill based programs, the College IQAC comprises of Management representatives, Principal, Vice-principal, HoDs, alumni and current students. IQAC forms various committees for co-curricular and extra-curricular activities. The IQAC meets are regularly organized during every quarter in a year, The college has formed various committees for effective decentralized and participative management. Each committee has a convener and members under the chairmanship of the principal. The diverse committees functioning in the college are : The Admission committee, Timetable committee, Examination committee, Placement cell, Anti-sexual harassment cell, Anti ragging , Student redressal cell, Library, Tour, Staff welfare, NSS, NCC, Campus maintenance committee, Discipline committee etc. • 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, 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 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.

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. Recruitment of the visiting faculties in the subjects where seats are vacant and no recruitment is done by State Government. The salary to such staff is bare by the management. Faculty development programmes. Various co-curricular and extra-curricular activities for students. KCG Udisha for employability to students.

Library, ICT and Physical Infrastructure / Instrumentation

The library has become hi-tech with the facility of computers, internet and library related software. Separate reading section created for students and faculties. The College has 18 classrooms, 02 latest equipped and high-tech laboratories, one centrally air conditioned and technically equipped seminar hall. 64 computers are available for students and faculty. The 03 laboratories - English, Computer, Psychology, with computers, Internet and related software. Office automation with ERP software: "Institute 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 four years.

Research and Development

IQAC Committee to encourage colleagues to take up research projects from different funding agencies. Subscribing research journals. Facilitating computer, internet. IQAC has initiated the workshops for faculty members on for the publication. As a result, the faculty members are publishing research papers in the various Journals. The institute also motivate the faculty members to participate and present papers in the various Seminars and Conferences.

Examination and Evaluation

The University has framed the syllabus to match with the competitive examination to increase speed of conducting examination and save time, the University has decided to keep examination session of 2.30 hours and conduct examination in three sessions in a day.

Teaching and Learning

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 - Innovative methods such as TV, films, etc having interdisciplinary themes are shown to students - Special interaction, poster presentations, chart making, participation in subject quiz, etc - Peer learning among faculties and students. - Move towards paperless administration and introducing examination reforms, Faculty Development Programmes, holding research workshops, training and seminars, well-planned co and extra-curricular activities under Sapt Dhara.

Curriculum Development

- Yes, syllabi are revised of all subjects provided by Gujarat University.
- Syllabi are framed by respective Board of Studies keeping in mind the syllabi of NET/SLET examination up to 80 and the remaining 20 of the syllabus is framed keeping in mind the creative aspects
- The syllabus is framed to award the degree of BA Honours and also to add one paper each in Second and Third years
- NSS (National Service Scheme) has been offered as Elective Subject II in Arts faculty
- NSS (National Service Scheme) has been introduced as Soft Skill for Commerce faculty.

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

E-governance area	Details
<p>Planning and Development</p>	<p>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.</p>

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. 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.
Examination	Total work of examination is computerised. Examination blocks, general reports of students presence-absence, senior- junior reports, question papers, mark entry modules, calculation of internal marks, submission of internal marks to the university website are done through E Governance. University examination forms of the students are submitted online to the university. The results of the university are declared online by the university. E-governance of Examination 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/	Name of the	Amount of support
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		workshop attended for which financial support provided	professional body for which membership fee is provided	
Nil	Nil	Nil	Nil	Nil
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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)
2020	New Teaching Methodology	Nil	28/05/2020	28/05/2020	15	Nil
<a href="#">View File</a>						

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
Short Term FDP	1	19/05/2020	20/05/2020	02
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	2	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Dehgam College sharafi Sahkari Mandali Ltd. • Different types of Leaves, as per Central/State Govt. Pattern • T.A. D.A. towards official tours • Payment of deposit-linked insurance scheme to the family of the employee who dies while in service • Encashment of half- pay commuted leaves at retirement, as per rules • Medical reimbursement and other medical facilities in Government	Loans Deposit facility in Dehgam College sharafi Sahkari Mandali Ltd. Different types of Leaves, as per Central/State Govt. Pattern • T.A. D.A. towards official tours • Payment of deposit-linked insurance scheme to the family of the employee who dies while in service • Encashment of credit balance of earned leaves at the time of retirement • Encashment of half pay commuted leaves at	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

<p>or private hospitals, as per rules • Government Quarters • Faculty Improvement Programmes (F.I.Ps for staff) • U.G.Cs Career Advancement Benefits of Senior Scale and Selection/Readers scale to teachers • LTC facility, as per rules • G.P.F. Advance and withdrawal facilities, as per Rules • Prompt payment of central D.A. rises. • Pay Commission</p>	<p>retirement, as per rules • Payment of bonus to non gazette staff • Reimbursement of Registration fees for attending Conferences/ Seminars, etc • Medical reimbursement and other medical facilities in Government or private hospitals, as per rules • Government Quarters • Washing allowance (for class 'IV') • LTC facility, as per rules • G.P.F. Advance and withdrawal facilities, as per Rules • Prompt payment of central D.A. rises. • Pay Commissions. Uniform to support staff once in a year</p>	<p>college, however, acts as a facilitator to obtain for our students scholarships / free ships from different sources.</p>
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#### 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 are 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 solved by the principal and the accountant.

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
Dehgam Taluka Education Society	68500	Felicitation of outstanding students
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

68500
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#### 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	No	Null	No	Null



Administrative	No	Nil	No	Nil
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6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

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

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

1. Renovation of College building. 2. To strengthen Industrial Collaboration, MoU with organisations have been signed for various skill based programs. 3. Faculty Training for Online Education Tools, Techniques and Software.
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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
2019	Guest Lecture, Commerce on Significance Type and Usefulness of L.I.C by L.I.C. Development Officer, Dehgam	20/07/2019	20/07/2019	20/07/2019	70
2019	Visit of Gandhi Ashram Sabarmati, Ahmedabad	23/12/2019	29/12/2019	29/12/2019	14
2020	Old age Home Visit	01/01/2020	03/01/2020	03/01/2020	20
2020	One day Seminar on Entrepreneurship by Darshit Bhatt	24/01/2020	28/01/2020	28/01/2020	167
<a href="#">View File</a>					

## 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
Women Orientation	05/07/2019	05/07/2019	125	Nil

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
The institution premises Uses the electricity generated from Solar Panel installed at the roof. The total load is 15.5 Kv. There is maximum use of LED bulbs and tube lights inside the classroom and the premises. The wall colors of class rooms are light shade which help the vision clarity. The energy Generated is more than what is been used in the daily course of day. The Campus has the green atmosphere well nurtured Garden that boost the energy of the staff members working.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Scribes for examination	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	16/12/2019	03	Storage of Poteto and income generated of It	Method of Storage	19
2020	1	1	28/01/2020	01	Seminar	Entrepreneurship	167

[View File](#)

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	12/06/2019	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
Understanding Life style of Transgender society	03/07/2019	03/07/2019	55
Guest lecture on Type, significance and usefulness of LIC by DEO L.I.C. Dehgam	20/07/2019	20/07/2019	70
Seminar for Entrepreneurship By Darshit Bhatt	28/01/2020	28/01/2020	167
Educational tour to historical place STATUE of UNITY	05/02/2020	05/02/2020	57

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

**Energy conservation** The college has a lavish green campus with diverse flora and fauna. Healthy green atmosphere provides soothing and welcoming surroundings for all in campus to flourish. The college has implemented several initiatives to promote environmental friendliness which will help to pave way for a sustainable green future. The college maintains green and clean landscaping with variety of trees and plants and an exclusive staff in the form of gardeners and cleaners are appointed for maintenance of campus. Environmental Studies is taught as a subject in first year in all programs as an Elective to create more environmental awareness and friendliness. The college also arranges Nature Club Trainings, forest visits, and excursions. The various clubs organize activities such as Tree plantation, water conservation

rallies and other awareness programs for sustainable environment. Various Green Practices like Composting implemented by institute.

Plastic free and Tobacco free campus The college campus has strict rules regarding tobacco free and plastic free policy. The whole campus is 'Tobacco Free zone'. All the stakeholders are encouraged to strictly follow the policy of Zero-Tolerance to Polythene pollution.

Use of public transport Usage of public transport is encouraged among the students and staff which is a healthy step to preserve the environment. A corner vehicle parking is maintained on campus for safe passage of pedestrians on the campus roads. Bore-well is installed in campus for recharging the underground water level. 5. Installation of Solar Panel for energy conversion and saved. We use LED in our institution at few places like seminar hall, auditorium, Classrooms, Offices and Compound etc. and power saver tube lights at other places to conserve energy. Electronic regulators have been used to replace electric controls. The classrooms and labs are painted in lighter shade of colour to increase illumination. Installation of MCB at certain places in the premises makes it convenient to switch off lights and fans not in use.

Water And Sanitation The institution has hired the services of a full-time plumber to ensure that there is no water leakage and repair work is carried out in time.

Plantation: Planting of trees, symbolically means students' journey of growth and fruition during their experience of study in this college. With the help of the gardener, NSS and NCC Unit have been actively organizing plantation initiatives in the college to maintain aesthetic environment. Every year, the college organizes the program of tree plantation in which students, staff, volunteers of N.S.S. and cadets of N.C.C. unit participate. There are two formal gardens of varying sizes, cultivated lawns, plotted plants,

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Growing Within: Nurturing the potential of students through Field Visit and Tours. Content:- Field trips take students to locations that are unique and cannot be duplicated in the classroom. Each student observes natural settings and creates personally relevant meaning to the experience. Interactive exhibits help students play with concepts, activities often not possible in the classroom. Earlier course content suddenly becomes relevant as students assimilate and accommodate new understanding. Our College is located in the rural background, most of the students are from the villages where they get less exposures, educational experimental and participative learning through such activity. The field visit for the educational purpose is the focused area of the college for the students of subjects like Gujarati, History, English, Hindi and Psychology and Commerce. Field trips are generally motivating for students, bring a vividness or reality which cannot be bring with conventional lesson. it helps the students gathering information foe learning in a relevant real world. Practice:- There is a general saying "I hear and I forget, I see and I remember, I do and I understand," it describes the theory of retaining more information when visually experiencing the activities in a chosen environment. Almost all departments organizes the Educational field trips for the following benefits. Interactive Learning: Field trips help students to interact with what they are learning. The experience goes beyond reading about a concept students are able to see it, manipulate it or participate in it physically. Students are able to see elements with their eyes rather than reading about it and believing what they are told in books or by educators. These tours provide the students with the opportunity of learning through travel, especially to places that they may not otherwise get to visit. Educational trips provide valuable educational opportunities away from the

classroom, without using textbooks and other tools which are used in a normal school setting. Students on educational trips can often learn while having fun in a more informal environment. Entertainment: The learning trips also provide entertainment for students. They often act as a powerful motivator for students. Breaking away from the routine provides students refreshment that might make them more focused back in the studies. Learning and fun always make a great combination. Field trips are considered as a fun, but the students learn as well, whether they realize it or not. No matter how much students learn during an educational trip, their favorite memories may be based on their enjoyment of the day. Getting away from the Institute for a day or even half a day is always exciting for students and educational trips are always highly anticipated. Students will have fun with their friends or classmates and they also may return to the classroom with a renewed focus. Social Interaction:

Getting away from the routine atmosphere of the college or school gives students an opportunity to spend time with each other in a new environment. They may be able to connect on more of a personal level without the structure of the normal school day. Students may be able to spend much of the educational trip day in small groups, observing, chatting and learning about each other. Having a trip in the early part of the term or semester is wise since it will allow the students to make a bond with whom they may not know very well. Also,

leaving the classroom for an educational tour places the students in a different social environment. They encounter a new set of folks during the course of the average field trip. These interactions teach them how to behave in different environments. They learn more self-control and communication etiquettes. It creates a sense of teamwork and community among the students as they experience a field trip together. Furthermore, students can interact with other people from all sections of society. It gives them a chance to gain new perspectives, and learn from complete strangers with unbiased opinions. New Experiences: Many students do not get to experience the typical trip locations with their families. Because of money constraints or lack of resources, not all parents are able to take their kids to zoos, museums and other field trip destinations. An educational trip gives the opportunity for students to experience new venues or places. While field trips take a great deal of work and energy, broadening the horizons of the students is worth it. Moreover, when students and teachers are together going on a trip, new educational environments and experiences are possible. Students may have the opportunity to observe many things that are not available at school or college, including exotic wildlife, rare plants, mechanism of industries etc. Discussing the educational trip beforehand is wise because it allows students to know what they will experience during their time away from school. Better Exposure:

Better exposure is yet another benefit of educational tours in a student's life. Students get to visit new places and this is a great opportunity for students who do not get many opportunities to go on trips. Especially for curious students who have the constant urge for learning new things, these educational tours are a great way of putting their knowledge as well as experiences to test. They can learn new things and this practical knowledge will help them in going a long way in their careers. Cultural Observation: On a good educational tour, students experience a different culture through their eyes. Nowadays, many travel agencies organize the tours which are offering volunteering opportunities and other chances to see how people of varying socioeconomic levels in a variety of local people live. Such experiences can help students develop more compassion for people from different styles of life. It can also help them to reflect on how these issues affect people near their home, inspiring them to work toward change. Objective:- 1) To provide firsthand experience, 2) To stimulate interest and motivation in Historical places, 3) To add relevance to learning and interrelationships, 4) To strengthen observation and perception skills, and 5) To promote personal (social) development. Problem Encountered- 1. To maintain the discipline of the students during the trip 2.

Fund management 3. Some of the problems encountered is mainly due to cost, safety issues 4. It always brings a challenge to organize field trip and make rearrangements for students who cannot 4. afford. Controlling the entire classroom in a new surrounding can also be a challenge. It may be 5. difficult for students to focus on the lesson if they are excited about spending a day out of classroom

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/wp-content/uploads/2021/08/Best-Practice-2019-20.pdf>

### 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 English, Hindi, Gujarati, Psychology, Economics as core subjects in UG and accountancy in commerce. To provide holistic atmosphere and development the college initiated following practices to create responsible young citizens who will be the promising future of our Nation. The college takes several initiatives for achieving the holistic objectives Extension Activities : Each department organizes diverse activities to pour Universal values and Ethics, Social responsibilities, Empathy and Human values. National Services: The College has creditable track record of savoir in nature calamities and crisis. The NSS and NCC cell of college are constantly engaged in providing humanitarian services. During the corona pandemic the NSS and NCC volunteers offered their services for corona testing as well as delivering daily necessities to people trapped in lockdown. In compliance with the Institutional Vision, of Thrust on Skill-based Employability, the college has taken up Skill Acquisition Program to equip students with good Industrial exposure to provide them with opportunities for multiple industrial employments, self-employment and holistic development. Through Vocational Education the college caters to the Industrial needs. Based on the Institutional Vision, Industry Need-Based Skills are imparted to the students for a better and secure future. Skill Enhancement:- Our institution is surrounded with the rural area. Most of the girl's students are inclined for the future in sports. To enhance the skills of the girls our institution is providing ample opportunity to girls in sports at university and state level competitions. The institute has a leading name in university in sports. Our girls cricket, cycling , kabaddi, kho-kho teams are champion every year. As a result of that many of the students get job opportunity in army and police department. With the active support of the UGC grant and the matching share of the Management as well as the motivating policies of the Department of Higher Education, Gujarat state through KCG, the quality of education provided in our college has seen remarkable enhancement due to augmented infrastructure, faculty development programmes, students enrichment programmes

Provide the weblink of the institution

<https://dehgamcollege.org/wp-content/uploads/2021/08/Institutional-Distinctiveness-2019-20.pdf>

### **8.Future Plans of Actions for Next Academic Year**

To Prepare IIQA, and Submission of AQAR for the Second Cycle of NAAC Accreditation process. • Upgrading College website on dynamic state. • Counselling and motivating the students for online teaching due to COVID 19 Pandemic. • Organising workshop for faculty members on Digital teaching platform. • Awareness among the students for COVID protocol. • Organising all events and webinars online for the students. • Telephonic Counselling session for the common man and students regarding COVID Post COVID Problems.