Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**DD CHOKSI COLLEGE OF SECONDARY EDUCATION**
Name of the head of the Institution	**NEELU G. GHOSH**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02742-252285**
Mobile no.	**9428852627**
Registered Email	**principal_ddchokshibedcollege@vidyamandir.org**
Alternate Email	**neelu.ghosh@gmail.com**
Address	**vidyamandir campus, taley bagh, near meera gate**
City/Town	**Palanpur,Banaskantha**
State/UT	**Gujarat**

Pincode	**385001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr.Bharatkumar P. Mali**
Phone no/Alternate Phone no.	**02742265139**
Mobile no.	**9427261305**
Registered Email	**ct.bedgms1@vidyamandir.org**
Alternate Email	**malibharatkumar77@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.ddchoksibedcollege.edu.in/files/AQAR%20DDC%2016-17.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.ddchoksibedcollege.edu.in/files/Academic%20Calendar_2017-18.pdf.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.71**	**2009**	**31-Dec-2009**	**30-Dec-2014**

6. Date of Establishment of IQAC	**07-Nov-2017**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
NSS day celebration	24-Sep-2017 1	55
View File		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
D D Choksi College Of Sec. Edu.,Palanpur	General	ICSSR	2018 24	600000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

Significant Activities and contributions made by IQAC Quality Assurance Initiative through Seminars: 1. To incorporate spoken English classes for students . 2. To develop resources for library. 3. Organizing expert lectures for teacher and student development. 4. Organizing ICT courses for students to enhance their skills. 5. Preparation for ICSSR projects.

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

Plan of Action	Achivements/Outcomes

| To conduct staff meetings related to IQAC agenda. Conducting of seminars for teacher and student development. Preparation of timetable for language classes to develop spoken English skills of the students. Preparation of academic calendar for various activities to be conducted in the college. | Conducted 2 meetings of IQAC in a year. Organized Libre Office ICT courses for students. Spoken English classes were made compulsory for students during the regular timings which helped build confidence in students. TET and TAT classes were conducted for students to help them prepare for these exams. |

[View File](#)

14. Whether AQAR was placed before statutory body ?	**No**
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2015**
Date of Submission	**22-Oct-2015**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The college is using the ERP system for all academic as well as accounting work making the institute adapt to paperless communication. Thus reducing the use of paper. The institute has its own website wherein all information related to admissions, fees, curriculum etc. Are displayed. Notifications to students abut exams and other college activities are sent the ERP system. Online forms for enrollment to new admissions are conducted through the online system making it easy, less time consuming and effective.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

While revision and up gradation of the syllabi is done at the Hemchandracharya North Gujarat University level, the college has a mechanism for effective, documented curriculum delivery. At the commencement of each academic year,

every faculty member provides orientation for the course to the students with individual time plans and reading lists for each course which are displayed in the classrooms. These time plans are adhered to, so that the student is able to gauge with a degree of clarity, what portion of the curriculum will be delivered within the stipulated time frame. These time plans are also preserved each year as documentation. Besides traditional lectures and seminars, infrastructure for the use of ICT in classrooms, like power point presentations, smart boards and audio-visual support are all available to make the delivery of the curriculum enabling and interesting for the students. In some departments, bridge courses or supplementary courses are held in order to make the curriculum delivery more holistic and effective. Tutorials are held with mentoring and participative learning encouraged. Internal assessment is done transparently with examined scripts shown to students. Inter-personal skills are enhanced through Value Education

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
spoken tutorial project	Nil	08/02/2018	90	Entreprene urship	computer skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BEd	No applicable	Nill

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
vocational guidance	20/07/2017	50
[View File](#)		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	school internship	50
[View File](#)		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.	
Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
Students 'Feedback is obtained with the help of a structured questionnaire Feedback so obtained is analysed dimension wise. Teachers are provided with their respective feedback along with respective suggestions related to areas of improvement. Separate Feedback is also collected from alumni of the college. Their suggestions are closely analysed and recorded.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Education	50	50	50
[View File]()				

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	50	Nill	1	Nill	Nill

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
5	5	4	5	6	3
[View File of ICT Tools and resources]()					
[View File of E-resources and techniques used]()					

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

Mentoring helps students understand how their ambitions fit into graduate education, department life and career choices.Mentoring enables faculty members toengage the curiosities and energies of fresh minds • keep abreast of new research questions, knowledge, paradigms, and techniques • cultivate collaborators for current or future projectsAll the student teachers of DDC are allotted to faculty members for personal guidance, career guidance

etc as a part of home room activity. Every faculty member is expected to create a rapport with the student teachers, encourage them to talk/discuss any issue related to academic or personal level. Under each faculty mentor 20 students are allocated for mentoring and minimum 2 meetings in a month with mentee will be conducted to monitor their academic performance and other overall development. While mentoring, issues which can be resolved at the faculty level would be taken care of and those beyond their capability will be referred to higher authorities for resolutions. Mentors also maintain records of mentees regularity/punctuality, class-performance and academic progress. The mentors use both formal and informal means of mentoring. Home Room apart from its formal part, also exists as a robust informal mechanism to lead their future life. Mentor regularly interacts with the students and monitor their academic performance and attendance.The role of the mentor is to nurture the students and guide them for any issues they are coming across.

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

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
Nill	Nill	6	Nill	Nill

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Nil	Principal	Nill
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	210 Day	2017-18	25/04/2018	15/06/2018
View File				

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

The institution is affiliated to HNGU and follows the Examination pattern of the university.The schedules of internal assessments are communicated to students and faculty in the beginning of the semester through institute academic calendar which is prepared based on the university academic calendarBased on the institutional calendar, internal test, both written and practical's are conducted twice in a year along with class test to evaluate the students throughout the year. Term-wise assessment is carried out as part of the evaluation process during academic year. At the end of each term, the assessment is done through term-end examinations and finally through university examination. The question papers for internal test examinations are prepared giving appropriate weightage to units/modules of the course as per the syllabus .To improve the performance of the year, question bank is provided to the students. Institution has adapted various assessment tools for multi-dimensional development of the students such as presentation, group discussion

and quiz etc. All faculty members are using ERP system for better reach and performance.

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

The academic calendar is a very useful document, which contains the most important dates to guide the teachers and students. Our academic calendars provide important information about teaching dates examination dates extra co-curricular activities, semesterbased and annual based examinations.Institution prepares the academic Calendar as per the scheduled prescribed by the affiliating university for implementation of Curriculum and participation in Extracurricular and co-curricular Activities. As per university rules and regulation academic activities are carried out in college throughout the year. At the beginning of session institution prepares an academic calendar to organise the curricular and extracurricular activities in the institution. The academic calendar contains the semester wise schedule of Day celebrations, Festival celebrations, Term Paper, Preliminary Exam, Cultural Programs, Sports Day, One Day Picnic, Vacations and Holidays based on the HNGU Calender.. Finally this is distributed to the departmental teachers and the students and also made available on college Website. The effectiveness of the process is maintained through effective monitoring by the Principal. The Principal sees to it that all departments follows academic calendar.

2.6 – Student Performance and Learning Outcomes

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

ddchoksibedcollege.edu.in

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.Ed.	BEd	Education	49	49	100
View File					

2.7 – Student Satisfaction Survey

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

http://ddchoksibedcollege.edu.in/files/D.D.%20Choksi%20College%20of%20Secondary%20Education%20Student%20Satisfaction%20Survey%202017-2018%20(Responses)%20-%20Form%20Responses%201.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	600	ICSSR	600000	150000
View File				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Nil		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nill	Nill	Nill	Nill
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nill	Nill	Nill	Nill	Nill
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
Nill	Nil	Nill	Nill
No file uploaded.			

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

Department	Number of Publication
Nil	Nill
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nill	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

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

Title of the	Name of	Title of journal	Year of	h-index	Number of	Institutional

Paper	Author		publication		citations excluding self citation	affiliation as mentioned in the publication
Nil	Nill	Nill	Nill	Nill	Nill	Nill

No file uploaded.

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	Nill	Nill	Nill

View File

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Nil	Nill	Nill	Nill

No file uploaded.

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIl	Nill	Nill	Nill

No file uploaded.

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Nil	Nill	Nill	Nill	Nill

No file uploaded.

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	Nill	Nill	Nill

No file uploaded.

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant

Nil	Nill	Nill	Nill	Nill	Nill
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nill	Nill	Nill
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1949574.14	1949574.14

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
View File	

4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9001	688122	69	12000	9070	700122
View File						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nill	Nill	Nill
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others

Existing	30	1	30	30	1	1	1	20	0
Added	0	0	0	0	0	0	0	0	0
Total	30	1	30	30	1	1	1	20	0

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

20 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	**Nill**

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
0	**Nill**	0	**Nill**

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

Instructional infrastructure optimally used for delivering lecture in classroom, co-curricular activities, Seminar, FDP, Staff meeting through LCD, OHP, Slide Presentation , film stripes etc.

www.ddchoksibedcollege.edu.in

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	**Government Scholarship for Schedule Caste**	7	53000
Financial Support from Other Sources			
a) National	**Gujarat State Government**	**Nill**	**Nill**
b)International	**Nil**	**Nill**	**Nill**
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Psycholgical Lab visit	**14/09/2017**	50	**Vidyamandir Trust**
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2017	Competitive examination	49	49	6	4

View File

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

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

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	7	HNGU	Education	HNGU	M.Sc, M.A

View File

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

Items	Number of students selected/ qualifying
Any Other	1

View File

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

Activity	Level	Number of Participants
Cultural and Educational	College	49

View File

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	No	Nill	Nill	Nill	Nill	Nill

No file uploaded.

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

The Institute has a Student council and students actively get involved in various committees. 1. Class Committee – Every year class has a Committee to review the academic activities, progress, and improvement plans of all subjects of all semesters. The committee consists of the Principal, Class representative adviser, and the student's representatives. The committee discusses the academic-related issues including conduction of classes, question paper pattern, and student's grievances 2. News Letter Magazine Committee - Students representatives who are nominated in the editorial board helps to collect articles, poems, drawings, etc from talented students. They compose, edit and take initiative in printing the newsletters at the institute level. The name of the magazine is Nishtha. 3. Cultural and Sports Committees Students have strong representations in all cultural and sports and games committees and help in the organization and management of events. 4. Organization of Special Events Students organize, and celebrate the National Teachers Day, on Sept. 5, every year by honoring retired teachers and presenting the cultural program, the Inter-University English and Hindi Drama Festivals, intra-faculty and inter-faculty cultural and sports competitions, Shiksha Diwas on Jan. 1, other National celebrations that include, Independence Day, Republic Day, Science Day, Rakshabandhan in old age home and various social service activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes, there is an Alumni Committee formally constituted by the Staff Council of the College which is actively engaged in organizing Alumni Meetings and collecting data of Alumni.

5.4.2 – No. of enrolled Alumni:

49

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

490

5.4.4 – Meetings/activities organized by Alumni Association :

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

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The decentralizes and participation helps the institute to accomplish its desired goals . the institution mechanism practices delegating authorities and

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

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Digitized admission process has been implemented as the strategy to ensure quality and to improve the quality of the admission process.The admission of the students is done as per directions and norms of Department of Higher Education . Action has been taken by Principal and officer incharge of admission to stick to the guidelines stipulated by the government to maintain transparency in the admission process The teaching subjects are allotted to the student on the basis of last passed exam .
Research and Development	modern education system involve research activities . Our Institute is having research committee consisting of faculty possessing expertise in the research field . Workshops are organised to meet research demands one workshop was organised to give knowledge on preparation of project report for the students as well as preparation of project proposal for major and minor research projects for the faculty so that research work can be enhanced The students are oriented to write research articles and get those published in different journals.
Examination and Evaluation	examination is a tool to measure the achievement . evaluation is a vital

	element in quality enhancement of the institute. . In the begining of the session planning has been made regarding the internal examination , result and transparency of the examination Conduct of the semester exam were according to the university . as per the guidelines a systematic sitting plan was prepared to conduct the examination to avoid any type of wrong practices during examination. So far the evaluation is concerned appropriate been undertaken with constant mode throughout the year
Teaching and Learning	the institution stands in its goal to achieve a qualitative teaching learning system .Apart from regular teaching classes regular counselling sessions along with personality development session and spoken English classes. the college organise seminars along with group discussion . The teaching to the students through projectors , visualizers .More care is given on attendance , academic calendar, internal assessments, assignments before appearing in in the University exams . students are taught different teaching methods and techniques according to their methods (subjects).Students are given platform for group discussions on various issues in the society.
Curriculum Development	though the curriculum is solely developed by HNGU to which the institute is affiliated still some of the faculty members assist the board for the same. Our institute has been following the curriculum which is prepared by HNGU following its indigenous strategy. T he faculty members have been actively take part in process of amendment in the syllabus with constructive suggestions in the respective board meetings.
Library, ICT and Physical Infrastructure / Instrumentation	all steps have been taken by the institute to ensure quality improvement in in library , ICT and physical infrastructure . The college has a well developed library with good number of books and reference material , journals and periodicals . the college has a well developed IT lab with internet facility used by the faculty and the student teachers , there are well equipped classrooms with projectors , computer along with internet facility.

Human Resource Management	**Managing human resources in institution is one of the most challenging but still the strongest part of the institute. If the human resources is well equipped by ICT it makes the work more enhanced with quality Various administrative works and admission works are done with the help of ICT s a tool , for which regular training sessions are organized by the institute.**
Industry Interaction / Collaboration	**the institute is striving hard to get industrial exposure for its students .**

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

E-governace area	Details
Examination	**The implementation of E governance has been reflected on conducting various exams , evaluation and posting marks. Semester examination is according to guidelines of the university and Dept. Of Higher Education. the mid term and semester end examination are held and marks are uploaded through online at University site. Application of e- system has been ensured during this year.**
Planning and Development	**In this year our institute has worked according to the guidelines of the Department of higher education who periodically provide the guidelines on the mails. . On this basis only the insttute has formed a planning commitee for developmental strategy . Apart from this the college also has undertaken number of developmental activities utilizing the college fund. . Plannindg and development has been done on infrastructure both physical and academics**
Administration	**the institute is under control of Department of Higher Education . The college runs as per the policies and directions of the Govt..Since its a Govt. Aided institute most of the administrative work has been done in adherence to the government guidelines provided regularly through hard copies as well as on E-mode . the dispatch of letters , posting , transfer and promotion of the staff is done online as well as in personal through the HR Dept.**
Finance and Accounts	**taking care of staff salary , transactions , arrear bills , NPS,GPF,**

	EPF etc are done through University Portal . The various registers like the cash books,daily registers , stock registers are maintained and regularly. The college expenditure are audited by the authorized audit team of Govt. Of Gujarat
Student Admission and Support	The admission process is under the supervision of Govt. Of Gujarat which is a centralized monitored program done Department of Higher Education . Students apply online and merit list indicating the name of the colleges and teaching methods to which candidate can be admitted are published online by the Govt.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	Prin.	Nil	Nil	Nill

View File

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Nil	Nil	Nill	Nill	Nill	Nill

View File

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Nil	Nill	Nill	Nill	00

View File

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

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
3	01	Nill

6.4 – Financial Management and Resource Mobilization

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

On regular basis of internal as well as external financial audit are held in our institute . In this year regular internal audit are conducted by Institute CA Mr Narendra .Regular external audit is done by Department of Higher Education and local external audit by Malvi Associates , Palanpur .Final audit is done by associates from Gandhinagar once every two years

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	No

View File

6.4.3 – Total corpus fund generated

2404064

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	HNGU , PATAN	Yes	IQAC members
Administrative	Yes	Department of higher Education and Local Audit By Malvi Associates Palanpur	Yes	VidyaMandir Trust Audit Team (Mr Narendra CA)

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

nil

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

1Extension lecture series 2. Leave to go for FDP 3.Medical aid and concession in their wards fees

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

As the college is a Grant in Aid college , due to lack of staff members not much of the activities could not be conducted in the institute.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No

	d)NBA or any other quality audit		No		

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Nill	Nill	Nill	Nill	Nill

View File

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender, School and society	08/02/2018	20/02/2018	43	7

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

Percentage of power requirement of the University met by the renewable energy sources
Being an Eco – Friendly campus the institution ensures plantation of trees every year inside the campus and to sustain this goal plantation is also done near by localities and villages . The institution is also working to bring the water harvesting system in the campus. Cleanliness is maintained and environmental consciousness programs are regularly conducted in the institute to give latest information to the student teachers in regards to sustainability of environment.

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	2	2	26/06/2017	1	International Drug abuse day	Awareness for the drugs and its effect on hman body	56

View File

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

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

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Social Awareness Programme	02/08/2017	02/08/2017	49
Rally on develop Plastic free campus	03/08/2017	03/08/2017	49
economical usage/ reduce wastage	27/09/2017	27/09/2017	49

View File

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

Institution is committed to encourage green practices that include 1. Encouraging use of bicycles / E-vehicles 2. Create pedestrian friendly roads in the campus 3. Develop plastic-free campus 4. Move towards paperless office 5. Green landscaping with trees and plants

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Morning Reflection: To invoke the blessings of the Almighty, each day begins with a morning reflection/prayer over the public address system. The prayers are conducted by, both, faculty as well as students. Computer-Aided Education: All computers in the College are on Wi-Fi which makes it easier to transfer as well as access information. The students and staff are provided with free internet facilities to enhance Knowledge in their respective subjects. The Centre for Research and Computer- Assisted Library also aids the teachers in their research and teaching activities.ww

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

www.ddchoksibedcollege.edu.in

7.3 – Institutional Distinctiveness

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

Our Institution is distinct because all the initiatives which are of major importance come through three layers of Management system and different cells also. e-content automation of library, e-Library, LAN facilities, Wi-Fi Campus, Intercom mobilization, 24 four electricity, fully equipped laboratory are the features which make it more effective.

Provide the weblink of the institution

www.ddchoksibedcollege.edu.in

8.Future Plans of Actions for Next Academic Year

Institution is anxious to prepare teachers more techno oriented and professionally skilled . to enroll teaching staff in Phd programs and essential steps will be undertaken to enhance research culture. to conduct seminars, workshops and intellectual interactions for capacity building of the faculties and to provide opportunity to the students for ability enhancement.To implement the curriculum in a more effective manner, it is planned to follow new formats

for lesson plan and evaluation. These have already been circulated to faculty members. Also progression of each student will be tracked to cater to individual differences. We are also planning to expedite the process of registration for the alumni. Currently more than 100 alumni are regularly in touch with the institution, contributing towards making the institute a centre for excellence. Through registration, we would be able to unleash the huge potential of the alumni placements at respectable positions in different organisations globally. More extension lectures, industrial interaction and industrial visits will be scheduled, so as to bridge the gap between classroom teaching and industrial requirements. Also, keeping in mind the high level of stress among youth, new activities would be planned for the mental well-being of the youth. More activities of Social Outreach would be organised like donation camps, blood donations, plantation drives, environment awareness events etc.