

**The Annual Quality Assurance Report (AQAR) of the
IQAC 2017-18**

**Shri Girdharlal Bhurabhai Dhanak Lok-kalyan trust Sanchalit
Smt. J.C.Dhanak Arts & Commerce College
(Affiliated to Saurashtra University, Rajkot, Gujarat)
College Road, Dist-Amreli
Bagasara- 365440.
www.jcdhanak.org
Estd: 1988**

**From
Dr.S.D.Mori
Principal
Smt. J.C.Dhanak Arts & Commerce College-Bagasara.**

(For the Period 2017-18)

Part – A

AQAR for the year

2017-18

1. Details of the Institution

1.1 Name of the Institution

Smt.J.C.DhanakArts& Commerce
College-Bagasara -365440.

1.2 Address Line 1

College Road,

Address Line 2

Dist.-Amreli

City/Town

Bagasara

State

Gujarat

Pin Code

365440

Institution e-mail address

jcdbagasara052@gmail.com

Contact Nos.

02796-222256

Name of the Head of the Institution:

Dr. S.D.Mori

Tel. No. with STD Code:

02796-222256

Mobile:

9427245955

Name of the IQAC Co-ordinator:

Dr. Twinkel B. Manavar

Mobile:

09725199234

IQAC e-mail address:

twinkelmanavar@rediffmail.com

1.3 NAAC Track ID(For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

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

EC/PCA/50/10
dated.30/09/2009

1.5 Website address:

www.jcdhanak.org

Web-link of the AQAR:

http://jcdhanak.org/1819/AQAR-2017-18.pdf

1.6 Accreditation Details

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.51	2009	5 Year
2	2 nd Cycle	B++	2.81	2017	5 Year

1.7 Date of Establishment of IQAC: DD/MM/YYYY

01-10-2009

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

- i. AQAR _____ First Report(2017-2018) (DD/MM/YYYY)
- ii. AQAR _____ - _____ (DD/MM/YYYY)
- iii. AQAR _____ - _____ (DD/MM/YYYY)
- iv. AQAR _____ - _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phy.Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Saurashtra University

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

N/A

Autonomy by State/Central Govt. / University

N/A

University with Potential for Excellence

UGC-CPE

DST Star Scheme	--	UGC-CE	--
UGC-Special Assistance Programme	--	DST-FIST	---
UGC-Innovative PG programmes	Any other	---	---
UGC-COP Programmes		---	

2. **IQAC Composition and Activities**

2.1 No. of Teachers	04		
2.2 No. of Administrative/Technical staff	02		
2.3 No. of students	02		
2.4 No. of Management representatives	01		
2.5 No. of Alumni	02		
2.6 No. of any other stakeholder and Community representatives	02		
2.7 No. of Employers/ Industrialists	00		
2.8 No. of other External Experts	00		
2.9 Total No. of members	13		
2.10 No. of IQAC meetings held	2		
2.11 No. of meetings with various stakeholders	No.	02	Faculty
			02
Non-Teaching Staff Students	02	Alumni	01
		Others	01

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The activities of IQAC:

- IQAC is motivating teachers on quality improvement
- IQAC encourages their search based work culture
- To guide and encourage academic and administrative staff for quality performance.
- To promote the use of technology.
- To encourage self-evaluation.
- To develop a system for quality culture.
- To arrange for guidance lectures/Conference/meetings.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ol style="list-style-type: none"> 1. To introduce new students with the institution and staff members. 2. To prepare various activities and different competitions calendar of the institutional programmes. 3. Each faculty member prepare a plan to complete the syllabus. 4. To purchase sports equipments. 5. To celebrate “Gurupurnima” programme. 6. To celebrate “PremchandJayanti”, “Kalidas Jayanti”, and “MeghaniJayanti” programs. 7. To organize “Navratri” celebration. 8. To show Bisag programmes to the students. 9. To prepare a plan for different activities and different competitions in the present term which remain incomplete during 	<ol style="list-style-type: none"> 1. The discussion was held to introduce new students with the institutions and staff members. 2. The discussion was held to prepare various activities and different competitions calendar of the institutional programmes. 3. The discussion was held for each faculty member to prepare a plan for the new syllabus and complete it according to the plan. 4. The discussion was held to purchase sports equipments. 5. The discussion was held for the celebration of “Gurupurnima” programme. 6. The discussion was held for the celebration of “PremchandJayanti”, “MeghaniJayanti”, “Gandhi Jayanti”, and “Kalidas Jayanti”. 7. The discussion was held to organize “Navratri” celebration. 8. The discussion was held to show Bisag programme to the students. 9. The discussion was held for preparing a plan for different activities and competitions which remain incomplete during the earlier term. 10. The discussion was held for preparing a plan for Internal

<p>the earlier term.</p> <p>10. To prepare a plan for Internal exam , Assignment, and Seminar/Presentation in the college.</p> <p>11. To show Bisag programmes to the students.</p> <p>12. To organize Annual Function, Prize Distribution and Student's Farewell Function</p> <p>13. Each faculty member should be ready with the new term syllabus.</p> <p>14. To insist each faculty member for central paper assessment at Saurashtra University as per university rules and regulations.</p>	<p>Exam, Assignment , and Seminar/Presentation in the college.</p> <p>11. The discussion was held to show Bisag programmes to the students.</p> <p>12. The discussion was held to organize Annual Function, Prize Distribution and Student's Farewell Function.</p> <p>13. The discussion was held about the new syllabus of the new term and each faculty member should be ready with it.</p> <p>14. The discussion was held to go each faculty member for central paper assessment at university as per university rules and regulations.</p>
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2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- The AQAR was discussed
- Drawbacks were identified
- Suggestions have been welcome
- Teacher were guided for quality performance

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	02	-	-	-
UG	04	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	06	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06
Trimester	-
Annual	-

1.3 Feedback from stakeholders**(On all aspects)*

Alumni Parents Employers Students

Mode of feedback :

Online Manual p-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

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

The revision and updating of regulation of syllabi is done by the university in the meeting of board of studies. The institute is informed about the implementation of it from time to time.

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

N/A

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	09	11	-	01

2.2 No. of permanent faculty with Ph.D.

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	-	-	-	-	-	-	01	-	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	02	03
Presented papers	18	20	03
Resource Persons	-	-	12

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

As per the guideline of NAAC some innovative processes are introduced by the institution.

- Use of Computer.
- Use of OHP and LCD Projectors.
- Use of internet.
- Student centred learning.
- More interaction with students.
- Friendly atmosphere.

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

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as

member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA Sem 1	160	9.6	64	28.8	3.2	17.6
BA Sem 2	143	17.16	42.9	14.3	0	11.44
BA Sem 3	151	15.1	46.81	27.18	4.53	19.63
BA Sem 4	115	14.95	44.85	31.05	3.45	4.6
B.A. Sem 5	172	5.16	51.6	37.84	3.44	8.6
B.A. Sem 6	154	7.7	75.46	32.34	7.7	7.7
B.COM.Sem 1	116	9.28	55.68	9.28	0	3.48
B.Com. Sem 2	116	5.8	38.28	8.12	0	1.16
B.COM.Sem 3	102	1.02	18.36	5.1	2.04	3.06
B.Com Sem 4	87	0.87	15.66	10.44	0.87	4.35
B.COM Sem 5	126	7.56	27.72	3.78	0	7.56
B.Com Sem 6	104	6.24	26	11.44	4.16	0
B.C.A.Sem.1	21	0.63	0.21	0	0	0
B.C.A.Sem.2	21	1.05	0	0	0	0.21
B.C.A.Sem.3	25	2.5	2.25	0	0.25	0
B.C.A.Sem.4	30	3.6	1.8	0	0	0
B.C.A.Sem.5	45	1.8	4.95	2.25	0	0.45
B.C.A.Sem.6	44	2.64	4.84	2.2	0	0
B.B.A.Sem.1	47	2.35	13.63	2.82	0	0
B.B.A.Sem.2	58	2.9	7.54	0	0	0

B.B.A.Sem.3	36	1.08	8.28	0.72	0	0.36
B.B.A.Sem.4	34	1.36	4.08	0	0	0.34
B.B.A.Sem.5	30	2.1	4.5	0.6	0	0
B.B.A.Sem.6	28	1.12	3.92	2.24	0	0
M.A.(Guj.)Sem.3	44	0	14.96	0.44	0.44	0
M.A.(Guj.)Sem.4	48	10.08	12.48	0	0	0
M.A.(Hin.)Sem.3	33	0	2.64	6.93	0.33	0.66
M.A.(Hin.)Sem.4	32	0.32	6.4	1.6	1.28	0.32

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

- The IQAC held meetings.
- Takes surprise class visits.
- keep eye on the activities.
- discuss the issues/problems if any, from both the sides.
- praise the activities of staff.
- Praise the performance of the students
- Notices the change/outcome/results

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	02
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	9
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	03	-	01
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

All owed research work for P.G. students and faculty members. However, the IQAC has provided the information and guidelines to all the teachers regarding financial assistance provided by the UGC for minor and major research projects. Some of the teachers of Arts faculty and sports have shown interest and IQAC has encouraged them to prepare & submit their project.

3.2 Details regarding major projects—N/A

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3 Details regarding minor projects—

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	16	-
Non-Peer Review Journals		20	
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:—N/A

Range Average h-index Nos. in SCOPUS

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

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

3.7 No. of books published i) With ISBN No. Chapters in Edited Books
 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from —N/A

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution —N/A

Level	International	National	State	University	College
Number	--	--	--	--	--
Sponsoring agencies	--	--	--	--	--

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

3.13 No. of collaborations International National Other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :—N/A

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="--"/>	State level	<input type="text" value="--"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="--"/>	State level	<input type="text" value="--"/>
National level	<input type="text" value="07"/>	International level	<input type="text" value="--"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="--"/>
NCC	<input type="text" value="--"/>	NSS	<input checked="" type="checkbox"/>
		Any other	<input 176="" 491="" 526"="" 853="" data-label="Section-Header" type="text" value="---</input></td></tr></table></div><div data-bbox="/> <p>3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility</p>

- Ground cleaning and Tree plantation on 4th Aug, 2017
- Global population day 11-08-2017
- Celebration of Independence Day on 15th Aug,2017
- Celebration of Blind day/International peace on 13th Aug, 2017
- Celebration of Republic Day, 26-01-2017
- Blood donation camp 04-03-2017
- Organized NSS Special Camp from 26th Dec, 2017to 01st January, 2018.
- 'save girl childRally' Dt. 05/08/2017

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2.09 Acre	Construction is added 30734.721 Square ft.	-	2.09 Acre
Class rooms	22	-		22
Computer Lab	01	-		01
Seminar Halls	01	-	-	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

Administration:

- Two computers were placed for administrative work.
- Administration was partly computerized.

4.3 Library services:(value is approximately)

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6195	505657	254	31007	6449	536664
Reference Books	6464	2369919	474	324794	6938	2694713
e-Books	-	-	-	-	-	-
Journals(Periodical)	148	48230	33	14340	181	62570
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	3148	301956	-	-	3148	301956

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	39	01	31	01	01	02	06	-
Added	-	-	-	-	-	-	-	-
Total	39	01	31	01	01	02	06	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

Upgradation (Networking, e-Governance etc.)

- Teachers, Administrative staff and Students were encouraged to learn computers and internet.
- Basic Computer training was given by the staff of the Computer Department

4.6 Amount spent on maintenance in lakhs :(value is approximately)

i) ICT

--

ii) Campus Infrastructure and facilities

4 Lakhs

iii) Equipments

--

iv) Others

--

Total :

4 Lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Financial Aids: IQAC also checks that all the financial aids available from the Central and State Govts. or other Social Institution reaches to the students and students are made aware of it.
- Freeship, scholarship, books, texts, reference books, bus/train pass etc. are provided to the students.
- Placement and Career Counselling Cell: IQAC also monitors the activities of placement and Counselling Cell.
- Differently abled students: IQAC also looks that differently abled students get all the support/facilities in the Institution.
- Sexual Harassment & ragging Cell: IQAC sees that the students do not become victims of such action and discipline is maintained in the Institution.

5.2 Efforts made by the institution for tracking the progression

The following efforts have been made by the Institution:

- Class counsellors have been appointed.
- Groups are formed of the learners: slow learners - advanced learners.
- Progress and performance is checked.
- Necessary guidance is provided.
- Extra classes are arranged.
- Principal/HOD/Parents are informed.

5.3

(a) Total Number of students

UG	PG	Ph. D.	Others	Total
950	117	35	-	1102

(b) No. of students outside the state

--

(c) No. of international students

--

Men

No	%
522	47.36

Women

No	%
580	52.63

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
588	191	05	428	-	1212	458	230	01	413	-	1102

Demand ratio 1.4:1.2

Dropout % 14.28

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

For coaching of the students for competitive examinations the Institute provides the following support mechanism:

- Reference books are provided.
- Competitive examination guidance books are provided.
- Lectures from retired teachers are arranged.
- Ex students with designated post are invited for guidance.

No. of students beneficiaries

455

5.5 No. of students qualified in these examinations

NET	--	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	--

5.6 Details of student counselling and career guidance

Students counselling and career guidance is established in the institution in which:

- Guidance lectures are arranged by the cell.
- NGOs are invited by the cell.
- Companies are invited for training programmes and Placement

No. of students benefitted

182

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
00	00	00	00

5.8 Details of gender sensitization programmes

The institute has established Women's Empowerment Cell in which:

- Women sensitization programmes are conducted by the cell.
- The Cell also organised programmes related to women's right & safety.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

NCC: State/ University level National level International level

5.10 Scholarships and Financial Support (value is approximately)

	Number of students	Amount
Financial support from institution	12	43300
Financial support from government	443	1634185
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs: State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION:

To empower the youths of the region by providing them access to higher education with special emphasis on cultural inheritance and global competence.

MISSION:

To create conducive milieu for teaching-learning activities.

To contribute in noble task of nation building by providing value based education.

To make sustained efforts for making youths intellectually alive and socially responsible citizens.

To provide education which faster youth's qualities like positive attitude, good conduct and familiar values etc.

To infuse knowledge, skill and confidence among the youths of the region.

To give professional and vocational education.

6.2 Does the Institution has a management Information System

Yes, the institute has management information system:

- List of members of Examination Committee of the college are displayed. Various committees are formed by the institution such as: Admission Committee, Examination Committee, Discipline Committee, Cultural Committee, Construction Committee, Need access committee etc. Relevant information is conveyed to the management. Committee who provides necessary information if required.

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

6.3.1 Curriculum Development

As a part of quality improvement the following strategies have been adopted by the College:

- 8 of our faculty members are in the Board of Studies of their respective subjects.
- NSS and NCC Units are running in the institution.

strategies have been adopted by the College:

- 8 of our faculty members are in the Board of Studies of their respective subjects.
- NSS Unit is running in the institution.

6.3.2 Teaching and Learning

- Use of computers.
- Use of new methods.
- Interaction with students which reduces gap between teachers and students.
- Friendly atmosphere.
- Student centered learning process.
- Use of multimedia etc.

6.3.3 Examination and Evaluation

Assignment, Seminar and MCQ are taken

6.3.4 Research and Development

- IQAC motivated the staff for minor/major research programme.
- Interested teachers are send for research Training/methodology workshop etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Planning to purchase Library software program.
- Planning to Computerized Library system.
- Planning for construction of Computer lab.
- Planning for construction of Multipurpose Hall.
- Planning for renovation of the College building
- Planning for the library building.

6.3.6 Human Resource Management

All the faculty members are involved in different activities like SAPTADHARA, UDISHA and KCG Activities etc.

6.3.7 Faculty and Staff recruitment

- State Government recruits the staff.
- Staff recruitment is done per rules and regulations of the Government.
- Management appoints temporary staff both academic and administrative if required.

6.3.8 Industry Interaction / Collaboration

- The institute interacts with industries for placement.
- IQAC & Career counselling interacts with industry for placement.
- CCGC and N.S.S. units conduct training programmes for placements.

6.3.9 Admission of Students

Generally all the students are enrolled on first come first base in the institution.
B.Com and B.A. Faculties, however in PG section (MA); admission is given on merit base.

6.4 Welfare schemes for

Teaching staff	As per Uni. Rule Applicable for time totime - Staff Credit DhiranSociety - First Aid Facility -Monetary Help by the institution in case of health related emergencies
Non teaching staff	-as above -
Students	- First Aid Facility. -Distribution of Text and Reference books through library book bank.

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nil	Nil	Nil	Nil
Administrative	Nil	Nil	Nil	Nil

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

For UG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
For PG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

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

- Organises meeting and asking feed back

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

N/A

6.11 Activities and support from the Alumni Association

- They share their experiences with the students & faculty members.
- They guide the students for grabbing opportunities & self employment.
- They accumulate fund for needy students.
- They honour the rankers/toppers/sports personality.
- Alumni Association has been an active and integral part of our Institution.
- They have always shown their readiness to offer their services whenever the Institution has recalled them.
- The Alumni members come up with a variety of programmes and extend their intellectual services to our regular students. This Year also they conducted activities in various fields.

6.12 Activities and support from the Parent – Teacher Association

The Institute has not formal parent-teacher association. The Institute is planning to form such association in the future. This idea is under consideration.

6.13 Development programmes for support staff

- Monetary Assistance to the wards of the support staff.
- Uniforms, woollen clothes, shoes and rain coat are provided.
- Washing Allowance is given.

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

Our Institute is located in remote place. The students generally come from rustic rural area living in natural surroundings. However the Institute has taken the following initiatives to make the campus Eco friendly by efforts of the community and Nature Club of the College and N.S.S. unit.

- Students are enrolled every year in the Nature Club and Community Club.
- Tree plantation activity is conducted by the Nature Club, Staff N.S.S.and NCC unit.
- Awareness programs are conducted.
- Nature camps are conducted every year.
- Environment day is organised by Nature Club.

Criterion – VII

7. Innovations and Best Practices

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

Following innovations were introduced during this academic year:

1. Preparation of monthly teaching plan.
2. Display of this plan on notice board.

This has created very positive effects on the following learning activity:

- The students are aware in advance about the topic to be taught.
- They use to come with some preparation and some knowledge of the topic.
- They are found prepared for the teaching with some notes/material of their own.

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

Following innovations were introduced during this academic year:

1. Preparation of monthly teaching plan.
2. Display of this plan on notice board.

This has created very positive effects on the following learning activity:

- The students are aware in advance about the topic to be taught.
- They use to come with some preparation and some knowledge of the topic.
- They are found prepared for the teaching with some notes/material of their own.

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

The best practices of the Institution :

Work, Learn & Earn: Some of the needy students who are skilled and abled are given administrative work of the College, they are paid for it, and in addition they are allowed to use computer and internet for their personal job and work. Thus they learn in the College, work in the college and earn in the College as well as from outside job work also.

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

7.4 Contribution to environmental awareness / protection

The Institute has been contributing much in this region to the environmental awareness activities. The Institute has formed Nature Club. This club conducts the activities related to Nature protection and awareness programmes. The following activities are conducted by the club:

- Enrolment of new students every year in the club.

- Conducts Essay competition, Poster making competition, Photo exhibition etc. to save environment.
- Run/ March for environment awareness.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (Forexample SWOT)

STRENGTHS

- Two units of N.S.S. are running in our institution.

WEAKNESSES

- Infrastructural limitations.
- Limitations of fund.
- Comparatively lesser proficiency in computers and English amongst students.
- Limited Use of computer & technology in academic & administrative field.

OPPORTUNITIES

- We can increase proficiency in computers and English amongst staff and students.
- Use of computer & technology in academic & administrative field.

8. Plans of institution for next year

The next year's plan of the institutions given below.

- 1) To introduce new students with the institution and staff members.
- 2) To prepare various activities and different competitions calendar of the institutional programmes.
- 3) Each faculty member prepare a plan to complete the syllabus and implement according to the plan.
- 4) To celebrate "Guru Purnima" programme.
- 5) To celebrate "Premchand Jayanti", "Meghani Jayanti", "Gandhi Jayanti" and "Kalidas Jayanti"
- 6) To show Bisag programmes to the students.
- 7) To celebrate "Navratri" function.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____
