



# YEARLY STATUS REPORT - 2020-2021

## Part A

### Data of the Institution

#### 1. Name of the Institution

D D CHOKSI COLLEGE OF SECONDARY EDUCATION

- Name of the Head of the institution **Dr. Neelu Gautam Ghosh**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **02742252285**
- Mobile No: **9428852627**
- Registered e-mail **bedgms@vidyamandir.org**
- Alternate e-mail **principal\_128@iite.ac.in**
- Address **Vidyamandir Campus, Taley Bagh, Nr.Meera Gate**
- City/Town **Palanpur**
- State/UT **Gujarat**
- Pin Code **385001**

#### 2. Institutional status

- Affiliated / Constitution Colleges **IITE**
- Type of Institution **Co-education**
- Location **Semi-Urban**

- Financial Status **Grants-in aid**
- Name of the Affiliating University **IITE, Gandhinagar**
- Name of the IQAC Coordinator **Dr. Bharat. P. Mali**
- Phone No. **9427261305**
- Alternate phone No. **02742252285**
- Mobile **9925796706**
- IQAC e-mail address **bharat.mali@vidyamandir.org**
- Alternate e-mail address **malibharatkumar77@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<http://www.ddchoksibedcollege.edu.in/files/DDC%20AQAR18-19%20Report.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<http://www.ddchoksibedcollege.edu.in/files/academic%20calender%20019-2020%20sem%202.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.71</b>	<b>2009</b>	<b>31/12/2009</b>	<b>30/12/2014</b>

**6. Date of Establishment of IQAC**

**17/08/2018**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	NSS	HNGU	20-21	9200
Institutional 1	Go Green project	Govt.of Gujarat	20-21	5000
Institutional 1	Finishing School	KCG. Govt. Gujarat	20-21	200000
Institutional 1	Ext.Uni.Lect .	HNGU	20-21	5000

**8.Whether composition of IQAC as per latest NAAC guidelines** **No**

- Upload latest notification of formation of IQAC **No File Uploaded**

**9.No. of IQAC meetings held during the year** **3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

1. Video lectures were prepared by the faculty and student teachers using smart software. 2. Co-curricular and academic competitions were held as per the planning in the academic calendar.Great contribution of the faculty as the student teacher came third in micro-teaching competitions all over Gujarat 3. AQAR of previous years are being filled and files were prepared as per the criteria.

4.To encourage the student teachers to come up with working models, the Incubation cell is prepared and students have come up with small projects like solar lamps, seed pens etc. 5. Both online and offline classes and exams were arranged during covid-19, as per university's guidelines.

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

Plan of Action	Achievements/Outcomes
1.To conduct online classes through Microsoft teams,Zoom and Google meet.	1.Regular online classes were held and attendance was also marked
2.To arrange workshop on NEP 2020 for Vidyamandir staff	2. One week workshop was arranged by College to discuss NEP2020 thoroughly for Vidyamandir staff.
3. To arrange LMS workshop.	3.LMS workshop was arranged for student teachers, staff and academicians to get acquainted by digital technology. about digital
4. To conduct online cultural days	4. Yoga day, Guru purnima , World drugs day etc were arranged online.e

**13.Whether the AQAR was placed before statutory body?** No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

**14.Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	D D CHOKSI COLLEGE OF SECONDARY EDUCATION
• Name of the Head of the institution	Dr. Neelu Gautam Ghosh
• Designation	Principal
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• Type of Institution	Co-education
• Location	Semi-Urban
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• Alternate phone No.	02742252285				
• Mobile	9925796706				
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• Alternate e-mail address	malibharatkumar77@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.ddchoksibedcollege.edu.in/files/DDC%20AQAR18-19%20Report.pdf">http://www.ddchoksibedcollege.edu.in/files/DDC%20AQAR18-19%20Report.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.ddchoksibedcollege.edu.in/files/academic%20calender%202019-2020%20sem%202.pdf">http://www.ddchoksibedcollege.edu.in/files/academic%20calender%202019-2020%20sem%202.pdf</a>				
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<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	No File Uploaded
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<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
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**13.Whether the AQAR was placed before statutory body?**

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

**14.Whether institutional data submitted to AISHE**

Year	Date of Submission
2020-2021	29/01/2020

**15.Multidisciplinary / interdisciplinary**

The interdisciplinary approach combines the expertise of two or more disciplines to jointly address an area of common concern. It increases the mental efficiency of students; minimizes subjectivity and departmental bias; supports and gives new opportunities for further research; helps to think critically and helps in connecting ideas. Here in the B.Ed curriculum, all subjects are related to education For example Educational Philosophy, Educational Psychology, and Educational Sociology. Tool Courses for Enhancing professional capabilities, which



include Reflective Reading, art in education, Environmental Education, Value Education, Guidance and counselling are the best examples of Interdisciplinary.

#### **16.Academic bank of credits (ABC):**

In the B.Ed syllabus of IITE, The total course is 88 credit points.Each semester consists of 22 credits.

So after passing, Student teachers get 88 credits in their ABC.

#### **17.Skill development:**

In the B.Ed curriculum, student teachers' get proficient in teaching skills so that all microteaching skills are thoroughly taught to them. Skills like Time Management., Organization, Presenting and Public Speaking, Writing, Teamwork, Project Management, Research and Critical Thinking and Technical Literacy skills are also being sharpened in training colleges. Moreover, the skill of art and culture is also a part of B.Ed. Our college has cocurricular activities and day special to enhance these skills.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

In the syllabus of the university, each semester has one language to be taught under the language proficiency and curriculum.Sem-1 has Gujarati Sem-2 has English, Sem-3 has Hindi and sem-4 has Classical Sanskrit. In sem-3 under LPC, one paper is on the language across the curriculum.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

##### **Outcome-based Education in B.Ed**

**Curriculum and Planning:** Student- teachers will apply their knowledge of core content and pedagogy to set goals and objectives for learning based on state and national standards and local curriculum, and design instruction that engages students in meaningful learning.

**The Learner and the Learning Environment:** Student- teachers will demonstrate their understanding of cognitive, affective, and psychomotor domains, and other characteristics of their diverse learners, and create an environment of respect, rapport, collaboration and a culture for learning.

**Teaching:** Student-teachers will design and deliver meaningful

learning experiences to all students by integrating their knowledge of content, pedagogy, the learner and the learning environment by engaging in the reflective instructional cycle of planning, instruction, feedback and assessment.

**Professional Responsibilities for Self-Renewal:** Student-teachers will demonstrate their commitment to continuous self-improvement by engaging in collaboration, reflective practice, and research to enhance their teaching skills.

## 20.Distance education/online education:

The Bachelor of Education (B.Ed) program is a popular course in the arena of education and has been designed to develop a deep understanding of the teaching-learning process at secondary and higher secondary levels. During COVID, online mode of teaching-learning was explored and classes were regularly taken on different online platforms.

## Extended Profile

### 1.Programme

1.1	B .Ed
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	2021
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	18
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	50
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	1
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	5
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	8
Total number of Classrooms and Seminar halls	
4.2	14, 16567
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	50
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

**The learning experiences are linked to learning goals for B.Ed**

programme. Each faculty is grouped under seven subjects related to all subjects and all decisions related to academic inputs in a particular programme are taken by each staff members. All the faculties complete their theory and practical aspects of each paper semester wise. Internal assignments and exams are being taken time to time as per the academic calendar prescribed by the university. Internship programmes are also arranged as per the curriculum given by university.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://ddchoksibedcollege.edu.in/files/IIT_E%20B.Ed%20%20YEAR%20Syllabus.pdf">http://ddchoksibedcollege.edu.in/files/IIT_E%20B.Ed%20%20YEAR%20Syllabus.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic Calendar is a strong foundation of academic activities and propagates to the vision and mission of DD CHOKSI COLLEGE OF SECONDARY COLLEGE. Preparation of Academic Calendar begins before the commencement of academic session. The Coordinators takes into consideration the University planner while preparing the Academic calendar. It is placed to the Governing Body through IQAC Cell for final approval. The Academic Calendar is displayed on College Notice Board, website and prospectus. Effectiveness of the entire process is maintained by the Office of the Principal with the objective of incorporating inquisitiveness and scientific temper among the students through diverse activities.

- Working Days: As per the norms of NCTE, nearly 240 working days are kept in the academic year for teaching and allied activities.
- Curricular Activities: It covers the entire teaching and learning process with the teaching plan and activities/ assignments/project work, field studies/ action research provided in IITE syllabus
- Co-curricular Activities: Debate, Seminar, group presentations, other literary and hobby competition etc are conducted by the respective faculties which are included in the calendar.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://www.ddchoksibedcollege.edu.in/">http://www.ddchoksibedcollege.edu.in/</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**6**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data**

**requirement for year: (As per Data Template)**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

00

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

00

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The college takes efforts for integration of ethical and human values through extra-curricular activities and programs. N. S. S. department help to inculcate human values among students. Planner of morning assembly includes lot of activities to feed the brain for human values and ethics Guest lectures on value education have been organized for students.

The environment friendly programs are organized like planting the trees, watering plant, Celebration of various days like World Environment Day, N.S.S. Day, Sparrow day, Youth day etc. The college takes initiative in MGNCRE, student teachers learned psychosocial skills and are doing counselling to corona patients. College is associated with go green project sponsored by GEER

FOUNDATION (Govt. of GUJARAT). Student teachers are associated with various activities like making pots, lata -mandap, planting saplings, growing garden using Mia Waikiki technique. Student teachers are having special paper of Environmental Education and Gender, School and Society in SEM -4.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

Nil

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

50

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

### 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

### 1.4.2 - Feedback process of the Institution may be classified as follows

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year



File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

50

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution assesses the learning levels of the student teachers in two ways at the time of the commencement of the programme. Remedial Classes are conducted with an aim to improve the academic performance and pedagogy skills of the slow learners. This practice helps the struggling learners to improve subject knowledge and professional skills which helps them catch up with their peers. Group Study System is also encouraged with the help of advanced learners. Academic and personal counselling is given to the slow learners by the counselling cell. Bilingual explanations and discussions are imparted to the slow learners after the class hours for better understanding. Provision of simple and standard lecture notes/course materials Strategies for the advanced learners. Coaching is also given in Skill Development Programme like Communicative English, Aptitude and Placement. Advanced learners are encouraged to enrol in MOOC Courses - Swayam, EdX. Provision of additional learning and reference material. Assignment and Student Seminars on contemporary topics to enable them for placement. Student teachers are encouraged to participate and present papers in various Seminars/ Conferences/ Workshops/ Inter-Collegiate Competitions organized by other colleges. Talented student-teachers are motivated to participate in extra-curricular activities, exhibitions and cultural

**competitions.**

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

**2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)**

Number of Students	Number of Teachers
55	2

File Description	Documents
Any additional information	No File Uploaded

**2.3 - Teaching- Learning Process**

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

DDCHOKSI COLLEGE trusts have student-centric methods to enhance student involvement as a part of participative learning and problem-solving methodology. Specifically, the student's centric methodology includes :

1. **Experiential Learning** -Project work is organized in two phases 1)Action research and 2)Reflective Journal, this is an essential element of each programme. Internship or Field projects in schools for Real-time exposure students are encouraged to participate at the National and International Levels. Guest lectures by eminent experts from industry and academics from across the world are organised to supplement the teaching process and provide experiential learning.

2. **Participated Learning**- B.Ed college curriculum is based on participating learning. It is mandatory for the student teachers to participate in each activity from morning assembly to day celebrations. Teachers adopt the role-play method especially in supplementing teaching by way of participative learning. The college organizes student activities to promote the spirit of Teamwork and Camp of NSS, institutional social responsibility through Red Cross, Village Adoption, and Tree plantation. Swatch Bharat and Health awareness camp to help the students to work for

**Social and community welfare.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://ddchoksibedcollege.edu.in/pagedetail/tIIyQ4msiqRF3Uhp05x7m9eIxvbigH/ffinishing-school-programme">http://ddchoksibedcollege.edu.in/pagedetail/tIIyQ4msiqRF3Uhp05x7m9eIxvbigH/ffinishing-school-programme</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers are combining technology with the traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following ICT tools are used by the Institute:

- Projectors- 8 projectors are available in different classrooms/labs
- Desktop and Laptops- Arranged at Computer Lab and Faculty cabins all over the campus.
- Printers- They are installed in the administrative office and principals' room.
- Photocopier machines - There are two Photostat machines available on campus.
- Scanners- Multifunction printers are available at the administrative office.
- Online Classes through Microsoft teams, Zoom, Google Meet, Google Classroom
- PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCDs and projectors.
- Online quiz- Faculties prepare an online quiz for students after the completion of each unit with the help of GOOGLE FORMS.
- Video Conferencing- Students have been counselled with the help of Microsoft teams / Zoom / Google meet applications.
- Video lecture- Recording of video lectures is made available to students for long term learning and future reference.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

02

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

02

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	No File Uploaded

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Transparency initiatives at the institute level: There is a standard process of internal examination in the college. Exam papers are set by the professors of other colleges. According to the academic calendar, a student-teacher has to appear in 2-internal examinations and has to submit assignments compulsorily. The schedule of the internal examination is decided at the beginning of the session, in the form of an academic calendar. According to the academic calendar, a professor has to take an internal test, which is in the form of a written test. The marks in the internal test are shown in the classrooms and each student-teacher can ask about their performance. They can observe their test copies. A record of the obtained mark is written in the register. If there is any difference or discrepancy in their marks, it can immediately be corrected. After showing the answer sheet to student-teachers, the copy of the student is kept in the internal-examination section. One may observe the marks and copy them in the same session. In B.Ed., a student-teacher has to

attend the internal examination compulsorily. Its marks are sent to the university to add to the semester mark sheet.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college follows strictly the guidelines and rules issued by the IITE while conducting internals and semester-end examinations.

At Institute level: At the Institute level, an examination committee, comprising senior staff as conveners and two faculties, is constituted to handle the issues regarding the evaluation process. The professor distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the professor. The internal marks are displayed on the notice board. If any discrepancy like mistakes in the question paper, mark allocation, or correction is noticed by the students, the concerned professor will resolve the discrepancy, and the necessary corrections will be made. For student-teachers who have failed the examination, remedial classes are conducted by the college. Within a time-bound the Internal Assessment marks are entered in the University web portal, by student's login, students can individually view their performance in the University portal.

At the University level: If students have grievances related to the evaluation of university answer scripts, they can bring their grievances by applying for the following evaluation procedure. Students can apply for a re-evaluation of their answer scripts within a week from the declaration of results if they are not satisfied with their results.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

**Nil**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for Additional information	<a href="https://ddchoksibedcollege.edu.in/pagedetail/7yKb8XI22udGXVpAODY4XZoANiQY5T/syllabus">https://ddchoksibedcollege.edu.in/pagedetail/7yKb8XI22udGXVpAODY4XZoANiQY5T/syllabus</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

**Nil**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://ddchoksibedcollege.edu.in/pagedetail/7yKb8XI22udGXVpAODY4XZoANiQY5T/syllabus">https://ddchoksibedcollege.edu.in/pagedetail/7yKb8XI22udGXVpAODY4XZoANiQY5T/syllabus</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<b>No File Uploaded</b>
Upload any additional information	<b>No File Uploaded</b>
Paste link for the annual report	<a href="https://ddchoksibedcollege.edu.in/pagedetail/NuuJkP4ov7bsg7sjSeM9E3RsE8BH9/student-results">https://ddchoksibedcollege.edu.in/pagedetail/NuuJkP4ov7bsg7sjSeM9E3RsE8BH9/student-results</a>

## 2.7 - Student Satisfaction Survey

### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://ddchoksibedcollege.edu.in/files/D.D.%20Choksi%20College%20of%20Secondary%20Education%20Student%20Satisfaction%20Survey%202020-2021%20\(Responses\)%20-%20Form%20Responses%201.pdf](https://ddchoksibedcollege.edu.in/files/D.D.%20Choksi%20College%20of%20Secondary%20Education%20Student%20Satisfaction%20Survey%202020-2021%20(Responses)%20-%20Form%20Responses%201.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

#### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

269200

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

#### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

##### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil



### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

05

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

00

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

00

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

#### NSS Report for Covid - 19

Amid the corona virus outbreak, with initiative steps taken by Principal Dr. N. G. Ghosh, National Service Scheme volunteers of D. D. Choksi College and Smt. S.P. Kothari English Medium B.Ed College student-teachers have not been deterred by the lockdown, and are doing their bit by spreading awareness on COVID-19 via helping Government like police mitra, Making masks etc. NSS volunteers have begun providing information on the origin, spread and preventive measures in the city, they have resorted to several measures to prevent the spread of the disease and clear misconceptions pertaining to it. Our student teachers are distributing essential services to senior citizens and needy people. They are helping the govt. officials in distributing food packets to the less privileged people. The program officers of both the colleges Dr. Bharat Mali and Mrs. Arpana Tripathi are guiding the student teachers to serve the people in the best way possible.

The student-teachers are creating infotainment with illustration videos and conducting quizzes to help spread awareness in people. They are venturing into mass production of masks and distributing them locally. The student teachers of the colleges are actively participating in the fight against Corona pandemic.

File Description	Documents
Paste link for additional information	<a href="http://ddchoksibedcollege.edu.in/pagedetail/1jzK9joaF6NpOBj0bplPYUgBBcEFJK/nss-report">http://ddchoksibedcollege.edu.in/pagedetail/1jzK9joaF6NpOBj0bplPYUgBBcEFJK/nss-report</a>
Upload any additional information	<a href="#">View File</a>

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### **3.4 - Collaboration**

### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college is well equipped with all facilities which time and again are updated as per requirement and necessity. There is an ICT cell in the college which looks after the maintenance of the computers and facilities. The maintenance of classrooms is done on regular basis. 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.ddchoksibedcollege.edu.in/pagedetail/bDPspjABx3DOJ9rKwHNocZoIVY4jUq/amenities">http://www.ddchoksibedcollege.edu.in/pagedetail/bDPspjABx3DOJ9rKwHNocZoIVY4jUq/amenities</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

### Cultural Activities

#### Shri Rajnikant Chhotalal Mehta Kalayatan

This institute is a strongly believes in educating children through activities that do not just enrich the minds, but also the souls of our children. Pujya Vinoba Bhaveji and Pujya Ravishankar Maharaj had inaugurated this new building at Taleybaug Campus on December 31, 1958.

Capacity:128 students

### Sports

#### Smt. Sumanben & Shri Tarachandbhai C. Mehta Sports Academy

This institute strongly believes in educating children through activities that do not just enrich the minds, but also the souls of our children. Pujya Vinoba Bhaveji and Pujya Ravishankar Maharaj had inaugurated this new building at Taleybaug Campus on December 31, 1958.Capacity:128 students

### Yoga Centre

#### Smt. Vasuben Sureshbhai Bhansali Yoga Centre

This institute strongly believes in educating children through activities that do not just enrich the minds, but also the souls

of our children. Pujya Vinoba Bhaveji and Pujya Ravishankar Maharaj had inaugurated this new building at Taleybaug Campus on December 31, 1958. Capacity: 128 students

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://beta.vidyamandir.org/EN/detail/centers">http://beta.vidyamandir.org/EN/detail/centers</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

07

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

07

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://beta.vidyamandir.org/EN/detail/shri-vrajlal-chandulal-mehta-school-of-information-technology">http://beta.vidyamandir.org/EN/detail/shri-vrajlal-chandulal-mehta-school-of-information-technology</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

150469.00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

#### Shri Bagmalbhai Laxmichand Parikh Central Library

Shri B.L. Parikh Central Library was established in the year 2012 which amalgated other libraries of Vidyamandir Trust like Shri Mayank Samir Central Library, Shri Vividhlaxi Vidyamandir Library, English Medium School Library, Vinaymandir Library, Shri D.D. Choksi College of Secondary Education Library, Shri C.K. Mehta College of Primary Education Library and Shri K.J. Mehta College of Pre-Primary Education Library. The library building was inaugurated in the year 2012 with generous donation from Shri Bagmalbhai Laxmichand Parikh.

Shri B.L. Parikh Central Library has state of the art two storied building with facilities like reading halls, e-library, public library, children library and SOUL library software. Usage of library is available to students and staff of trust as well outside readers. As of now, the library has around 32000 books, 59 magazines and 7 daily newspapers catering around 4200 school students, 380 staff and 4000 outside readers. Working hours of library are from 7 a.m. to 9 p.m from Tuesday to Sunday.

Software :Soul 3.0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://vidyamandir.org/moredetail3/zWMirWu5qi7AYWnJ06qzwTnP0yfxbT">https://vidyamandir.org/moredetail3/zWMirWu5qi7AYWnJ06qzwTnP0yfxbT</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**14186**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure**

**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**



**Shri Vrajlal Chandulal Mehta School of Information Technology**

Our dream of cultivating toddlers with a different approach would not have seen its dawn if it were not for Smt. Kesarben Amritlal Zaveri, Smt. Lilaben Surajmal Mehta, and Smt. Lilaben Gafurchand Mehta, who lent us a helping hand and generously donated for the establishment of Shri Jain Balmandir on August 16, 1951. This was where it all began.

This institute is a Gujarati medium kindergarten that strongly believes in educating children through activities that do not just enrich the minds, but also the souls of our children.

In 1958, the building of this Balmandir was restructured to make it look like a pagoda to highlight the Jain principles we follow. Pujya Vinoba Bhaveji and Pujya Ravishankar Maharaj had inaugurated this new building at Taleybaug Campus on December 31, 1958.

**Capacity:128 students**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://vidyamandir.org/moredetail3/Q96eLcAid9MeINFqfUqexQ0gBNYya5">https://vidyamandir.org/moredetail3/Q96eLcAid9MeINFqfUqexQ0gBNYya5</a>

**4.3.2 - Number of Computers**

50

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS**

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

819610

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college is well equipped with all facilities which time and again are updated as per requirement and necessity. For maintenance of library infra-structure 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://ddchoksibedcollege.edu.in/pagedetail/bDPspjABx3DQJ9rKwHNocZoIVY4jUg/amenities">http://ddchoksibedcollege.edu.in/pagedetail/bDPspjABx3DQJ9rKwHNocZoIVY4jUg/amenities</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to institutional website	<a href="https://vidyamandir.org/moredetail/wI7a0pgUzsVlZntklilHsC5jX63iqn">https://vidyamandir.org/moredetail/wI7a0pgUzsVlZntklilHsC5jX63iqn</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**01**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

**A. All of the above**

**mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The Student's committee organizes annual cultural program of DDC and sports every year towards proper communication and coordination among students across all Vidyamandir campus. It involves in taking major decisions of the institute on teaching, learning, administration and governance in collaboration with faculty members every year. The Student's committee of 2020-21 was virtually constituted due to the pandemic. The Student's committee organizes annual cultural program of DDC and sports every year towards proper communication and coordination among students across all Vidyamandir campus. It involves in taking major decisions of the institute on teaching, learning, administration and governance in collaboration with faculty members every year. The Student's committee of 2020-21 was virtually constituted due to the pandemic.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Due to Pandemic Covid the Alumni association was not organised by DDC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs  
(INR in Lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Dahyalal Dosjibhai Choksi College of Secondary Education was established in the year 1972 with the charity of Shri D. D. Choksi Charitable Trust. The purpose of establishing this institute was to provide best secondary school teachers in Banaskantha District. The trainees get the first hand experience of teaching in the secondary schools run by our Trust at the same time our Secondary Schools are benefited by the expertise of the method masters of the College. This is a two years degree course required for the job of an upper primary, secondary and higher secondary school teacher. Dahyalal Dosjibhai Choksi College of Secondary Education is recognized institution by UGC and NCTE affiliated to Hemchandracharya North Gujarat University, Patan and has been accredited 'B' by NAAC. And in this year 2020 College is affiliated with Indian Institute of Teachers Education (IITE), Gandhinagar. The college has always taken lead to provide progressive and quality teacher education by equipping each & every pupil with all the necessary virtues and traits. Dahyalal Dosjibhai Choksi College of Secondary Education has always remained committed to fulfill its



social responsibility of producing value driven quality teachers to fulfill the challenging demands of 21st century.

File Description	Documents
Paste link for additional information	<a href="http://www.ddchoksibedcollege.edu.in/pagedetail/QKHzJuhPU8m2sTrn1Epbo0Mlbuukmt/our-mission">http://www.ddchoksibedcollege.edu.in/pagedetail/QKHzJuhPU8m2sTrn1Epbo0Mlbuukmt/our-mission</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The governance of the institution is reflective: The empowered team of the college involves Principal, convener of different committees, Teaching-staff, IQAC committee, non-teaching and supporting staff, student's union, General Secretary (GS) and ladies representative(LR). The principal monitors the mechanism regarding administration and academic process for proper functioning of the policies, rules and action-plans of college. Committees work in accordance to support the vision & mission of the college. For example, these are welcome committee, birthday committee, prayer committee, Bulletin , cultural, cleanliness, internship, tour, sports, grievance, action research, student welfare, ,workshop/ seminar, women development, language/media reporting, discipline/ attendance, environment, Stationary, student forum, language , Steve jobs, submission of activities, NSS, Examination cell, and counselling cell, library and sports committee, cultural and literacy committee, internal examination committee, anti-ragging committee, grievance redressed committee, etc. All committees take its responsibility for planning activities thereafter successfully tackles in every quarter. Principal continuously monitors via digital surveillance with CCTV installed in classrooms and outside campus. The perspective plans are implemented by principal with finance committee, headed by herself that is related to finance received for the various grants and amount received from other sources from overall development and maintenance of college.

File Description	Documents
Paste link for additional information	<a href="http://www.ddchoksibedcollege.edu.in/">http://www.ddchoksibedcollege.edu.in/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Ideas pertaining to academic goals, organizational progression to prepare excellent and efficient teachers are collected from all stakeholders to promote efficient functioning of the College. The staff and other stakeholders help in infusing a positive attitude that leads to increased efficiency, improved communication and job satisfaction.

Believing in decentralization, the Management of Vidyamandir trust takes policy decisions, finance, infrastructure etc. with the help of Principal of the College. College discusses matters related to teaching and administrative staff and decisions are taken at these levels are implemented. Believing in democratic values, the institution has decentralized and participative management. Normally all the major decisions are taken by the parent body i.e. vidyamandir trust. The Principal formally put any new proposal in the monthly meeting of the executive council along with the Campus director. A budgetary provision has to be submitted well in advance and to the parent body ( Vidyamandir trust) for approval.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.ddchoksibedcollege.edu.in/pagedetail/q1xc991fAUfsCJOKsLTvzqxAT6QqEU/academic-calendar">http://www.ddchoksibedcollege.edu.in/pagedetail/q1xc991fAUfsCJOKsLTvzqxAT6QqEU/academic-calendar</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College has got a set of byelaws recommended by the Vidyamandir Trust, adopted by the affiliated to the Indian Institute of Teacher Education. The management of this College has always tried to ensure that this policy statement is effectively implemented, and should be efficient for the functioning of the institution. During the last more than forty years, there has not been any issue of dispute in this matter.

The College is led by the Principal in all academic and administrative matters. There are several functionaries appointed by on the recommendation of the Principal, which are as follows:

1. Examination In-charge

2. Counsel of Committee members

3. Admission Committee

4. NSS Incharge

5. IQAC In-charge The entire administrative setup is functional and functions in coordination with the Principal and the College Management. The College being a minority institution has certain privileges in matters of appointment of teachers and staff. Appointment of teachers made by the College Management has to be approved by the Higher Education Commission and the Government of Gujarat. The service rules have also been enunciated in the Act and Statutes of the University, and the College has to function within the framework of those rules.

File Description	Documents
Paste link for additional information	<a href="http://www.ddchoksibedcollege.edu.in/pagedetail/LqldtPYTpRPj50UKyFPO0KuOyMttkh/code-of-conduct">http://www.ddchoksibedcollege.edu.in/pagedetail/LqldtPYTpRPj50UKyFPO0KuOyMttkh/code-of-conduct</a>
Link to Organogram of the Institution webpage	<a href="http://www.ddchoksibedcollege.edu.in/#">http://www.ddchoksibedcollege.edu.in/#</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and**

**A. All of the above**

## Support Examination

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

DDCHOKSI has effective welfare measures in place for its teaching and non-teaching staff. The various welfare schemes are as follows:

1. Medical Allowance
2. Child Educational Allowance (Scholarship)
3. Maternity benefits as per norms
5. Travel Concession
6. All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D. program.
7. Vidyamandir Trust Employees' Welfare Fund

The following facilities are also provided to employees for efficient functioning:

1. Medical leave
2. Yoga classes
3. Psychological counselling

4. KALAYATAN( Hobby Centre, ART and CULTRAL Activities)

5. Computing( IT - LAB)

6. Canteen

7. Identity cards

9. Sports facilities( Sports Academy)

File Description	Documents
Paste link for additional information	<a href="http://www.ddchoksibedcollege.edu.in/pagedetail/LqldtPYTpRPj50UKyFPO0KuOyMttkh/code-of-conduct">http://www.ddchoksibedcollege.edu.in/pagedetail/LqldtPYTpRPj50UKyFPO0KuOyMttkh/code-of-conduct</a>
Upload any additional information	No File Uploaded

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

00

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The College follows the self appraisal system of teachers through a specific format. The self appraisal forms are submitted by the teachers at the end of every academic session, individually. The forms are studied and verified by the Principal from the records

available. Meetings on one of one level are organized between the Principal and the concerned teacher before the Principal submits his confidential report. The self appraisal record explains the absence of the teacher, the number of classes organized, assessment and evaluation done through various internal tests and projects and the percentage of curriculum delivered. The confidential record of the Principal includes the self appraisal report submitted by the concerned teacher as also the details of the one on one meeting between the concerned teacher and the Principal.

File Description	Documents
Paste link for additional information	<a href="http://ddchoksibedcollege.edu.in/pagedetail/6cLaZ9hFsTiWIzOrAJJb0q9yjnnTKJ/student-satisfaction-survey">http://ddchoksibedcollege.edu.in/pagedetail/6cLaZ9hFsTiWIzOrAJJb0q9yjnnTKJ/student-satisfaction-survey</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The details of internal and external audit procedures and information on the outcome of last two audits of the last two financial years are attached here with in the annexure.

The following procedures are adopted in order to ensure quality with transparency in the financial management process.

1.Maintenance of voucher system while giving a short amount of money by the accountant. 1.Maintenance of note sheet for withdrawal of money through the procedure in the following sequence

1.Maintenance of expenditure and balance through the tally system immediately after the disbursement of the money to the claimant.

2..All types of income and expenditure of the institution are routed through internal and external audits.

D.D.Chokshi College of Secondary Education has an extensive account audit process. The College conducts internal and external financial audits annually. The institution has a Finance section in its administrative setup which maintains and audits the

financial statements regularly. All the expenses made by the institute are audited by internal and external audit. The institute has specialized accounts and audit team who conducts the internal audit regularly. The internal audit is supervised by the Accounting and Auditing Committee and submitted to the certified Chartered Accountant.

File Description	Documents
Paste link for additional information	<a href="http://ddchoksibedcollege.edu.in/pagedetail/aoeJ7vsUaQzqF9mIiHrxZmfh37ADGX/audit-reports">http://ddchoksibedcollege.edu.in/pagedetail/aoeJ7vsUaQzqF9mIiHrxZmfh37ADGX/audit-reports</a>
Upload any additional information	No File Uploaded

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Budgeting and auditing procedures are regular and standardized. The sources of income of the institution are legitimate and transparent. Financial planning is done to ensure judiciousness. D.D.Chokshi College of Secondary Education follows financial regulations based on the approved procedures of financial management. It budgets all items of expenditure which remain transparent. In the financial sphere it honors all legal limits and maintains transparency in transactions. The main source of revenues for the organization is admission fees collected from the students. The allocated funds are used for student development and organizational infrastructural and technical development. The



institute mobilizes the fund by focusing the D.D.Chokshi College of Education vision i.e. "We strive to equip student teachers with appropriate knowledge, habits, attitudes and values. They should not only develop the necessary, competencies as teacher but they will have a desire for lifelong learning and for reaching the unreached and marginalized.".. The Fund received are utilized for Holistic development is ensured by year round academic events and calendar. The institute plans a budget well in advance. The Budgeted fund are spent in the following Areas Salaries to:  
Teaching Staff Non Teaching Staff

Salaries to: Teaching Staff Non Teaching Staff, Purchase of Books, Software's etc Conferences and Seminars Faculty Development Programs National and International Conferences Sports and Cultural Activities and student's council.

File Description	Documents
Paste link for additional information	<a href="http://www.ddchoksibedcollege.edu.in/pagedetail/bDPspjABx3DQJ9rKwHNocZoIVY4jUq/amenities">http://www.ddchoksibedcollege.edu.in/pagedetail/bDPspjABx3DQJ9rKwHNocZoIVY4jUq/amenities</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

D.D.Chokshi College of Secondary Education is a student centric institution, and always ensure the benefit of students in all spheres of life. Establishment of IQAC is a concrete step towards development of students. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions, specifically students. To promote measures for institutional functioning towards student development through effective teaching through various models and techniques as well as field trips alongwith start up projects as one of the best practice., IQAC make sure that students are given hands on experience through school internships and block teaching which are designed to give students first experience of which works as . the linkage between classroom teachings and the real world. Students also contribute to the assignments of faculty members and get clear idea about the real world workings. Students

are encouraged to participate in art, drama, theatre, sports which helps them to learn through their own experience of the happenings in the country and in the world. IQAC takes care that the transfer of knowledge is happening in all activities.. Procedure to check effective working: IQAC takes due care in implementation of this initiative. Time to time IQAC randomly checks the performance report of students and advice faculties wherever required.

File Description	Documents
Paste link for additional information	<a href="http://ddchoksibedcollege.edu.in/pagedetail/LxTvHYJpQaCI9Ctyy6gg4UhPtO8TL2/annual-reports">http://ddchoksibedcollege.edu.in/pagedetail/LxTvHYJpQaCI9Ctyy6gg4UhPtO8TL2/annual-reports</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC of D.D.Chokshi College of Secondary Education takes continuous review of teaching learning process structures & methodologies of operations and learning outcomes at periodic intervals. The academic calendar is prepared for the entire year, containing various conclave dates, festival dates, cultural event dates etc. Faculty members prepare their session plans keeping in mind the relevance of blooms taxonomy for their course. IQAC suggests innovative pedagogical methodologies like Power Point Presentations, Projects, Field Trips, Role Plays, Workshops, videos etc. in addition to the completion of curriculum through Assignments, Class Tests, Tutorials etc as this helps to widen the horizons of the students enabling them to gain in depth understanding of the course content. IQAC promotes the culture of research amongst students by encouraging to do Action Research.. Vidyamandir Trust encourage to organize Conferences and Seminars on themes relevant to the educational needs and futuristic growth of the students. Spoken English Classes are conducted for students on regular basis as English language is the need of the hour to explore and imbibe the latest happenings and execute in teaching-learning process. DDC is one of the few colleges that offer dedicated certificate add-on courses as it helps in providing opportunity to students for hands on experience and building bridges with the world of work. DDC is one of its kind as it promotes start up projects and innovation as it rigorously started working on it with projects like solar bulb project, musical

dustbin ,gamification etc.

File Description	Documents
Paste link for additional information	<a href="http://www.ddchoksibedcollege.edu.in/pagedetail/q1xc991fAUfsCJOKsLTvzqxAT6OqEU/academic-calendar">http://www.ddchoksibedcollege.edu.in/pagedetail/q1xc991fAUfsCJOKsLTvzqxAT6OqEU/academic-calendar</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**E. None of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://ddchoksibedcollege.edu.in/pagedetail/LxTvHYJpOaCI9Ctyy6gg4UhPtO8TL2/annual-reports">http://ddchoksibedcollege.edu.in/pagedetail/LxTvHYJpOaCI9Ctyy6gg4UhPtO8TL2/annual-reports</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The College has been sensitive to the issue of gender equity. And sensitization is carried out through various curricular and co curricular activities, and by creating facilities for women on the

campus. In all, 75% percent of the students enrolled with the College are girls. The College has implemented the policy of the State Government where no tuition fee is charged from girl students. Special care is taken by the College for safety and security of the girl students. Regular counselling is organised on issues related with the problems of the girls and for sensitization of the boys for a healthy coexistence in the College. So much so that the College went on to celebrate Women Empowerment Day and initiated SHE bank for proper disbursement of sanitary pads and monetary aids. CCTV cameras were installed in the campus for better management of this issue. There is a separate Common-Room for girls in the campus of the College with facilities of running water and toilet. Hostels for both boys and girls provided with perfect amenities in the campus itself. Not only that, but it has helped to empower these girls by providing them a good number of opportunities by offering a host of co-curricular and extracurricular activities.

File Description	Documents
Annual gender sensitization action plan	<a href="http://ddchoksibedcollege.edu.in/pagedetail/LxTvHYJpQaCI9Ctyy6gg4UhPt08TL2/annual-reports">http://ddchoksibedcollege.edu.in/pagedetail/LxTvHYJpQaCI9Ctyy6gg4UhPt08TL2/annual-reports</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://ddchoksibedcollege.edu.in/pagedetail/bDPspjABx3DOJ9rKwHNocZoIVY4jUq/amenities">http://ddchoksibedcollege.edu.in/pagedetail/bDPspjABx3DOJ9rKwHNocZoIVY4jUq/amenities</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system**

## Hazardous chemicals and radioactive waste management

With the passage of time, a system of Waste Management has evolved in the College during the years. Waste paper-baskets and dustbins have been placed strategically in the campus so that the papers and leaves along with other waste material are not found littered. There is a system of the to collect both dry and wet waste in the morning hours, and that is how the dustbins and the baskets are cleared every day.

There are toilets and washrooms in the campus and the liquid waste from those toilets and washrooms go to the soak pits and septic tanks specially created on the campus. No liquid waste is allowed to be littered on any space within the College.

The College does not have Science Laboratories, so the question of liquid (Chemical) waste coming out of the labs does not arise.

The College has got ICT rooms and many systems for use in the College Office. As a result, the issue of e-waste surely crops up. So far it has been the practice of the College to return the sick e-machines, drives, out-dated mobiles and digital cameras to the online dealers.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="http://ddchoksibedcollege.edu.in/home/photocategory">http://ddchoksibedcollege.edu.in/home/photocategory</a>
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution:** Rain water harvesting  
Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

D. Any 1 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

D. Any 1 of the above

with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities

(Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information :

Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College has been quite alive to the issues of tolerance and harmony towards cultural, regional, linguistic, communal, socio-economical and other diversities. Some of the initiatives taken to attain the desired level in these efforts have been institutionalised in the College. The College organises seminars and workshops on such diversities rather frequently. The students are sensitized to these issues even in class seminars and daily assembly activities. Celebration of Constitutional Day. Mother tongue day, Sanskrit Day, Rakhi celebration, Gandhi Vichar Quiz competition, Subhash Chandra Bose birth anniversary day etc

The College has got NSS headed by one senior teacher who act as Programme Officers. The volunteers admitted to NSS every year work as ambassadors of the College in the villages which surround the College. The College has adopted a village Parpada, where solar energy lamps and importance of mask as well as covid vaccination was carried out by the volunteers of NSS. Day camps are organised every year and the issues related with sensitization of people towards cultural, regional, linguistic, communal, socio economic

and other diversities are sincerely organised. The impact of these programmes have been quite appreciable.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

During the last five years, various initiatives have been taken by the College for sensitization of students and employees to their constitutional obligations: values, rights, duties and responsibilities. As is mentioned in the vision statement of the College, the College strives in a focussed manner to create responsible citizens. We can begin with the classroom seminars which are held at regular intervals so as to inculcate values among students. Apart from that, celebration of important days such as Independence Day, Gandhi Jayanti, Youth Day, National Unity Day, International Women's Day, International Yoga Day, Constitution Day are organised every year. Students are asked to write essays, make speeches, recite poems, sing songs and present dances on the relevant subjects during these days. All the teachers including the Principal are generally present in all such functions and many of them present their views in a very inspiring way. Organising such functions go a long way in sensitizing the students and employees to their Constitutional responsibilities. (<http://www.ddchoksibedcollege.edu.in/pagedetail/WnxFynTC4Z6ldj6eulZjrgYyjoz8un/activities>)

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code A. All of the above of conduct for students, teachers,**



administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The following national and international commemorative days are celebrated every year, which can be seen by the reports on the website and pictures of the events and reports appended below each event: 1. National Youth Day: The first event celebrated by the NSS is National Youth Day (Swami Vivekananda's Birthday) on 12th of January. 2. The Republic Day: The Republic Day is celebrated with fanfare. Apart from the rituals of the flag hoisting, singing of the National Anthem is also done.

3. International Day of Yoga: International Day of Yoga is celebrated in the College. Teaching and practice of yoga is done in which the teachers and the students participate. 4. Independence Day: The College celebrates Independence Day. Apart from the flag-hoisting ceremony, singing of the National Anthem with salute to the Indian Flag. 5. NSS Day: On 24th of September every year, NSS Day is celebrated. 6. Gandhi Jayanti: Gandhi Jayanti is celebrated every year by all the students, teachers and staff of the College. 7. Constitution Day: Constitution Day of India was celebrated last year only in which the Preamble of the Constitution and its importance as well as promising to pledge their life for upholding

the Constitution of India. 8. International Women's Day: It is celebrated on 8th March in which it is stressed that the dignity of women and their importance in the society be upheld, so that the society becomes a better place to live in.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### BEST PRACTICES SUCCESSFULLY IMPLEMENTED BY THE COLLEGE

#### 1. Eco-friendly Seed Pens

- **Objectives:** The path to bring about environmental awareness and make our contribution towards a happier and healthier future.
  - **Method:** Once the pen ink is over, instead of throwing it, one may put it in the pot with soil and manure. The capsule side should go inside the soil and tip upwards, this will allow the capsule to dissolve and the seed will go inside the moist soil. Remove the pen and you may continue to use it. Even if you end up disposing these Plantable seed pens will plant the seeds wherever they land. **Result:** Most of the seeds germinate in 5-10 days.

#### 2. Solar Lamp

- **Objectives:** The major objectives of solar street lights have promoted the reducing of fossil fuels and increase the using of new technology of renewable energy sources. T
- **Utility:** The use of solar lights improves education for students who live in households without electricity. Solar lamps have a lower operating cost than kerosene lamps because renewable energy from the sun is free, unlike fuel. In

addition, solar lamps produce no indoor air pollution unlike kerosene lamps.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

"Service to others is the rent you pay for your room here on Earth." Muhammad Ali

We believe that college life is not all about academics, games, friends, and fun. It is also about learning to interact with other people, being aware of social, environmental and gender issues, and inequities in the society. We provide an opportunity to every student to contribute to make the society in which they live a better place and to grow as better individuals. As a special thrust, societal development is also instilled on a large scale into the students through the active NSS unit which undertakes various services to inculcate social values. Throughout the year, the NSS unit undertakes a plethora of events ranging from street plays, cleanliness drives, tree plantation drives, donation drives, waste management drives, gender equity, field visits and many more. Our Institution has adopted an entire village named Parpada and do the efficient service like distributing solar bulbs, masks and awareness about covid vaccine.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The learning experiences are linked to learning goals for B.Ed programme. Each faculty is grouped under seven subjects related to all subjects and all decisions related to academic inputs in a particular programme are taken by each staff members .All the faculties complete their theory and practical aspects of each paper semester wise.Internal assignments and exams are being taken time to time as per the academic calendar prescribed by the university.Internship programmes are also arranged as per the curriculum given by university.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://ddchoksibedcollege.edu.in/files/II%20B.Ed%20%20YEAR%20Syllabus.pdf">http://ddchoksibedcollege.edu.in/files/II%20B.Ed%20%20YEAR%20Syllabus.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic Calendar is a strong foundation of academic activities and propagates to the vision and mission of DD CHOKSI COLLEGE OF SECONDARY COLLEGE . Preparation of Academic Calendar begins before the commencement of academic session. The Coordinators takes into consideration the University planner while preparing the Academic calendar. It is placed to the Governing Body through IQAC Cell for final approval. The Academic Calendar is displayed on College Notice Board, website and prospectus. Effectiveness of the entire process is maintained by the Office of the Principal with the objective of incorporating inquisitiveness and scientific temper among the students through diverse activities.

- Working Days:As per the norms of NCTE, nearly 240 working days are kept in the academic year for teaching and allied activities.
- Curricular Activities:It covers the entire teaching and

learning process with the teaching plan and activities/ assignments/project work, field studies/ action research provided in IITE syllabus

- Co-curricular Activities: Debate, Seminar, group presentations, other literary and hobby competition etc are conducted by the respective faculties which are included in the calendar.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://www.ddchoksibedcollege.edu.in/">http://www.ddchoksibedcollege.edu.in/</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

6

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

00

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

00

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The college takes efforts for integration of ethical and human values through extra-curricular activities and programs. N. S.

S. department help to inculcate human values among students. Planner of morning assembly includes lot of activities to feed the brain for human values and ethics Guest lectures on value education have been organized for students.

The environment friendly programs are organized like planting the trees, watering plant, Celebration of various days like World Environment Day, N.S.S. Day, Sparrow day, Youth day etc. The college takes initiative in MGNCRE, student teachers learned psychosocial skills and are doing counselling to corona patients. College is associated with go green project sponsored by GEER FOUNDATION (Govt. of GUJARAT). Student teachers are associated with various activities like making pots, lata-mandap, planting saplings, growing garden using Mia Waikiki technique. Student teachers are having special paper of Environmental Education and Gender, School and Society in SEM -4.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

Nil

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<b>No File Uploaded</b>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

50

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**



File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

#### 1.4.2 - Feedback process of the Institution may be classified as follows

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

55

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

##### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

50

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution assesses the learning levels of the student teachers in two ways at the time of the commencement of the programme. Remedial Classes are conducted with an aim to improve the academic performance and pedagogy skills of the slow learners. This practice helps the struggling learners to improve subject knowledge and professional skills which helps them catch up with their peers. Group Study System is also encouraged with the help of advanced learners. Academic and personal counselling is given to the slow learners by the counselling cell. Bilingual explanations and discussions are imparted to the slow learners after the class hours for better understanding. Provision of simple and standard lecture notes/course materials Strategies for the advanced learners. Coaching is also given in Skill Development Programme like Communicative English, Aptitude and Placement. Advanced learners are encouraged to enrol in MOOC Courses - Swayam, EdX. Provision of additional learning and reference material. Assignment and Student Seminars on contemporary topics to enable them for placement. Student teachers are encouraged to participate and present papers in various Seminars/ Conferences/ Workshops/ Inter-Collegiate Competitions organized by other colleges. Talented student-teachers are motivated to participate in extra-curricular activities, exhibitions and cultural competitions.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
55	2

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

DDCHOKSI COLLEGE trusts have student-centric methods to enhance student involvement as a part of participative learning and problem-solving methodology. Specifically, the student's centric methodology includes :

1. **Experiential Learning** -Project work is organized in two phases 1)Action research and 2)Reflective Journal, this is an essential element of each programme. Internship or Field projects in schools for Real-time exposure students are encouraged to participate at the National and International Levels. Guest lectures by eminent experts from industry and academics from across the world are organised to supplement the teaching process and provide experiential learning.

2. **Participated Learning**- B.Ed college curriculum is based on participating learning. It is mandatory for the student teachers to participate in each activity from morning assembly to day celebrations. Teachers adopt the role-play method especially in supplementing teaching by way of participative learning. The college organizes student activities to promote the spirit of Teamwork and Camp of NSS, institutional social responsibility through Red Cross, Village Adoption, and Tree plantation. Swatch Bharat and Health awareness camp to help the students to work for Social and community welfare.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://ddchoksibedcollege.edu.in/pagedetail/tIIyO4msiqRF3Uhp05x7m9eIxbiqH/ffinish-ing-school-programme">http://ddchoksibedcollege.edu.in/pagedetail/tIIyO4msiqRF3Uhp05x7m9eIxbiqH/ffinish-ing-school-programme</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers are combining technology with the traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following ICT tools are used by the Institute:

- Projectors- 8 projectors are available in different classrooms/labs
- Desktop and Laptops- Arranged at Computer Lab and Faculty cabins all over the campus.
- Printers- They are installed in the administrative office and principals' room.
- Photocopier machines - There are two Photostat machines available on campus.
- Scanners- Multifunction printers are available at the administrative office.
- Online Classes through Microsoft teams, Zoom, Google Meet, Google Classroom
- PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCDs and projectors.
- Online quiz- Faculties prepare an online quiz for students after the completion of each unit with the help of GOOGLE FORMS.
- Video Conferencing- Students have been counselled with the help of Microsoft teams / Zoom / Google meet applications.
- Video lecture- Recording of video lectures is made available to students for long term learning and future reference.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the

**latest completed academic year )****2.3.3.1 - Number of mentors**

02

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year**

02

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	No File Uploaded

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Transparency initiatives at the institute level: There is a standard process of internal examination in the college. Exam papers are set by the professors of other colleges. According to the academic calendar, a student-teacher has to appear in 2-internal examinations and has to submit assignments compulsorily. The schedule of the internal examination is decided at the beginning of the session, in the form of an academic calendar. According to the academic calendar, a professor has to take an internal test, which is in the form of a written test. The marks in the internal test are shown in the classrooms and each student-teacher can ask about their performance. They can observe their test copies. A record of the obtained mark is written in the register. If there is any difference or discrepancy in their marks, it can immediately be corrected. After showing the answer sheet to student-teachers, the copy of the student is kept in the internal-examination section. One may observe the marks and copy them in the same session. In B.Ed., a student-teacher has to attend the internal examination compulsorily. Its marks are sent to the university to add to the semester mark sheet.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The college follows strictly the guidelines and rules issued by the IITE while conducting internals and semester-end examinations.

At Institute level: At the Institute level, an examination committee, comprising senior staff as conveners and two faculties, is constituted to handle the issues regarding the evaluation process. The professor distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the professor. The internal marks are displayed on the notice board. If any discrepancy like mistakes in the question paper, mark allocation, or correction is noticed by the students, the concerned professor will resolve the discrepancy, and the necessary corrections will be made. For student-teachers who have failed the examination, remedial classes are conducted by the college. Within a time-bound the Internal Assessment marks are entered in the University web portal, by student's login, students can individually view their performance in the University portal.

At the University level: If students have grievances related to the evaluation of university answer scripts, they can bring their grievances by applying for the following evaluation procedure. Students can apply for a re-evaluation of their answer scripts within a week from the declaration of results if they are not satisfied with their results.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

**Nil**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for Additional information	<a href="https://ddchoksibedcollege.edu.in/pagedetail/7yKb8XI22udGXVpAODY4XZoANiOY5T/syllabus">https://ddchoksibedcollege.edu.in/pagedetail/7yKb8XI22udGXVpAODY4XZoANiOY5T/syllabus</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

**Nil**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://ddchoksibedcollege.edu.in/pagedetail/7yKb8XI22udGXVpAODY4XZoANiOY5T/syllabus">https://ddchoksibedcollege.edu.in/pagedetail/7yKb8XI22udGXVpAODY4XZoANiOY5T/syllabus</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<b>No File Uploaded</b>
Upload any additional information	<b>No File Uploaded</b>
Paste link for the annual report	<a href="https://ddchoksibedcollege.edu.in/pagedetail/NuujJkP4ov7bsg7sjSem9E3Rse8BH9/student-results">https://ddchoksibedcollege.edu.in/pagedetail/NuujJkP4ov7bsg7sjSem9E3Rse8BH9/student-results</a>



**2.7 - Student Satisfaction Survey****2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[https://ddchoksibedcollege.edu.in/files/D.D.%20Choksi%20College%20of%20Secondary%20Education%20Student%20Satisfaction%20Survey%202020-2021%20\(Responses\)%20-%20Form%20Responses%201.pdf](https://ddchoksibedcollege.edu.in/files/D.D.%20Choksi%20College%20of%20Secondary%20Education%20Student%20Satisfaction%20Survey%202020-2021%20(Responses)%20-%20Form%20Responses%201.pdf)

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

269200

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

05

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

00

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers

**published in national/ international conference proceedings per teacher during the year**

**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

00

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

#### NSS Report for Covid - 19

Amid the corona virus outbreak, with initiative steps taken by Principal Dr. N. G. Ghosh, National Service Scheme volunteers of D. D. Choksi College and Smt. S.P. Kothari English Medium B.Ed College student-teachers have not been deterred by the lockdown, and are doing their bit by spreading awareness on COVID-19 via helping Government like police mitra, Making masks etc. NSS volunteers have begun providing information on the origin, spread and preventive measures in the city, they have resorted to several measures to prevent the spread of the disease and clear misconceptions pertaining to it. Our student teachers are distributing essential services to senior citizens and needy people. They are helping the govt. officials in distributing food packets to the less privileged people. The program officers of both the colleges Dr. Bharat Mali and Mrs. Arpana Tripathi are guiding the student teachers to serve the people in the best way possible.

The student-teachers are creating infotainment with illustration videos and conducting quizzes to help spread awareness in people. They are venturing into mass production of masks and distributing them locally. The student teachers of the colleges are actively participating in the fight against Corona pandemic.

File Description	Documents
Paste link for additional information	<a href="http://ddchoksibedcollege.edu.in/pagedetail/1jzK9joaF6NpQBj0bplPYUgBBcEFJK/nss-report">http://ddchoksibedcollege.edu.in/pagedetail/1jzK9joaF6NpQBj0bplPYUgBBcEFJK/nss-report</a>
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the

year

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

2

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college is well equipped with all facilities which time and again are updated as per requirement and necessity. There is an ICT cell in the college which looks after the maintenance of the computers and facilities. The maintenance of classrooms is done on regular basis. 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.ddchoksibedcollege.edu.in/page/detail/bDPspjABx3DQJ9rKwHNoCZoIVY4jUq/amenities">http://www.ddchoksibedcollege.edu.in/page/detail/bDPspjABx3DQJ9rKwHNoCZoIVY4jUq/amenities</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

### Cultural Activities

Shri Rajnikant Chhotalal Mehta Kalayatan

This institute is a strongly believes in educating children through activities that do not just enrich the minds, but also the souls of our children. Pujya Vinoba Bhaveji and Pujya Ravishankar Maharaj had inaugurated this new building at Taleybaug Campus on December 31, 1958.

Capacity:128 students

#### Sports

Smt. Sumanben & Shri Tarachandbhai C. Mehta Sports Academy

This institute strongly believes in educating children through activities that do not just enrich the minds, but also the souls of our children. Pujya Vinoba Bhaveji and Pujya Ravishankar Maharaj had inaugurated this new building at Taleybaug Campus on December 31, 1958.Capacity:128 students

#### Yoga Centre

Smt. Vasuben Sureshbhai Bhansali Yoga Centre

This institute strongly believes in educating children through activities that do not just enrich the minds, but also the souls of our children. Pujya Vinoba Bhaveji and Pujya Ravishankar Maharaj had inaugurated this new building at Taleybaug Campus on December 31, 1958.Capacity:128 students

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://beta.vidyamandir.org/EN/detail/centers">http://beta.vidyamandir.org/EN/detail/centers</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

07

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

07

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://beta.vidyamandir.org/EN/detail/shri-vrajlal-chandulal-mehta-school-of-information-technology">http://beta.vidyamandir.org/EN/detail/shri-vrajlal-chandulal-mehta-school-of-information-technology</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

150469.00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

##### Shri Bagmalbhai Laxmichand Parikh Central Library

Shri B.L. Parikh Central Library was established in the year 2012 which amalgated other libraries of Vidyamandir Trust like Shri Mayank Samir Central Library, Shri Vividhlaxi Vidyamandir Library, English Medium School Library, Vinaymandir Library, Shri D.D. Choksi College of Secondary Education Library, Shri C.K. Mehta College of Primary Education Library and Shri K.J. Mehta College of Pre-Primary Education Library. The library building was inaugurated in the year 2012 with generous donation from Shri Bagmalbhai Laxmichand Parikh.



Shri B.L. Parikh Central Library has state of the art two storied building with facilities like reading halls, e-library, public library, children library and SOUL library software. Usage of library is available to students and staff of trust as well outside readers. As of now, the library has around 32000 books, 59 magazines and 7 daily newspapers catering around 4200 school students, 380 staff and 4000 outside readers. Working hours of library are from 7 a.m. to 9 p.m from Tuesday to Sunday.

Software :Soul 3.0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://vidyamandir.org/moredetail3/zWMirWu5qi7AYWnJ06qzwTnP0yfxbT">https://vidyamandir.org/moredetail3/zWMirWu5qi7AYWnJ06qzwTnP0yfxbT</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

14186

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

##### Shri Vrajlal Chandulal Mehta School of Information Technology

Our dream of cultivating toddlers with a different approach would not have seen its dawn if it were not for Smt. Kesarben Amritlal Zaveri, Smt. Lilaben Surajmal Mehta, and Smt. Lilaben Gafurchand Mehta, who lent us a helping hand and generously donated for the establishment of Shri Jain Balmandir on August 16, 1951. This was where it all began.

This institute is a Gujarati medium kindergarten that strongly believes in educating children through activities that do not just enrich the minds, but also the souls of our children.

In 1958, the building of this Balmandir was restructured to make it look like a pagoda to highlight the Jain principles we follow. Pujya Vinoba Bhaveji and Pujya Ravishankar Maharaj had inaugurated this new building at Taleybaug Campus on December 31, 1958.

Capacity:128 students

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://vidyamandir.org/moredetail3/Q96eLcAid9MeINFqfUgexQ0gBNYya5">https://vidyamandir.org/moredetail3/Q96eLcAid9MeINFqfUgexQ0gBNYya5</a>

**4.3.2 - Number of Computers**

50

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

819610

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college is well equipped with all facilities which time and again are updated as per requirement and necessity. For maintenance of library infra-structure 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://ddchoksibedcollege.edu.in/pagedetail/bDPspjABx3DQJ9rKwHNocZoIVY4jUq/amenities">http://ddchoksibedcollege.edu.in/pagedetail/bDPspjABx3DQJ9rKwHNocZoIVY4jUq/amenities</a>

<b>STUDENT SUPPORT AND PROGRESSION</b>	
<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and</b>	<b>A. All of the above</b>

hygiene) ICT/computing skills	
File Description	Documents
Link to institutional website	<a href="https://vidyamandir.org/moredetail/wI7aOpqUzsVlZntklilHsC5jX63iqn">https://vidyamandir.org/moredetail/wI7aOpqUzsVlZntklilHsC5jX63iqn</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
01	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>A. All of the above</b>

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

**government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The Student's committee organizes annual cultural program of DDC and sports every year towards proper communication and coordination among students across all Vidyamandir campus. It involves in taking major decisions of the institute on teaching, learning, administration and governance in collaboration with faculty members every year. The Student's committee of 2020-21 was virtually constituted due to the pandemic. The Student's committee organizes annual cultural program of DDC and sports every year towards proper communication and coordination among students across all



Vidyamandir campus. It involves in taking major decisions of the institute on teaching, learning, administration and governance in collaboration with faculty members every year. The Student's committee of 2020-21 was virtually constituted due to the pandemic.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Due to Pandemic Covid the Alumni association was not organised by DDC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	
<b>6.1 - Institutional Vision and Leadership</b>	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>Dahyalal Dosjibhai Choksi College of Secondary Education was established in the year 1972 with the charity of Shri D. D. Choksi Charitable Trust. The purpose of establishing this institute was to provide best secondary school teachers in Banaskantha District. The trainees get the first hand experience of teaching in the secondary schools run by our Trust at the same time our Secondary Schools are benefited by the expertise of the method masters of the College. This is a two years degree course required for the job of an upper primary, secondary and higher secondary school teacher. Dahyalal Dosjibhai Choksi College of Secondary Education is recognized institution by UGC and NCTE affiliated to Hemchandracharya North Gujarat University, Patan and has been accredited 'B' by NAAC. And in this year 2020 College is affiliated with Indian Institute of Teachers Education (IITE), Gandhinagar. The college has always taken lead to provide progressive and quality teacher education by equipping each &amp; every pupil with all the necessary virtues and traits. Dahyalal Dosjibhai Choksi College of Secondary Education has always remained committed to fulfill its social responsibility of producing value driven quality teachers to fulfill the challenging demands of 21st century.</p>	
File Description	Documents
Paste link for additional information	<a href="http://www.ddchoksibedcollege.edu.in/page/detail/OKHzJuhPU8m2sTrn1Epbo0Mlbuukmt/our-mission">http://www.ddchoksibedcollege.edu.in/page/detail/OKHzJuhPU8m2sTrn1Epbo0Mlbuukmt/our-mission</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The governance of the institution is reflective: The empowered team of the college involves Principal, convener of different committees, Teaching-staff, IQAC committee, non-teaching and supporting staff, student's union, General Secretary (GS) and ladies representative(LR). The principal monitors the mechanism regarding administration and academic process for proper functioning of the policies, rules and action-plans of college. Committees work in accordance to support the vision & mission of the college. For example, these are welcome committee, birthday committee, prayer committee, Bulletin , cultural, cleanliness, internship, tour, sports, grievance, action research, student welfare, ,workshop/ seminar, women development, language/media reporting, discipline/ attendance, environment, Stationary, student forum, language , Steve jobs, submission of activities, NSS, Examination cell, and counselling cell, library and sports committee, cultural and literacy committee, internal examination committee, anti-ragging committee, grievance redressed committee, etc. All committees take its responsibility for planning activities thereafter successfully tackles in every quarter. Principal continuously monitors via digital surveillance with CCTV installed in classrooms and outside campus. The perspective plans are implemented by principal with finance committee, headed by herself that is related to finance received for the various grants and amount received from other sources from overall development and maintenance of college.

File Description	Documents
Paste link for additional information	<a href="http://www.ddchoksibedcollege.edu.in/">http://www.ddchoksibedcollege.edu.in/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Ideas pertaining to academic goals, organizational progression to prepare excellent and efficient teachers are collected from all stakeholders to promote efficient functioning of the College. The staff and other stakeholders help in infusing a positive attitude that leads to increased efficiency, improved communication and job satisfaction.

Believing in decentralization, the Management of Vidyamandir trust takes policy decisions, finance, infrastructure etc. with the help of Principal of the College. College discusses matters related to teaching and administrative staff and decisions are taken at these levels are implemented. Believing in democratic values, the institution has decentralized and participative management. Normally all the major decisions are taken by the parent body i.e. vidyamandir trust. The Principal formally put any new proposal in the monthly meeting of the executive council along with the Campus director. A budgetary provision has to be submitted well in advance and to the parent body ( Vidyamandir trust) for approval.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.ddchoksibedcollege.edu.in/page/detail/q1xc991fAUfsCJOKsLTvzqxAT6QqEU/academic-calendar">http://www.ddchoksibedcollege.edu.in/page/detail/q1xc991fAUfsCJOKsLTvzqxAT6QqEU/academic-calendar</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College has got a set of byelaws recommended by the Vidyamandir Trust, adopted by the affiliated to the Indian Institute of Teacher Education. The management of this College has always tried to ensure that this policy statement is effectively implemented, and should be efficient for the functioning of the institution. During the last more than forty years, there has not been any issue of dispute in this matter.

The College is led by the Principal in all academic and administrative matters. There are several functionaries appointed by on the recommendation of the Principal, which are as follows: 1. Examination In-charge

2. Counsel of Committee members

3. Admission Committee

**4.NSS Incharge**

**5.IQAC In-charge** The entire administrative setup is functional and functions in coordination with the Principal and the College Management. The College being a minority institution has certain privileges in matters of appointment of teachers and staff. Appointment of teachers made by the College Management has to be approved by the Higher Education Commission and the Government of Gujarat. The service rules have also been enunciated in the Act and Statutes of the University, and the College has to function within the framework of those rules.

File Description	Documents
Paste link for additional information	<a href="http://www.ddchoksibedcollege.edu.in/page/detail/LqldtPYTpRPj50UKyFP00KuOyMttkh/cod-e-of-conduct">http://www.ddchoksibedcollege.edu.in/page/detail/LqldtPYTpRPj50UKyFP00KuOyMttkh/cod-e-of-conduct</a>
Link to Organogram of the Institution webpage	<a href="http://www.ddchoksibedcollege.edu.in/#">http://www.ddchoksibedcollege.edu.in/#</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

**6.3 - Faculty Empowerment Strategies**

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

DDCHOKSI has effective welfare measures in place for its teaching and non-teaching staff. The various welfare schemes are as follows:

1. Medical Allowance
2. Child Educational Allowance (Scholarship)
3. Maternity benefits as per norms
5. Travel Concession
6. All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D. program.
7. Vidyamandir Trust Employees' Welfare Fund

The following facilities are also provided to employees for efficient functioning:

1. Medical leave
2. Yoga classes
3. Psychological counselling
4. KALAYATAN( Hobby Centre, ART and CULTURAL Activities)
5. Computing( IT - LAB)
6. Canteen
7. Identity cards
9. Sports facilities( Sports Academy)

File Description	Documents
Paste link for additional information	<a href="http://www.ddchoksibedcollege.edu.in/page/detail/LqldtPYTpRPj50UKyFP00KuOyMttkh/cod_e-of-conduct">http://www.ddchoksibedcollege.edu.in/page/detail/LqldtPYTpRPj50UKyFP00KuOyMttkh/cod_e-of-conduct</a>
Upload any additional information	No File Uploaded

**6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

00

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The College follows the self appraisal system of teachers through a specific format. The self appraisal forms are submitted by the teachers at the end of every academic session,



individually. The forms are studied and verified by the Principal from the records available. Meetings on one of one level are organized between the Principal and the concerned teacher before the Principal submits his confidential report. The self appraisal record explains the absence of the teacher, the number of classes organized, assessment and evaluation done through various internal tests and projects and the percentage of curriculum delivered. The confidential record of the Principal includes the self appraisal report submitted by the concerned teacher as also the details of the one on one meeting between the concerned teacher and the Principal.

File Description	Documents
Paste link for additional information	<a href="http://ddchoksibedcollege.edu.in/pagedetail/6cLaZ9hFsTiWizOrAJJb0q9yjnnTKJ/student-satisfaction-survey">http://ddchoksibedcollege.edu.in/pagedetail/6cLaZ9hFsTiWizOrAJJb0q9yjnnTKJ/student-satisfaction-survey</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The details of internal and external audit procedures and information on the outcome of last two audits of the last two financial years are attached here with in the annexure.

The following procedures are adopted in order to ensure quality with transparency in the financial management process.

1.Maintenance of voucher system while giving a short amount of money by the accountant. 1.Maintenance of note sheet for withdrawal of money through the procedure in the following sequence

1.Maintenance of expenditure and balance through the tally system immediately after the disbursement of the money to the claimant.

2..All types of income and expenditure of the institution are routed through internal and external audits.

D.D.Chokshi College of Secondary Education has an extensive account audit process. The College conducts internal and

external financial audits annually. The institution has a Finance section in its administrative setup which maintains and audits the financial statements regularly. All the expenses made by the institute are audited by internal and external audit. The institute has specialized accounts and audit team who conducts the internal audit regularly. The internal audit is supervised by the Accounting and Auditing Committee and submitted to the certified Chartered Accountant.

File Description	Documents
Paste link for additional information	<a href="http://ddchoksibedcollege.edu.in/pagedetail/aoeJ7vsUaQzqF9mIiHrxZmfh37ADGX/audit-reports">http://ddchoksibedcollege.edu.in/pagedetail/aoeJ7vsUaQzqF9mIiHrxZmfh37ADGX/audit-reports</a>
Upload any additional information	No File Uploaded

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Budgeting and auditing procedures are regular and standardized. The sources of income of the institution are legitimate and transparent. Financial planning is done to ensure judiciousness. D.D.Chokshi College of Secondary Education follows financial regulations based on the approved procedures of financial management. It budgets all items of expenditure which remain transparent. In the financial sphere it honors all legal limits and maintains transparency in

transactions . The main source of revenues for the organization is admission fees collected from the students. The allocated funds are used for student development and organizational infrastructural and technical development. The institute mobilizes the fund by focusing the D.D.Chokshi College of Education vision i.e. "We strive to equip student teachers with appropriate knowledge, habits, attitudes and values. They should not only develop the necessary, competencies as teacher but they will have a desire for lifelong learning and for reaching the unreached and marginalized.".. The Fund received are utilized for Holistic development is ensured by year round academic events and calendar. The institute plans a budget well in advance. The Budgeted fund are spent in the following Areas Salaries to: Teaching Staff Non Teaching Staff

Salaries to: Teaching Staff Non Teaching Staff, Purchase of Books, Software's etc Conferences and Seminars Faculty Development Programs National and International Conferences Sports and Cultural Activities and student's council.

File Description	Documents
Paste link for additional information	<a href="http://www.ddchoksibedcollege.edu.in/page/detail/bDPspjABx3DQJ9rKwHNocZoIVY4jUq/amenities">http://www.ddchoksibedcollege.edu.in/page/detail/bDPspjABx3DQJ9rKwHNocZoIVY4jUq/amenities</a>
Upload any additional information	<a href="#">View File</a>

### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

D.D.Chokshi College of Secondary Education is a student centric institution, and always ensure the benefit of students in all spheres of life. Establishment of IQAC is a concrete step towards development of students. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions, specifically students. To promote measures for institutional functioning towards student development through effective teaching through various models and techniques as well as field trips alongwith start up projects as one of the best practice., IQAC make sure that students are given hands on experience

through school internships and block teaching which are designed to give students first experience of which works as . the linkage between classroom teachings and the real world. Students also contribute to the assignments of faculty members and get clear idea about the real world workings. Students are encouraged to participate in art, drama, theatre, sports which helps them to learn through their own experience of the happenings in the country and in the world. IQAC takes care that the transfer of knowledge is happening in all activities.. Procedure to check effective working: IQAC takes due care in implementation of this initiative. Time to time IQAC randomly checks the performance report of students and advice faculties wherever required.

File Description	Documents
Paste link for additional information	<a href="http://ddchoksibedcollege.edu.in/pagedetail/LxTvHYJpQaCI9Ctyy6gg4UhPt08TL2/annual-reports">http://ddchoksibedcollege.edu.in/pagedetail/LxTvHYJpQaCI9Ctyy6gg4UhPt08TL2/annual-reports</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC of D.D.Chokshi College of Secondary Education takes continuous review of teaching learning process structures & methodologies of operations and learning outcomes at periodic intervals. The academic calendar is prepared for the entire year, containing various conclave dates, festival dates, cultural event dates etc. Faculty members prepare their session plans keeping in mind the relevance of blooms taxonomy for their course. IQAC suggests innovative pedagogical methodologies like Power Point Presentations, Projects, Field Trips, Role Plays, Workshops, videos etc. in addition to the completion of curriculum through Assignments, Class Tests, Tutorials etc as this helps to widen the horizons of the students enabling them to gain in depth understanding of the course content. IQAC promotes the culture of research amongst students by encouraging to do Action Research.. Vidyamandir Trust encourage to organize Conferences and Seminars on themes relevant to the educational needs and futuristic growth of the students. Spoken English Classes are conducted for students on regular basis as English language is the need of the hour to

explore and imbibe the latest happenings and execute in teaching-learning process.DDC is one of the few colleges that offer dedicated certificate add-on courses as it helps inproviding opportunity to students for hands on experience and building bridges with the world of work.DDCis one of its kind as it promotes start up projects and innovation as it rigrouslly started working on it with projects like solar bulb project, musical dustbin ,gamification etc.

File Description	Documents
Paste link for additional information	<a href="http://www.ddchoksibedcollege.edu.in/page/detail/q1xc991fAUfsCJOKsLTvzqxAT6QqEU/academic-calendar">http://www.ddchoksibedcollege.edu.in/page/detail/q1xc991fAUfsCJOKsLTvzqxAT6QqEU/academic-calendar</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**E. None of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://ddchoksibedcollege.edu.in/pagedetail/LxTvHYJpQaCI9Ctyy6gg4UhPtO8TL2/annual-reports">http://ddchoksibedcollege.edu.in/pagedetail/LxTvHYJpQaCI9Ctyy6gg4UhPtO8TL2/annual-reports</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

The College has been sensitive to the issue of gender equity. And sensitization is carried out through various curricular and co curricular activities, and by creating facilities for women on the campus. In all, 75% percent of the students enrolled with the College are girls. The College has implemented the policy of the State Government where no tuition fee is charged from girl students. Special care is taken by the College for safety and security of the girl students. Regular counselling is organised on issues related with the problems of the girls and for sensitization of the boys for a healthy coexistence in the College. So much so that the College went on to celebrate Women Empowerment Day and initiated SHE bank for proper disbursal of sanitary pads and monetary aids. CCTV cameras were installed in the campus for better management of this issue. There is a separate Common-Room for girls in the campus of the College with facilities of running water and toilet. Hostels for both boys and girls provided with perfect amenities in the campus itself. Not only that, but it has helped to empower these girls by providing them a good number of opportunities by offering a host of co curricular and extracurricular activities.

File Description	Documents
Annual gender sensitization action plan	<a href="http://ddchoksibedcollege.edu.in/pagedetail/LxTvHYJpOaCI9Ctyy6gg4UhPtO8TL2/annual-reports">http://ddchoksibedcollege.edu.in/pagedetail/LxTvHYJpOaCI9Ctyy6gg4UhPtO8TL2/annual-reports</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://ddchoksibedcollege.edu.in/pagedetail/bDPspjABx3DQJ9rKwHNocZoIVY4jUq/amenities">http://ddchoksibedcollege.edu.in/pagedetail/bDPspjABx3DQJ9rKwHNocZoIVY4jUq/amenities</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

With the passage of time, a system of Waste Management has evolved in the College during the years. Waste paper-baskets and dustbins have been placed strategically in the campus so that the papers and leaves along with other waste material are not found littered. There is a system of the to collect both dry and wet waste in the morning hours, and that is how the dustbins and the baskets are cleared every day.

There are toilets and washrooms in the campus and the liquid waste from those toilets and washrooms go to the soak pits and septic tanks specially created on the campus. No liquid waste is allowed to be littered on any space within the College.

The College does not have Science Laboratories, so the question of liquid (Chemical) waste coming out of the labs does not arise.

The College has got ICT rooms and many systems for use in the College Office. As a result, the issue of e-waste surely crops up. So far it has been the practice of the College to return the sick e-machines, drives, out-dated mobiles and digital cameras to the online dealers.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="http://ddchoksibedcollege.edu.in/home/pho_tocategory">http://ddchoksibedcollege.edu.in/home/pho_tocategory</a>
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities**

**E. None of the above**

available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

D. Any 1 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities



File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College has been quite alive to the issues of tolerance and harmony towards cultural, regional, linguistic, communal, socio-economical and other diversities. Some of the initiatives taken to attain the desired level in these efforts have been

institutionalised in the College. The College organises seminars and workshops on such diversities rather frequently. The students are sensitized to these issues even in class seminars and daily assembly activities. Celebration of Constitutional Day, Mother tongue day, Sanskrit Day, Rakhi celebration, Gandhi Vichar Quiz competition, Subhash Chandra Bose birth anniversary day etc

The College has got NSS headed by one senior teacher who act as Programme Officers. The volunteers admitted to NSS every year work as ambassadors of the College in the villages which surround the College. The College has adopted a village Parpada, where solar energy lamps and importance of mask as well as covid vaccination was carried out by the volunteers of NSS. Day camps are organised every year and the issues related with sensitization of people towards cultural, regional, linguistic, communal, socio economic and other diversities are sincerely organised. The impact of these programmes have been quite appreciable.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

During the last five years, various initiatives have been taken by the College for sensitization of students and employees to their constitutional obligations: values, rights, duties and responsibilities. As is mentioned in the vision statement of the College, the College strives in a focussed manner to create responsible citizens. We can begin with the classroom seminars which are held at regular intervals so as to inculcate values among students. Apart from that, celebration of important days such as Independence Day, Gandhi Jayanti, Youth Day, National Unity Day, International Women's Day, International Yoga Day, Constitution Day are organised every year. Students are asked to write essays, make speeches, recite poems, sing songs and present dances on the relevant subjects during these days. All

the teachers including the Principal are generally present in all such functions and many of them present their views in a very inspiring way. Organising such functions go a long way in sensitizing the students and employees to their Constitutional responsibilities. (<http://www.ddchoksibedcollege.edu.in/pagedetail/WnxFynTC4Z6ldj6eulZjrgYyjoz8un/activities>)

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**  
**4. Annual awareness programmes on Code of Conduct are organized**

A. All of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The following national and international commemorative days are celebrated every year, which can be seen by the reports on the website and pictures of the events and reports appended below

each event: 1. National Youth Day: The first event celebrated by the NSS is National Youth Day (Swami Vivekananda's Birthday) on 12th of January. 2. The Republic Day: The Republic Day is celebrated with fanfare. Apart from the rituals of the flag hoisting, singing of the National Anthem is also don.

3. International Day of Yoga: International Day of Yoga is celebrated in the College. Teaching and practice of yoga is done in which the teachers and the students participate. 4. Independence Day: The College celebrates Independence Day. Apart from the flag-hoisting ceremony, singing of the National Anthem with salute to the Indian Flag. 5. NSS Day: On 24th of September every year, NSS Day is celebrated. 6. Gandhi Jayanti: Gandhi Jayanti is celebrated every year by all the students, teachers and staff of the College. 7. Constitution Day: Constitution Day of India was celebrated last year only in which the Preamble of the Constitution and its importance as well as promising to pledge their life for upholding the Constitution of India. 8. International Women's Day: It is celebrated on 8th March in which it is stressed that the dignity of women and their importance in the society be upheld, so that the society becomes a better place to live in.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### BEST PRACTICES SUCCESSFULLY IMPLEMENTED BY THE COLLEGE

#### 1. Eco-friendly Seed Pens

- Objectives: The path to bring about environmental awareness and make our contribution towards a happier and healthier future.
  - Method: Once the pen ink is over, instead of

throwing it, one may put it in the pot with soil and manure. The capsule side should go inside the soil and tip upwards, this will allow the capsule to dissolve and the seed will go inside the moist soil. Remove the pen and you may continue to use it. Even if you end up disposing these Plantable seed pens will plant the seeds wherever they land. Result: Most of the seeds germinate in 5-10 days.

## 2. Solar Lamp

- Objectives: The major objectives of solar street lights have promoted the reducing of fossil fuels and increase the using of new technology of renewable energy sources. T
- Utility: The use of solar lights improves education for students who live in households without electricity. Solar lamps have a lower operating cost than kerosene lamps because renewable energy from the sun is free, unlike fuel. In addition, solar lamps produce no indoor air pollution unlike kerosene lamps.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

"Service to others is the rent you pay for your room here on Earth." Muhammad Ali

We believe that college life is not all about academics, games, friends, and fun. It is also about learning to interact with other people, being aware of social, environmental and gender issues, and inequities in the society. We provide an opportunity to every student to contribute to make the society in which they live a better place and to grow as better individuals. As a special thrust, societal development is also instilled on a large scale into the students through the active NSS unit which undertakes various services to inculcate social

values. Throughout the year, the NSS unit undertakes a plethora of events ranging from street plays, cleanliness drives, tree plantation drives, donation drives, waste management drives, gender equity, field visits and many more. Our Institution has adopted an entire village named Parpada and do the efficient service like distributing solar bulbs, masks and awareness about covid vaccine.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.3.2 - Plan of action for the next academic year

**Nil**