



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		DD CHOKSI COLLEGE OF SECONDARY EDUCATION
Name of the head of the Institution		Dr. Neelu Gautam Ghosh
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02742252285
Mobile no.		9428852627
Registered Email		principal_ddchokshibedcollege@vidyamandir.org
Alternate Email		bedgms@vidyamandir.org
Address		Vidyamandir campus , taley bagh, Near meera gate
City/Town		Palanpur
State/UT		Gujarat

Pincode	385001																		
<b>2. Institutional Status</b>																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Urban																		
Financial Status	state																		
Name of the IQAC co-ordinator/Director	Dr. Bharatkumar P.Mali																		
Phone no/Alternate Phone no.	02742252285																		
Mobile no.	9427261305																		
Registered Email	malibharatkumar77@gmail.com																		
Alternate Email	bharat.mali@vidyamandir.org																		
<b>3. Website Address</b>																			
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.ddchoksibedcollege.edu.in/">http://www.ddchoksibedcollege.edu.in/</a>																		
<b>4. Whether Academic Calendar prepared during the year</b>	No																		
<b>5. Accrediation Details</b>																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.71</td> <td>2009</td> <td>30-Dec-2009</td> <td>30-Dec-2014</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.71	2009	30-Dec-2009	30-Dec-2014
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B	2.71	2009	30-Dec-2009	30-Dec-2014														
<b>6. Date of Establishment of IQAC</b>	17-Aug-2018																		
<b>7. Internal Quality Assurance System</b>																			
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date &amp; Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td>NSS camp</td> <td>28-Feb-2020 7</td> <td>50</td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries	NSS camp	28-Feb-2020 7	50					
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Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries																	
NSS camp	28-Feb-2020 7	50																	

extension lecture	14-Feb-2020 1	50
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[View Uploaded File](#)

**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
green project	go green	gir foundation	2019 365	5000
NSS	social service	Govt of Guj.	2019 365	19004
consumer club	grahak suraksha	govt. of Guj, Banaskantha	2019 365	4000
Uni. Ext. Lect.	ext. services.	HNGUuniversity	2019 365	5000

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

No

Upload latest notification of formation of IQAC

No Files Uploaded !!!

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

3

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 Uploaded 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. Placement of SYBED students in elite schools of Palanpur, before University results
2. Free of Cost Counseling Sessions by trained Psychologist for students and community.
3. Training Workshops for students by IIT Bombay( Spoken tutorials run through MHRD)
4. Incorporating Reflections in lesson plans
5. Intellectual Sharing forum
6. Infrastructure up gradation

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

Plan of Action	Achievements/Outcomes
1. The Academic Calendar for the session 201920 was more elaborate but could not executed successfully because of COVID19. 2. Few online activities were organised during the session. 3 All courses follow online lecture plan and all faculty members worked hard to deliver their best through online lectures.	Few academic programs and activities
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**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

2019

Date of Submission

30-Jan-2019

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The trust has an ERP system functioning for the college wherein all records and important data is recorded on a yearly base for current and future reference. All the information and details of the staff are maintained. This module has academic yearwise class lists, alumni list, and student's profile etc. staff details like staffs appointments, joining of staffs, salary attendance, university result of students can be stored and sent through SMS to parent's in this module. DDC has very effective MIS. Through ERP software, college is recording data of each student. ERP is based on different

heads like ,academic planning , fee collection,staff details, student details etc .

## 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

DDC follows the curriculum prescribed by its parent university HNGU. The college regards effective delivery of curriculum as the most vital curricular aspect. The college follows the Academic calendar issued by the University and executes it rigorously. The Heads of Departments conduct the meetings to distribute workload, allot subjects, plan the activities of the department and to review the completed syllabus. The Principal monitors the effective implementation of the Calendar through formal meetings with staff and if necessary informal discussions with faculty. The college constitutes the Time Table committee. The Time Table is prepared by respective departments. The Time Tables are displayed on the Notice Board and also uploaded on the college website. The faculty uses charts, maps, models and specimens along with chalk and board. Methods like seminar, group discussion, quiz, case study for effective delivery of curriculum. Educational field visits, industrial visits, tours are organized. Group projects are assigned to teach them team spirit, sharing and develop presentation, research skills. Guest lectures, Expert lectures and guidance by departmental Alumni are engaged. Internet, Computer, LCD projectors and other Audio- visual aids are utilized on regular basis.

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	0	00	0

#### 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
BEd	vocational guidance	25/06/2019

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

	Certificate	Diploma Course
Number of Students	50	0

#### 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
ICT	01/08/2019	50
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEEd	INTERNSHIP	49
<a href="#">View Uploaded File</a>		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Nil
Parents	Nil

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

Feedback Obtained
<p>Feedback form/formats are designed for the stakeholders. This includes faculty feedback, student feedback, course exit survey, etc. Faculty feedback from the students for the respective course is taken twice in a semester on various teaching/learning aspects and it is analysed by the HODs and corrective measures if any, are informed to the respective faculties for further improvements. Feedback about the infrastructural facilities are taken from the final year students at the end of the program for improving the lab facilities, if any. The feedback so obtained is analysed for further improvement. Feedback from faculties are also taken for their suggestions in syllabus revision. The main objective of seeking students' feedback on teaching at the Institute is to assist faculty members in monitoring and improving their effectiveness as teachers. The information is used as one of the means for assessing teaching effectiveness for decisions regarding merit, tenure and promotion.</p>

## 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
BEEd	Education	50	50	50
<a href="#">View Uploaded File</a>				

### 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	Number of fulltime teachers available in the institution teaching only PG	Number of teachers teaching both UG and PG courses

			courses	courses	
2019	50	0	2	0	2

## 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
4	4	10	7	6	4
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

The institute facilitates the Student teachers with all the facilities in terms of well-equipped library provided with latest edition of books, online journals, computer labs, internet and other amenities. Co-curricular or extra co-curricular activities encourage participative learning approach. Student teachers are always encouraged to take up internships in schools of excellence. Student teachers also participate in action research, book reviews, case studies to develop research attitude, so as to learn beyond the prescribed course curriculum. The various activities like group discussion, quiz, debates, seminars, exhibitions, colloquium etc., are conducted for student teachers to motivate them and help them to excel in all the fields.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
50	2	1 : 25

## 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
6	6	5	1	1

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
2020	Dr.Neelu G.Ghosh	Principal	International Award For WOMAN ICON 2020 -CTEF, India
<a href="#">View Uploaded File</a>			

## 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

BEd	B.Ed.4	2020	20/05/2020	21/07/2020
<a href="#">View Uploaded File</a>				

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

The college follows university norms of HNGU. Professors uses various methods along with ordinary interaction with student teachers, like, activities in morning assembly, dramas, seminars , group discussions, quizzes, assignments, and every day attendance and mid-term examinations. Thus, the student teachers are assessed and marks provided to them in each semester, as per the University norms. Continuous Internal Evaluation (CIE) having weigh age of 30 internal and 70 external marks. Various components like Field work, EPC, Project, Action Research, Term Paper, TLM are also as a part of evaluation as per IITE guidelines. Micro lessons and Macro lessons are also as a part of Internal Evaluation. Preliminary exam held just before the university exam to give practice to students for exam.

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

The Academic Calendar is prepared by college at the beginning of each year with the reference of University Calendar, after the Principal conducts meetings with IQAC, HODs and Coordinators. All activities conducted throughout the year are also planned in the academic calendar. The academic calendar contains the semester wise schedule of Day celebrations, Festival celebrations, Term Paper, Preliminary Exam, Cultural Programs, Sports Day, One Day Picnic, Vacations and Holidays.

## 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)

[ddchoksibedcollege.edu.in](http://ddchoksibedcollege.edu.in)

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
B.Ed.	BEd	Education	49	49	100

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## 2.7 – Student Satisfaction Survey

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

[\\_http://ddchoksibedcollege.edu.in/files/D.D.%20Choksi%20College%20of%20Secondary%20Education%20Student%20Satisfaction%20Survey%202019-2020%20\(Responses\)%20-%20Form%20Responses%201.pdf](http://ddchoksibedcollege.edu.in/files/D.D.%20Choksi%20College%20of%20Secondary%20Education%20Student%20Satisfaction%20Survey%202019-2020%20(Responses)%20-%20Form%20Responses%201.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
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**No Data Entered/Not Applicable !!!**



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### 3.2 – Innovation Ecosystem

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

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

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

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

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

3.3.1 – Incentive to the teachers who receive recognition/awards

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

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

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

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
<b>Presented papers</b>	<b>1</b>	<b>1</b>	<b>Nil</b>	<b>Nil</b>
<b>Resource persons</b>	<b>1</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
<b>Attended/Seminars/Workshops</b>	<b>3</b>	<b>3</b>	<b>Nil</b>	<b>Nil</b>
<b>No file uploaded.</b>				

**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
<b>No Data Entered/Not Applicable !!!</b>			
<b>No file uploaded.</b>			

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
<b>No Data Entered/Not Applicable !!!</b>			
<b>No file uploaded.</b>			

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
<b>No Data Entered/Not Applicable !!!</b>				
<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
<b>No Data Entered/Not Applicable !!!</b>			
<b>No file uploaded.</b>			

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
<b>No Data Entered/Not Applicable !!!</b>					
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
<b>No Data Entered/Not Applicable !!!</b>			
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
20674191.1	Nil

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Nil	Existing
No file uploaded.	

#### **4.2 – Library as a Learning Resource**

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
soul	Fully	2.0	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Reference Books	7349	630479	Nil	Nil	7349	630479
<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	50	1	1	0	1	1	1	0	0
Added	0	0	0	0	0	0	0	0	0
Total	50	1	1	0	1	1	1	0	0

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

50 MBPS/ GBPS

#### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
educational psychology	<a href="http://www.ddchoksibedcollege.edu.in">http://www.ddchoksibedcollege.edu.in</a>

### 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
<b>No Data Entered/Not Applicable !!!</b>			

#### 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 is well equipped with all facilities which time and again are updated as per requirement and necessity. For maintenance of library infrastructure and facilities the library committee and administration have been given the responsibility to purchase, procure books, manuscripts and other materials, as per the recommendations received from the departments of the colleges. The departments of the colleges have a good stock of texts and references in their main library. For enriching of the library, the committee procures some good publications from national and international publishers. The office of the principal decides about purchasing necessary IT equipments. There is an ICT cell in the college which looks after the maintenance of the computers and facilities. The maintenance of classrooms is a regular exercise. The cleanliness of classrooms is ensured by workers and sweepers. After the admission process in every semester it is ensured that all the classrooms have adequate desks, benches. The fans and electrical appliances are checked wherever requirements are found the purchase committee are appraised of the requirements. The purchase committee makes the purchases after approval from the Principal. all the classrooms have digital equipments.

<http://ddchoksibedcollege.edu.in/>

### 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	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
No file uploaded.			

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	49	Vidyamandir Trust
<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
2019	Career counseling	50	50	1	1
<a href="#">View File</a>					

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
1	1	1

## 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
No Data Entered/Not Applicable !!!					
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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
No Data Entered/Not Applicable !!!					

[View File](#)

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	0
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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
International Yoga Day	College	49
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Objectives of the Students' Committee: To promote discipline and decorum in the College, mutual contact, democratic outlook, and spirit of oneness among students, social harmony among all students and to work towards their cultural and academic development, close and cordial relations between students and faculties to build leadership quality among students and a consciousness of the college, to equip them for becoming responsible citizens Activities performed by the Students' to assist the College in organizing the following activities related to students: (a) Debates, discussions, lectures, study circle, essay competition (b) Cultural performance and contests (c) Indoor and outdoor games (d) Seed pen activity (e) Trips and tours (f) Social Service and Social Relief activities, helping students to earn while learning by making seed pens and incense sticks.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

50

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

500

5.4.4 – Meetings/activities organized by Alumni Association :

Lesson Demonstration by the Alumni. Alumni were a part of Campus Placement. Content enhancement sessions were taken by Alumni. Interaction of the Alumni with current batch students to clarify their doubts and initiate smooth

transition of the new students to the course.

## 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)

The decentralizes and participation helps the institute to accomplish its desired goals . the institution mechanism practices delegating authorities and providing operational autonomy to all functionaries to work towards decentralization and participation. 1. Being the Govt. aided institute at the principal level all the decisions based on the policy to be implemented by the principal , that has been appointed by the governing body Principal takes administrative help from various branches in implementing policies by formulating common working procedure with the help of faculty members. 2. The faculty members are given representation in various committees and are allowed to conduct various programs to expose and explore the potential. They are encouraged to developed leadership qualities by participating in various activities. They are also given the freedom to organised various events and activities related to seminar , carrier counselling and other activities related to seminar, carrier counselling and other activities . For decentralization different committees , examination committee , internal quality assurance cell, admission committee , building maintenance committee, grievance cell , library committee , student welfare . Decentralization is realised by giving powerto the faculties taking decisions in different matters . With due process responsibilities have been delegated and decentralized to meet the objectives and principles of institutional setup.

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

Yes

### 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
Curriculum Development	Though the curriculum is solely developed by HNGU to which the institute is affiliated still some of the faculty members assist the board for the same. Our institute has been following the curriculum which is prepared by HNGU following its indigenous strategy. T he faculty members have been actively take part in process of amendment in the syllabus with constructive suggestions in the respective board meetings.
Teaching and Learning	the institution stands in its goal to achieve a qualitative teaching learning system .Apart from regular teaching classes regular counselling sessions along with personality development session and spoken English classes. the college organise seminars along with group discussion . The teaching to the students through projectors , visualizers .More care is given on

attendance , academic calendar, internal assessments, assignments before appearing in in the University exams . students are taught different teaching methods and techniques according to their methods (subjects).Students are given platform for group discussions on various issues in the society.

**Examination and Evaluation**

examination is a tool to measure the achievement . evaluation is a vital element in quality enhancement of the institute. . In the begining of the session planning has been made regarding the internal examination , result and transparency of the examination Conduct of the semester exam were according to the university . as per the guidelines a systematic sitting plan was prepared to conduct the examination to avoid any type of wrong practices during examination. So far the evaluation is concerned appropriate been undertaken with constant mode throughout the year

**Research and Development**

modern education system involve research activities . Our Institute is having research committee consisting of faculty possessing expertise in the research field . Workshops are organised to meet research demands one workshop was organised to give knowledge on preparation of project report for the students as well as preparation of project proposal for major and minor research projects for the faculty so that research work can be enhanced The students are oriented to write research articles and get those published in different journals.

**Library, ICT and Physical Infrastructure / Instrumentation**

all steps have been taken by the institute to ensure quality improvement in in library , ICT and physical infrastructure . The college has a well developed library with good number of books and reference material , journals and periodicals . the college has a well developed IT lab with internet facility used by the faculty and the student teachers , there are well equipped classrooms with projectors , computer along with internet facility.

**Human Resource Management**

Managing human resources in institution is one of the most challenging but still the strongest part of the institute. If the human



	resources is well equipped by ICT it makes the work more enhanced with quality Various administrative works and admission works are done with the help of ICT s a tool , for which regular training sessions are organized by the institute.
Industry Interaction / Collaboration	The institute is striving hard to get industrial exposure for its students .
Admission of Students	Digitized admission process has been implemented as the strategy to ensure quality and to improve the quality of the admission process.The admission of the students is done as per directions and norms of Department of Higher Education . Action has been taken by Principal and officer incharge of admission to stick to the guidelines stipulated by the government to maintain transparency in the admission process The teaching subjects are allotted to the student on the basis of last passed exam .

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

E-governance area	Details
Planning and Development	In this year our institute has worked according to the guidelines of the Department of higher education who periodically provide the guidelines on the mails. . On this basis only the insttute has formed a planning commitee for developmental strategy . Apart from this the college also has undertaken number of developmental activities utilizing the college fund. . Planning and development has been done on infrastructure both physical and academics
Administration	The institute is under control of Department of Higher Education . The college runs as per the policies and directions of the Govt..Since its a Govt. Aided institute most of the administrative work has been done in adherence to the government guidelines provided regularly through hard copies as well as on E-mode . the dispatch of letters , posting , transfer and promotion of the staff is done online as well as in personal through the HR Dept.
Finance and Accounts	Taking care of staff salary , transactions , arrear bills , NPS,GPF, EPF etc are done through University Portal . The various registers like the

	cash books,daily registers , stock registers are maintained and regularly. The college expenditure are audited by the authorized audit team of Govt. Of Gujarat
Student Admission and Support	The admission process is under the supervision of Govt. Of Gujarat which is a centralized monitored program done Department of Higher Education . Students apply online and merit list indicating the name of the colleges and teaching methods to which candidate can be admitted are published online by the Govt.
Examination	The implementation of E governance has been reflected on conducting various exams , evaluation and posting marks. Semester examination is according to guidelines of the university and Dept. Of Higher Education. the mid term and semester end examination are held and marks are uploaded through online at University site. Application of e- system has been ensured during this year.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	nil	NIL	NIL	0
No file uploaded.				

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

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

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
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Nil	0	Nil	Nil	0
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	2	1	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EPF	EPF	Nil

**6.4 – Financial Management and Resource Mobilization**

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

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through principal. on regular basis internal as well as external financial audit are being held in our institute . In this year the external financial Audit are conducted by Department of Higher Education , Govt. of Gujarat. The mechanisms used to monitor effective and efficient use of financial resources are as below: Before the commencement of every financial year, principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management. College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non - recurring expenses like lab equipment purchases, furniture and other development expenses. The expenses will be monitored by the accounts department as per the budget allocated by the management. The depreciation costs of various things purchased in the preceding years are also worked out.

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
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

3455483
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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	Yes	affiliating University , HNGU, Patan	Yes	IQAC members
Administrative	Yes	Malvi Associates	Yes	Institute Audit by

,Govt of  
Gandhinagar,  
Dept. Of Higher  
Edu.

Narendra Bhai  
(CA)

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

NIL

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

NIL

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

As the institute is a grant in aid college due to lack of staff members and due to the pandemic situation during the mid of the session not much activities could be conducted in the institute still the institute has taken initiatives to have a well equipped infrastructure and facilities for the staff as well as the students having equipped classrooms and well furnished staff room.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
<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
world women day	07/03/2020	07/03/2020	35	15
information on mahila shakti divas	19/12/2019	19/12/2019	35	15

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

NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Scribes for examination	Yes	1

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

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

Title	Date of publication	Follow up(max 100 words)
NIL	Nil	Nil

### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
INTERNATIONAL DRUG ABUSE DAY	26/06/2019	26/06/2019	50
guru purnima	16/07/2019	16/07/2019	50
visit to old age home	14/08/2019	14/08/2019	50
independence day	15/08/2019	15/08/2019	50
cleanliness campaign	14/09/2019	14/09/2019	50
No file uploaded.			

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

The institution conducts several awareness camps for enlightening the students for making the campus plastic free and it is now a plastic free campus. Plantation of floral and other plants in and around the college campus to expand greenery. Garbage are regularly collected from office, canteen and different parts of the campus and disposed off in specified locations. the college has started a GO GREEN project and has been working on creating environmental awareness in and around the campus.

## 7.2 – Best Practices

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

Financial Aid to the deserving students by the college. the college has been providing financial aid to the students from weaker sections so that they can complete their education. To extend financial aid to the poor students, especially from the rural, to save them from discontinuation of their studies owing to poverty. • To support financially all the deserving poor students without any discrimination of caste, creed or gender. the college began the cleanliness campaign under the swachh Bharat abhiyaan along with NSS in which all students, principal, teacher educators joined to clean the roads around the college. They also cleaned and created awareness among the neighbourhood communities.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.ddchoksibedcollege.edu.in>

### 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

The Vision, Mission and Objectives of the institution clearly points towards a value based education based on the curriculum of the affiliating university combining it with the core values. The college has been working effortlessly since 48 years to provide quality higher education. Not only has the College continually serves several needy and underprivileged sections of students but also has a long standing tradition of academic excellence. The college is most sought after by the students belonging to all demography which is evident from the number of applications filled every year. The demand is due to the availability of opportunities and facilities provided for higher learning and dedicated and experienced teaching faculty and efficient support staff.

Provide the weblink of the institution

<http://www.ddchoksibedcollege.edu.in>

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

1. To create an Incubation Centre for Social sciences projects 2. Conducting programmes to encourage and support students to start their own business ventures. 3. Conducting activities to hone the creative skills of students and provide a platform to display their creativity. 4. Conducting student focused academic and skills development activities. 5. To strengthen the ICT. 6. to organize expert lectures, seminars and workshops for student teacher development. 7. Strengthening the Alumni database their contributions. 8. Implementation of blended learning through amalgamation of traditional classroom teaching with e-learning. 9. Modernization of more class rooms to e-classrooms using ICT tools. Introduction of new vocational courses. Enhancing academic excellence. Development of skills of the students by inculcating core values among them through value based education. To purchase recent subjects related books, e-books, journals, ejournals and magazines. To sign MOUs with various agencies or institutions. To organize inter college sports competitions. 22. To organize educational, religious and historical tours for students and staff. Plantation of more trees and plants for the greenery and beautification of campus.