Yearly Status Report - 2018-2019

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**
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.	**02742252281**
Mobile no.	**9427261305**
Registered Email	**ct.bedgms1@vidyamandir.org**
Alternate Email	**onlyumangjoshi@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.ddchoksibedcollege.edu.in

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

5. Accrediation Details

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

6. Date of Establishment of IQAC	**17-Aug-2018**

7. Internal Quality Assurance System

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

| Personality development programme is conducted to refine the personality of student | 17-Dec-2018 1 | 50 |
| Soft skills programs are organized for rural students to develop communication. | 29-Nov-2018 1 | 50 |

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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
NSS	social ser.	govt. of Guj	2018 365	21950
ICSSR	project	Central Govt.	2019 365	302796
Consumer Club	grahak suraksha	govt. of Guj	2018 365	4000
Mission Vidya	schoool enrichment	GCERT	2019 365	125342

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9. Whether composition of IQAC as per latest NAAC guidelines:	No
Upload latest notification of formation of IQAC	No Files Uploaded !!!
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View 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)

The IQAC ensures that the college maintains a consistently good academic record. For proper improvement of academic standards the IQAC monitors teaching and student performance. Feedback is regularly taken to facilitate the process. • The IQAC ensures a regular attendance of students and teachers round the year. The

IQAC inspects and tries to improve college infrastructure. The IQAC ensures that students' grasp over all areas of curriculum through periodical assessments. • The teachers are encouraged to participate in Orientation Programmes, Research, Seminars and Workshops etc. for the upgradation of knowledge base. All teachers are encouraged to take part actively in research work. • Departments are encouraged to regularly hold Tutorial and special classes to address the specific needs of students. The IQAC regulates the arrangements for holding seminars, workshops etc. by individual departments to upgrade the knowledge base of the students.

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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
1. To review the results of SEM II and SEM IV 2. To organize various cultural activities 3. To conduct visit of eminent faculties 4. To organize Faculty development programme 5. To conduct expert lecture for the students	Results were reviewed of the past batches and proved satisfactory. Different cultural activities viz. debate, songs, group discussions, chart making etc. for complete participation and development of skills. Educationists from different states visited the institution and discussion on various levels was successfully done. Programme on 'improvement of teaching skills' was conducted. Dr. Kalpesh Pathak gave lecture on 'Models of teaching'
[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	**2018**
Date of Submission	**22-Nov-2018**
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
IIT spoken	nil	08/02/2018	90	Nil	IT

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
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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	education	15/06/2018

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

	Certificate	Diploma Course
Number of Students	50	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
NSS	15/06/2018	50
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Mission Vidya	50
BEd	school internship	50
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nill
Employers	Nill
Alumni	Yes
Parents	Nill

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

Feedback Obtained
The feedback from students about faculty members, office staff and the information of feedback is given back to respective staff for constructive improvement for overall process. The collected data analyzed through Qualitative and Quantitative way. This analysis helps us to improve teaching, curriculum and infrastructural up gradation. These feedbacks are taken positively and utilized for overall development of the College.

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	49
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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	Number of students enrolled in the institution	Number of fulltime teachers available in the	Number of fulltime teachers available in the	Number of teachers teaching both UG

	(UG)	(PG)	institution teaching only UG courses	institution teaching only PG courses	and PG courses
2018	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	4	3	6	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)

Student teachers are supported through remedial coaching classes and mentoring. Second year student teachers are provided with mentoring from passed out students/Alumni to help them analyse job profiles and career options after completion of their B.Ed Course. Visiting and Guest lecturers also mentor students regarding overall development and further educational courses after graduation. Student teachers are encouraged to participate in various Seminars, Workshops Symposiums. Subject wise special remedial classes are provided for slow learners. The mentors extends various support to student teachers .Placement cell has been set up to provide placement services related information to B.Ed. students. Periodical Seminars and workshops are conducted for B.Ed. students. Annual function is organised to appreciate meritorious regular students (100 attendance) The student teachers who are little slow in their grasping as compared to their counterparts are identified on the basis of their class participation, pass percentage, classroom performance, and regularity in submission of assignments, punctuality and personal interactions. The institute through its teachers handles it sensitively, and pays required attention to learners with various paces. The institution adopts following strategies for facilitating and motivating the identified slow and better learners.

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
5	1	4	1	1

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	nil	Nill	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	B.Ed.	2/4	27/04/2019	10/06/2019

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

Various components for continuous assessment are a part of B.Ed course, which are defined and used systematically. End semester Internal Examination – written examination is held every semester end. The weight age of end semester internal examination varies from 75- 50.Students subject knowledge is assessed through direct and indirect methods of Assessment methodology/tools like comprehensive examination, Curriculum of the university is designed keeping in mind the parameters/learning outcomes to be measured and the desired emphasis during the delivery of a programme. Teachers verify the students through numerous mechanisms along with ordinary interaction with college students, quizzes, assignments, every day attendance and mid-term examinations. Hence the students are assessed and marks provided to them in session with the department and as per the institute suggestions/coverage. The internal and outside idea marks then will become the very last cease semester fulfilment of the scholar

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

Every year the academic calendar for the institute is prepared keeping a base of University Calendar and also a department wise activity schedule for smooth functioning. This ensures that the curriculum is enriched through related activities like gust lecture, academic and co-curricular activities based on the regional festivals. Generally tentative dates of examinations are mentioned in the calendar. The academic calendar is displayed on the institute website and also shares with the head of the departments so as to ensure proper execution.

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)

http://www.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.-4	BEd	Education	49	49	100

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2.7 – Student Satisfaction Survey

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

http://www.ddchoksibedcollege.edu.in

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	300	ICSSR	600000	302796

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
vigilence awareness for online banking	SBI BANK	26/10/2018

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
Nill	nil	Nill	Nill	Nill

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nill	nil	Nill	Nill	Nill	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

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

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

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

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

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

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

Department	Number of Publication
No Data Entered/Not Applicable !!!	

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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	Name of	Title of journal	Year of	Citation Index	Institutional	Number of

Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

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

Number of Faculty	International	National	State	Local
Presented papers	**1**	**Nill**	**Nill**	**Nill**
Attended/Seminars/Workshops	**Nill**	**Nill**	**1**	**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
NIC camp	**HNGU**	**Nill**	**2**
ESSAY WRITING	**STATE LEVEL COMPETITION**	**Nill**	**1**
Prevention of Natural Disaster and man made disaster	**NSS HNGU**	**Nill**	**2**
[View File](#)			

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
1 day workshop	**participation**	**B.D.S Arts,Science Commerce college Patan**	**2**
essay writing	**second**	**K.B.Dave B.Ed college**	**1**
drama	**first**	**NIC**	**2**
[View File](#)			

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
NSS	govt.of guj	Swatch Bharat	5	50

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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
No Data Entered/Not Applicable !!!			

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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
No Data Entered/Not Applicable !!!					

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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
ANAADIH	18/10/2018	Education,Health and Hygiene,Cleanliness and Sanitation,Skill Development,Women Empowerment	50

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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
38220	38220

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	

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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
SOUL2.0	Partially	old	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Nill	9070	70122	62	12000	9132	82122

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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

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	0	0	0	0	0	0	0	0	0
Added	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
videos of syllabus	https://www.youtube.com/results?search_query=vidyamandir+palanpur

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
78089	97061	604148	1215522

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

The college is equipped with ample facilities for accommodating the needs of students, faculty, and the administrative staff. The college has a well-maintained computer lab, Networked computer, and printing facility, Visualizer, Printers, LCD Projectors, Interactive Boards, White Boards, and Green Boards. LCD and LED Projectors and Interactive Boards are effectively used in regular classroom teaching where learning is more comfortable and comprehensive. Interactive whiteboard enhances the effectiveness of classroom instruction and learning. All the classrooms are equipped with Computers and LCD Projectors. The infrastructure facilities and other learning resources of the college are used very well for the teaching-learning process.

http://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	State Government Scholarship	47	110000
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	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
Remedial Coaching	12/06/2018	50	Vidyamandir Trust
View File

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
2018	Competitive Exam	49	49	1	1
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	1

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
Shubam International School	40	10	Nill	Nill	Nill

View File

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
2018	7	Education	Nill	Nill	Nill

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	13

View File

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!						

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

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

by making seed pens and incense sticks. Student teachers perform so many activities on academic as well as administrative by performing their duties of the committee assigned .

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

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 :

Yes

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 .
Industry Interaction / Collaboration	The institute is striving hard to get industrial exposure for its students .
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.
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

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

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

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

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

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

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher

Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	**1**	**Nill**	**Nill**	**Nill**

No file uploaded.

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
NIL	**NIL**	**Govt Scholarships are provided to the students by government SC, ST get financial assistance cum scholarship from Govt. of Gujarat . Financial aid in the form of exemption of developmental fee for the poor and meritorious students**

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
No Data Entered/Not Applicable !!!		
[View File](#)		

6.4.3 – Total corpus fund generated

5875616

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**	**Audit team**	**Yes**	**Malvi**

		From Government of Gujarat		associates, Palanpur and institutional Audit by Vidyamandir Trust audit team

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

nil

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

nil

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

After accredition the institute took initiative in developing the infrastructure . Steps were taken to make the classrooms more equipped. More number of seminars and workshops were organised

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	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	08/02/2019	20/02/2019	40	9

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
Ramp/Rails	**Yes**	**Nill**

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
<td colspan="8" align="center">**No Data Entered/Not Applicable !!!**</td>

<center>**No file uploaded.**</center>

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

Title	Date of publication	Follow up(max 100 words)
<td colspan="3" align="center">**No Data Entered/Not Applicable !!!**</td>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
<td colspan="4" align="center">**No Data Entered/Not Applicable !!!**</td>

<center>**No file uploaded.**</center>

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

The Go- Green club of the college spreads awareness about the green protocol and water conservation among the staff and students through posters, organizing mimes, skits, and observance of days of environmental importance. Throwing the waste anywhere is strictly prohibited. Use of plastic bags is discouraged within the premises of the campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Vyakhyan Mala: Vyakhyan Mala is a unique feature of Vidyamandir trust managed D.D. Choksi college of Secondary Education. In this Eminent personalities from different fields like of arts, literature, science, sports, law, finance, culture etc are invited every year to deliver lectures of their expertise which benefitted teacher trainers a lot . These lectures helps students to enhance their knowledge in various fields. Communication skills, listening skill and speaking skill of students is also developed through the lectures of eminent speakers . In 2018-19 it was held from 3rd Feb. to 6th of Feb. and Dr. Deepak Taraiya, Dr. GIrish Thakkar, Dr. Satish Vyas and Dr. Ramjan Hasaniya were the speakers . 2. Placement cell: A placement cell is running in the college with the mission to conduct the recruitment of the students in different schools of North Gujarat. Due to the activeness of placement cell of the college every year most of the students get absorbed in various reputed schools of North Gujarat . The cell in collaboration with faculties of the college arranged preparatory classes of TET and TAT and mock test which helps in their recruitment . Looking to the quality of teacher trainees of the college, every year several schools participated in the placement drive. Till now this cell has benefited number of students.

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

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

Training for Competitive Exams is conducted in DDCHOKSI COLLEGE OF SECONDARY EDUCATION with its motto of Better Every day, to have better future. The day to day affairs of the institution is designed in such a way to develop unique teachers who excel in global scenarios and realize the Indian concept of Guru. College offers NET, SET and TET coaching classes to promote the career prospects. Orientation classes especially on career opportunities are conducted for the students. Apart from transacting those envisaged in the curriculum, the college trains its students to clear the teacher eligibility tests at all levels. Each day one hour is allotted for preparations to these competitive exams. Students make effective use of this time. 90 percent of the students of the institution clear these exams each year. Question banks of previous exams are also made available to the students in the college library along with suggestions which help them in understanding the pattern of questions

Provide the weblink of the institution
http://www.ddchoksibedcollege.edu.in/

8.Future Plans of Actions for Next Academic Year

The college has the following plans for future: 1. To promote online courses. 2. Adopt village for NSS activities 3. Create awareness among females regarding menstrual hygiene, good health and life style diseases. 5. Conduct workshops to find innovative ways to create environmental friendly everyday useful articles like seed pens. 6. Create awareness among students about neighbouring institutions which make contributions to society.