The Annual Quality Assurance Report (AQAR) of the IQAC

2014-15

Submitted

By

Balasinor Vidya Mandal Managed

C.&S.H.Desai Arts and L.K.L Doshi Commerce College

(Mahalaxmiben Manilal Shah Vidyanagar)

(Affiliated to Gujarat University)

Accredited 'B' by NACC (2.29 CGPA)

Sevalia Road, Balasinor-388255(Gujarat)

To

NAAC

National Assessment and Accreditation Council

Banglore
November 2015

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- ➢ *Contributing to National Development*
- ➢ *Fostering Global Competencies among Students*
- ➢ *Inculcating a Value System among Students*
- ➢ *Promoting the Use of Technology*
- ➢ *Quest for Excellence*

Contents

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

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for
   a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

   b) The relevance and quality of academic and research programmes;

   c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions
Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits
IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the

printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

BALASINOR VIDYA MANDAL MANEGED C & S.H DESAI ARTS AND L.K.L DOSHI COMMERCE COLLEGE

1.2 Address Line 1

Mahalaxmiben Manilal Shah Vidyanagar

Address Line 2

Sevalia Road

City/Town

Balasinor   Dist-Mahisagar

State

Gujarat

Pin Code

388255

Institution e-mail address

dmachhi24@gmail.com

Contact Nos.

02690-266079,267915

Name of the Head of the Institution:

Prin.Dr.D.P.Machhi

Tel. No. with STD Code:

02690-266079,267915

Mobile:

+919427836118

Name of the IQAC Co-ordinator:

Prof.K.G.Thakar

Mobile:

+919687283171

IQAC e-mail address:

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

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/PCA/46/130 dated 16/09/2008

1.5 Website address:

www.balasinorcollege.com

Web-link of the AQAR:

www.balasinorcollege.com/IQAC/AQAR14-15.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.29	2008	5 yrs.
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   28/02/2008

1.8 AQAR for the year *(for example 2010-11)*   2014-15

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

  i.   AQAR _____2009-10_____ _____ (DD/MM/YYYY)4
  ii. AQAR_____2010-11_____ _____ (DD/MM/YYYY)
  iii. AQAR_____2011-12_____ _____ (DD/MM/YYYY)
  iv. AQAR_____2012-13 _____ (DD/MM/YYYY)
  v.   AQAR_____2013-14 _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State [√]   Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [√]   No [ ]

Constituent College   Yes [ ]   No [√]

Autonomous college of UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [ ]   No [√]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

                 Urban [ ]   Rural [√]   Tribal [ ]

Financial Status   Grant-in-aid [√]   UGC 2(f) [√]   UGC 12B [√]

              Grant-in-aid + Self Financing [ ]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [√]   Science [ ]   Commerce [√]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify) | .   DOEACC Recognised Dept.of. Information Technology |

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

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

Autonomy by State/Central Govt. / University   [ ]

University with Potential for Excellence [ ]   UGC-CPE [ ]

evised Guidelines of IQAC and submission of AQ

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme [   ]   DST-FIST [   ]

UGC-Innovative PG programmes [   ]   Any other (*Specify*) [   ]

UGC-COP Programmes [   ]

2. IQAC Composition and Activities

2.1 No. of Teachers   [08]

2.2 No. of Administrative/Technical staff   [01]

2.3 No. of students   [02]

2.4 No. of Management representatives   [01]

2.5 No. of Alumni   [01]

2. 6 No. of any other stakeholder and
       community representatives   [-]

2.7 No. of Employers/ Industrialists   [-]

2.8 No. of other External Experts   [-]

2.9 Total No. of members   [14]

2.10 No. of IQAC meetings held   Two

2.11 No. of meetings with various stakeholders: No. [03]   Faculty [01]

Non-Teaching Staff Students [01] Alumni [01] Others [   ]

2.12 Has IQAC received any funding from UGC during the year?   Yes [   ]   No [√]

If yes, mention the amount [   ]

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.	International	National	State	Institution Level

(ii) Themes

- Career opportunities through vocational courses
- Preparing for competitive exams

2.14 Significant Activities and contributions made by IQAC

1.Examination reform 2. Orientation programme for Sem-1,3 & 5 srudents

3.Academic Audit of faculty 4.Administrative audit of non-teaching staff

5.Quality upgradation through participation and collaboration with other Academic institutions

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1.Continuous evaluation	executed
2.RUSA application	executed
3.Academic audit	Academic audit was conducted the meetings were held to facilitate interaction between IQAC and departments
4.Office work audit	executed
5.Remedial classes	Remedial classes were conducted to help the slow learners improve their academic performance
6.Career counselling for final year students	Final year students were counselled by faculties regarding various competitive exams (NET,SLET,TET,TAT)

Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

Management [√]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

On the basis of AQAR.The Management initiated a series of quality improvement measures more ad-hock staff was recruited to tackle the permanent staff deficiency. Infrastructure like renovation of the auditorium and R.C.C roads were built through financial support.

Study tour and Interaction with business and industrial organizations were held

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	07			
UG	07			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	05	01		05
Others				
Total	19			

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	07
Trimester	06
Annual	

1.3 Feedback from stakeholders*   Alumni [√]   Parents [ ]   Employers [ ]   Students [√]
    (On all aspects)

   Mode of feedback   :   Online [ ]   Manual [√]   Co-operating schools (for PEI) [ ]

*Please provide an analysis of the feedback in the Annexure

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

> Gujarat University board of studies revises and updates regulations and syllabi and as our college is affiliated with Guj.Uni we follow and implement regulations and syllabi as directed.

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

> N/A

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
16	03	13	-	-

2.2 No. of permanent faculty with Ph.D.   08

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
03	06	13	00	00	00	00		16	06

2.4 No. of Guest and Visiting faculty and Temporary faculty

06 Visiting	02 part time	09 ad-hoc

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	03	-
Presented papers	-	03	-
Resource Persons	-	-	-

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

use of ICT

2.7 Total No. of actual teaching days during this academic year   247

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)   Bar Coding, MCQs

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop   04

2.10 Average percentage of attendance of students   73%

2.11 Course/Programme wise
   distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A Sem I & II	696		29	132	205	
B.A Sem III & IV	620		18	119	175	
B.A Sem V & VI	653	02	24	131	92	
B.com Sem I & II	111					
B.com Sem III & IV	142					
B.com Sem V & VI	110					
M.A Sem I & II	427				207	
M.A Sem III & IV	62	09	27	04	55	
M.Com Sem I & II	47				23	
M.ComSem III & IV						
D.I.T	98					

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

- Assignments for first sem.
- Project work for commerce students
- Monthly evaluation test for all semesters
- IQAC promotes use of ICT

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	01
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	01
Others	01 (Gujarat University organised Principals 'conference')

✓ The Principal Dr.D.P.Machhi attended national conference by All India Principals' Association at Amritsar from dt-26/02/2014 to dt-03/03/2014

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	07	14		05
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

> IQAC makes faculty members aware of the research grants and facilities for research activities IQAC promotes research activities and as a result research articles are published

3.2   Details regarding major projects   NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects   NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals	02		
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range ☐   Average ☐   h-index ☐   Nos. in SCOPUS ☐

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   02   Chapters in Edited Books   04

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy [NIL]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					02 Workshop
Sponsoring agencies					College

3.12 No. of faculty served as experts, chairpersons or resource persons [04]

3.13 No. of collaborations   International [ ]   National [ ]   Any other [ ]

3.14 No. of linkages created during this year [ ]

3.15 Total budget for research for current year in lakhs :

From Funding agency [ ]   From Management of University/College [ ]

Total [ ]

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution `03`
   who are Ph. D. Guides
   and students registered under them `05`

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

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

JRF [ ]   SRF [ ]   Project Fellows [ ]   Any other [ ]

3.21 No. of students Participated in NSS events:

University level `100`   State level `04`

National level [ ]   International level [ ]

3.22 No. of students participated in NCC events:

University level `46`   State level [ ]

National level [ ]   International level [ ]

3.23 No. of Awards won in NSS:

University level [ ]   State level `01`

National level [ ]   International level [ ]

3.24 No. of Awards won in NCC:

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.25 No. of Extension activities organized

University forum [ ]   College forum [ ]

NCC `08`   NSS `02`   Any other [ ]

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

C & S H Desai Arts & L.K.L Doshi Commerce College, Balasinor has constantly emphasized on reaching out to needy sections of society. Located in the very backward area, the college regognized the need to extend its services to the most needy sections of the community in the surrounding areas of the college. The college indulged in a variety of extension activities. Noteworthy among them are as following.

- A Blood Donation camp was organized by college NSS and NCC units in association with Red cross society Balasinor and K.M.G. Hospital.

- College renders Medical services to needy students regularly on every Saturday with co-operation from K.M.G Hospital Balasinor.

- An NSS annual camp was held at Nava Handiya from 18th feb to 25th feb.

- Health check up for boys and girls(Routine)

- The NSS wing of college as adapted a Village, Nava Handiya. Many cultural programmes and social services were conducted to enlighten the people about health and importance of cleanliness

- A lecture about awakenine the people was held Thalassemia check up for boys and girls.

- A guest lecture by Dr.Dharmesh Patel(Medical Officer Khatraj) was organized on 23rd Aug,2013 as part of awareness programme on Tobacco addictions and female foeticide

- C.W.D.C wing of college conducted classes on "Sisu Baal Sambhal" and women health in association Tribhovan Foundation. It was a vocational course and can bring job to college girls students.

- Students rally in the Town for Cleanliness drive under Swachhata Abhiyan

- Red Ribbon club – Addressing gynaec problems in girls students

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	30914 sq.mtr			
Class rooms	21			
Laboratories	03			
Seminar Halls	01			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		Benches -100, Computes-40 Water cooler- 02		
Value of the equipment purchased during the year (Rs. in Lakhs)		10,36,000/-	College Management	
Others				

4.2 Computerization of administration and library

- A system engineer is appointed for the maintenance of the computers and its accessories.
- The library provides open access to staff and students.
- At the beginning of the year, the librarian addresses the students, explaining the methods of using library
- Journals and magazine are kept in open racks.
- CCCTV has been installed in the library for security purpose

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27722		346		Book bank 27722	
Reference Books	2550		397		2550	
e-Books						
Journals/Magazines	65				65	
e-Journals						
Digital Database						
CD & Video						
Others (specify)	968					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	105	03	Wi-Fi campus			01	07	
Added								
Total	105	03					07	

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

- Every Department(faculty and students) are provided the facilities of computers and internet system at D.I.T
- Students are encouraged to make use of computers for their project work and PPP
- Wi-Fi facility available in the campus

4.6 Amount spent on maintenance in lakhs :

i) ICT   1,00,000/-

ii) Campus Infrastructure and facilities   11,50,000/-

RCC work	5,90,000/-
RCC work	3,45,000/-
Auditorium Hall renovation	2,15,000/-
	11,50,000/-

iii) Equipments   Wi-Fi installation   12,000/-

iv) Others   Canteen renovation   21,000/-

	Total :	12,83,000/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation programme for Sem-I students
- IQAC helped in establishing reception counter for providing information to visitors and students.
- Xerox facility is maintained and kept open for the students.
- Financial assistance is extended to weaker students and personal counseling is given by teachers for their problems(Academics or personal)
- Mock drills (Modal test and interviews) were held at the department level
- The college publishes its updated prospectus and handbook annually the IQAC coordinator explains the salient aspects of CBCS system.
- The Heads of the Departments explain the course materials and question pattern.

5.2 Efforts made by the institution for tracking the progression

- Feedback from students is taken on regular basis.
- Self –appraisal of the students and faculties
- A proper counseling is done through the counseling sell with newly students
- Suggestion Box
- The alumnae association maintains consistent correspondence will the former students
- Department of the foundation courses helps students in personality development
- Add-on courses (like SCOPE) help on students get employment opportunities

UG	PG	Ph. D.	Others
2432	760	05	02(M.Phil)

5.3 (a) Total Number of students

(b) No. of students outside the state   NIL

(c) No. of international students   NIL

U.G

	No	%			No	%
Men	1425	57.64	Women		1007	41.40

P.G

	No	%		No	%
Men	426	44.32		535	55.67

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
661	305	82	1529		2577	545	331	107	1489		2472

Demand ratio   Dropout %

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

A course for increasing proficiency in English Scope – (Society for creation of opportunity through proficiency in English) is run in collaboration with Govt.of.Gujarat and Cambridge University

No. of students beneficiaries   35

5.5 No. of students qualified in these examinations

NET   1   SET/SLET   03   GATE   CAT

IAS/IPS etc   State PSC   03   UPSC   Others

5.6 Details of student counselling and career guidance

A regular counseling is provided specially to Sem-V & VI students for their career prospects and competitive exams by Disha Club

No. of students benefitted

600

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
ICIC Bank	25		150

5.8 Details of gender sensitization programmes

Counseling by college cwdc unit

Female health awareness programme

5.9 Students Activities

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

State/ University level   02   National level   02   International level

          No. of students participated in cultural events

State/ University level   06   National level   International level

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

Sports : State/ University level   02   National level   International level

Cultural: State/ University level   01   National level   International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	50	37,910/-
Financial support from government		30,72,500/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [   ]   National level [   ]   International level [   ]

Exhibition: State/ University level [01]   National level [   ]   International level [   ]

Book exhibition of Swami Vivekanand
5.12   No. of social initiatives undertaken by the students   [   ]

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- To provide value-based education to students of rural and socially and economically weaker sections of society .
- To make them competitive and to imbibe in them the humanistic ideals of tolerance, peace , secularism , and social harmony.

6.2 Does the Institution has a management Information System

yes

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

6.3.1   Curriculum Development

01 faculty member is in BoS and paper –setters' committee chairperson of sem-III B.A Hindi

6.3.2   Teaching and Learning

Use of ICT ,MCQs , Quiz

6.3.3 Examination and Evaluation

Continuous evaluation by MCQs , assignments and projects.

Internal evaluation process reset

6.3.4 Research and Development

Research fellow must present his / her work before research committee prior to writing synopsis and thesis

6.3.5 Library, ICT and physical infrastructure / instrumentation

Book- bank facility is provided to all students

Separate reading rooms for boys and girls

6.3.6 Human Resource Management

All faculty members contribute in activities of college

6.3.7 Faculty and Staff recruitment

Teachers are recruited by our management on ad-hoc basis due to shortage of teachers

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

Admission committee monitors admission process

6.4 Welfare schemes for

Teaching	Credit Society
Non teaching	Credit Society
Students	Annexure -II

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes [√]   No [ ]

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

Audit Type	External NAAC & KCG		Internal College	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Higher Edu.Guj.Govt	Yes	College
Administrative	Yes		Yes	College

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes [√]   No [ ]

For PG Programmes   Yes [√]   No [ ]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- College has formed internal committee for exam. reforms
- College implements all reforms suggested by uni.

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

N/A

6.11 Activities and support from the Alumni Association

Alumni meeting organized

Suggestions are invited

6.12 Activities and support from the Parent – Teacher Association

Parent –Teacher meet organized

Suggestions are invited

6.13 Development programmes for support staff

> Computer training to office staff

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

> Tree plantation
>
> Drive for clean and green campus

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> Monthly evaluation introduced
>
> Computer training given to office staff

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

> All activities related to plan of action as decided by the IQAC were started and implemented in due time

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

> Counselling
>
> Student welfare schemes by management as the college is located rural and distant area

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

7.4 Contribution to environmental awareness / protection

Tree plantation by NSS unit

College NSS unit arranged programmes and lectures for environmental awareness

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

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

Strength

- An excellent infrastructure, spreading over 8 acre
- An extremely supportive management
- Highly qualify faculty
- Very active N.C.C. and N.S.S. unit.
- Excellent sports facilities and achievements by the students.
- An active C.W.D.C
- Safe and secure campus environment.

Weakness

- Staff deficiency
- Library not fully modernized
- Less marketability of sum of the courses
- Most of the students are commuters and lack of public transportation

Opportunities

- Many Job opportunities in public private and government sectors.
- Encourages rural students to be a part of modern education
- Students develop social responsibilities by participating in N.C.C. , N.S.S. and other such activities.
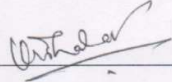
Threats

- Increasing trends towards science and professional course
- To develop communication skills among rural students
- Lack of permanent staff (Adm and faculty) due to government policy.
- Increasing number of self financed institution
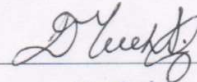
8. Plans of institution for next year

> To strengthen students counseling so as to prepare them for competitive exams
>
> More seminars and workshops are to be conducted
>
> More emphasis to be put on project and research work

Name Prof. K. G. Thakcar

Name Prin. Dr. D. P. Machhi.

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Principal,
C. & S. H. Desai Arts College
L.K.L. Doshi Commerce College
BALASINOR, Dist. Mahisagar

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Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test

PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
ICT	-	Information and Technology

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