

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) by Accredited Institutions
(For Affiliated/Constituent Colleges)

(Revised on 20th February, 2020)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072 India**

The Annual Quality Assurance Report (AQAR) of the IQAC

(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year: June 1, 2019 to May 31, 2020)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution:

Smt. J. C. Dhanak Arts and Commerce College,
Bagasara

• Name of the Head of the institution: **Dr. S. D. Mori**

• Designation: **Principal**

• Does the institution function from own campus: **Yes**

• Phone no./Alternate phone no.: **02796-222256**

• Mobile no.: **9427245955**

• Registered e-mail: **icdbagasara052@gmail.com**

• Alternate e-mail : **sdmori53@gmail.com**

• Address : **Station Road, Bagasara**

• City/Town : **Bagasara**

• State/UT : **Gujarat**

• Pin Code : **365440**

2. Institutional status:

• Affiliated / Constituent: **Affiliated**

• Type of Institution: **Co-education**

• Location : **Rural**

• Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing

(please specify) : **Grants-in aid/ UGC 2f and 12 (B)**

- Name of the Affiliating University: **Saurashtra University, Raikot**-----
- Name of the IQAC Co-ordinator : **Dr. Twinkle B. Manavar**-----
- Phone no. : **02796-222256**-----
Alternate phone no.
- Mobile: **9106947915**-----
- IQAC e-mail address: **twinklemanavar2@gmail.com**-----
- Alternate Email address: **twinklemanavar@rediffmail.com**-----

3. Website address: **www.jcdhanak.org**-----

Web-link of the AQAR:

(Previous Academic Year): **<https://jcdhanak.org/1819/AQAR-2018-19.pdf>**

4. Whether Academic Calendar prepared during the year?

Yes, if yes, whether it is uploaded in the Institutional website: **Yes**

Web link: **https://jcdhanak.org/1920/Part_A_4.pdf**

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	2.51	2009	from: 30/09/2009 to: 29/09/2014
2 nd	B++	2.81	2017	from: 09/06/2017 to: 08/06/2022
3 rd	Applied herewith			from: to:

6. Date of Establishment of IQAC: **01-10-2009**-----

7. Internal Quality Assurance System

7.1 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
Our entire staff is engaged in preparation and planning of IQAC as we all are focussing on Criterion assigned to us as well as the questions linked with other Criterion. So time to time meetings and discussions and planning takes place which then becomes action plan. Our students participate in academic, co-curricular, extra-curricular, NSS, NCC, community useful services etc. As per plan we prepare, which is provided by IQAC, keeping in mind the broad areas covered under the requirement of NAAC and our experience of dealing with our students.	Throughout the year	Teaching, Non-teaching, and the students of our institute

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

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
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*upload latest notification of formation of IQAC Yes-----

10. No. of IQAC meetings held during the year: 02 (Two)-----

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website..... Yes-----

(Web Link : https://jcdhanak.org/1920/IQAC_Meeting_2019_20.pdf)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? ~~Yes~~ No ☒

If yes, mention the amount: Year: -

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

- Orientation Programme for the 1st Semester Students.
- Setting parameters for fulfilling academic and non- academic learning goals for the current year.
- Examination reforms related to the current year.
- Collection and analysis of feedback by students on teachers related to their teaching.
- Collection and analysis of feedback on syllabus from students, faculties and alumni.
- Organisation of Student Induction Programme.

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

Plan of Action	Achievements/Outcomes
1. To introduce new students with the institutional facilities, various activities which regularly organises in the institution throughout the year and achievement of the staff members.	1.New students were introduced with institutional resources and staff members.
2. To prepare the annual calendar for various activities and different competitions to be organized at the institution.	2.Discussion was held among the members of IQAC to prepare the annual calendar for future various activities and different competitions and prepared the same as per suggestions from all members.
3. To prepare a Planner for the completion of New Term Syllabi and complete the syllabus according to the planner prepared.	3.Discussion was held to prepare a planner for the New Term Syllabus and implemented the actions according to the planner.
4. To preserve our Indian culture as well as to maintain our ethical and moral values in the students; celebrate the functions like 'Premchand- Jayanti', 'Gandhi-Jayanti', 'Kalidas-Jayanti' 'Gurupurnima', 'Navratri' etc.	4.The discussion was held about celebration of 'Premchand- Jayanti', 'Gandhi-Jayanti', 'Kalidas Jayanti', 'Gurupurnima' and 'Navratri'etc. programme schedules were fixed and finalized according to the suggestions.
5. To encourage girl-students, organise the programmes related to girls such as Mehndi Competition, Hair-Style Competition, Sadi- Competition, Cooking Competition, Rakhi Competition etc. as part of Women Empowerment.	5.The discussion was held as per the scheduled programme for the Women Empowerment related activities and same was the finalised accordingly.
6. To arrange program to show Bisag program to the students.	6.Arrangement of program was planned as per the discussion with IQAC members and as per the schedule of Bisag Lectures.

7. To arrange different activities in present term which remain incomplete during the first term.	7. Discussion was held to arrange different activities and competitions which remained incomplete in the earlier term.
8. To arrange Internal Exams, MCQs, Assignment Submission and Presentation by students etc.	8. Internal Exams, MCQs, Assignment Submission and Students' Presentation was planned acted as per the schedule.
9. To arrange Annual Function, Last Year Students' Farewell Function and Prize Distribution Program for Toppers.	9. Decision was taken for the organization of Annual Function, Students' Farewell Function and Prize Distribution programs for Toppers.
10. To discuss to attend University Central Paper Assessment Programme at Saurashtra University, Rajkot by the institutional faculty members.	10. It was decided to send the available faculties for central assessment at Saurashtra University, Rajkot.

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the Statutory Body: College Management

Date of meeting(s): (1) At the Beginning of the First Term (2) At the Beginning of the Second Term

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No

Date: -

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2018-19

Date of Submission: 10-01-2020

17. Does the Institution have Management Information System?

Yes ✓

No

- Our institution arranges meeting with management and implement accordingly
- The institute follows formal Management Information System, whereby, the college staff approaches the college Head/Principal for all the requirements, guidance and plan for action for academic work
- The institution has formed various committees for the work allocation and the same is discussed with the Head of the institute by way of meetings, formal and informal discussions etc.
- The institute organises all the programmes, seminars, social activities, patriotic functions and other academic activities during the year
- The Management takes care and interest in all such activities and the faculties are informed, instructed, and provided guidance for the same

- The institute celebrates annual function at the end of the academic year and the talented students who have participated and achieved ranks in all the activities during the whole year are encouraged with certificates and awards

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

The institute is affiliated to Saurashtra University and strives towards effective implementation of the university curriculum through systematic planning and execution. The IQAC of the college plays a vital role in this direction. Departments are required to prepare strategic time bound plans and submit the same to the IQAC. The following strategies are followed by the institute to follow the curriculum effectively:

- In Saurashtra University, every subject has a Board of Studies. The curriculum is developed by the Board of Studies. Most of the Heads of the Departments of our institution are the members of the Saurashtra University Board of Studies. They take an active and keen interest in the curriculum development through personal involvement and as per the feedback of the faculty, students and academic experts and present them to the Board of Studies for further perusal. Furthermore, they participate actively in the Board of Studies in the development of the new/revised/improved curriculum as and when the need arises.
- Systematic allotment of subjects based on areas of specialization and interest of faculty for coming semester is done by the Heads of Departments through discussions at departmental meetings at the end of the current semester. PG department with a large number of guest faculty qualified to teach various specialized subjects also conducts intensive planning sessions for effective curriculum delivery.
- At the beginning of each semester, the Principal arranges meeting with all the HODs. The department prepare the teaching plans as per the suggestions received from Institutional IQAC if any for proper implementation of the curriculum and follows accordingly throughout the year. Each department prepare the time- table and allots to the teachers of respective departments.
- The institutional calendar of events is prepared based on the university calendar and placed before the IQAC and Staff Council.
- Departmental meetings are conducted to finalize unitized lesson plans and departmental activities for the semester.
- In large departments like Arts, Commerce, Science & Management, subject coordinators are selected to ensure uniformity in curriculum planning and deployment in multiple sections.
- Individual work diaries are maintained by faculty which indicate the coverage of syllabus. Diaries are periodically checked by the heads of respective departments.

- Periodic review meetings on curriculum coverage are conducted by the Heads of the Departments and special classes and remedial classes are conducted on Sundays and other holidays as required.
- Feedback from students on effective delivery of curriculum conducted every semester is an important aspect of the deployment. Hence, they are collected from the students.
- A detailed Curriculum implementation meeting is conducted by the department before the commencement of academic year as per IQAC suggestions if any.
- Curriculum delivery is documented by maintaining Lesson plan and work diary. Individual and group assignments are evaluated in a structured format with focus on positive and improvement aspects, which helps the students in improving their communication skills, life skills and presentation ability.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year – We are running the following Programmes.

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
B.A. With Gujarati Hindi Sanskrit	Nil	15 June 2019 to 30 April 2020 (180 Day)	Independent Language Learners / Expertise Knowledge of Local & Regional Languages	Life Skills, Speaking Skill, Language Skills
B.Com.	Nil	15 June 2019 to 30 April 2020 (180 Day)	Expertise in the field of Entrepreneurship, Business Administration, Business Law, Statistics etc.	Accountancy Skills, Business Communication Skills, Entrepreneur Skills etc.
B.C.A.	Nil	15 June 2019 to 30 April 2020 (180 Day)	Expertise in the field of JAVA, PHP, WordPress, ASP.Net, C Language, Android etc.	Computer Skills, Data entry Skills, Web Designer, Web Developer, Tester, SEO Analyst etc..
B.B.A.	Nil	15 June 2019 to 30 April 2020 (180 Day)	Expertise in the field of Corporate Employment, Entrepreneurship, Business Management	Business Management Skills, Entrepreneur Skills
M.A.(Guj.)	Nil	15 June 2019 to 30 April 2020 (180 Day)	Independent Language Learners / Expertise Knowledge of Local/ Native language	Language Skills & Life Skills

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction		Course with Code	Date of Introduction	
NA	NA		NA	NA	
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	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
B.A.	B.A.	-	15-06-2010	B.A.	-
B.Com.	B.Com.	-	15-06-2010	B.Com.	-
B.C.A.	B.C.A.	-	15-06-2010	B.C.A.	-
B.B.A.	B.B.A.	-	15-06-2010	B.B.A.	-
M.A. (Gujarati)		M.A. (Guj)	15-06-2010		M.A. (Guj)
Already adopted (mention the year) June – 2010					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate	UG	Diploma Courses	PG	
No of Students	-	364	-	30	
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	
VAC		15-06-19		26	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title		No. of students enrolled for Field Projects / Internships			
B.C.A.		16			
B.B.A.		13			
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes	Yes	Yes	Yes	Yes	
1.4.2 How the feedback obtained is being analysed and utilized for overall development of the institution? (maximum 500 words)					
• Students: Feedback forms are designed for students so as to facilitate their understanding of the course contents and their expectations. Student feedback is taken after completion of syllabus of each subject, usually at the end of University Exam. Students’ Council meetings are planned and connected every semester to get opinion from the students. • Teachers: The HODs of all the departments are regularly invited by the Saurashtra University, Rajkot to attend the meeting of the formation of syllabus every year and they give their opinions, suggestions and feedback accordingly. The HODs take suggestions from the other fellow colleagues of the subject.					

- **Alumni:** Every Year College held Alumni meets, where the old students of the college give opinion about the relevance and validity of their course in the job market. Alumni feedback is taken formally during the annual meet and informally during faculty- alumni interactions. The feedback is noted down by the chairperson of the Alumni Association.
- **Parents:** Parents feedback is collected informally during parent teachers meet. They too are active participants in almost all the activities of the college. A healthy interaction with the parents is facilitated and encouraged from time to time.
- **Employers:** The College gets feedback from employers on a regular basis. Every department organizes lectures, workshops and seminars to get feedback on curriculum from employers concerning their areas at least once in a year. Feedbacks and suggestions are taken into consideration and the analytical report of feedback on Curriculum was sent to registrar of Saurashtra University for necessary updates.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A.	450	223	223
B.Com.	180	112	112
B.C.A.	60	19	19
B.B.A.	60	10	10
M.A.	60	30	30

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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019-20	890	30	23	-	03 + (04 Visiting)

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 tools and resources	Number of ICT enabled	Number of smart	E-resources and
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	ICT (LMS, e-Resources)	available	classrooms	classrooms	techniques used
23	19	Projector, Computer, Laptop	4	-	PPT, Video Lectures,

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

The college organizes orientation program for parents and students at the commencement of the academic year. This program facilitates students to familiarize with the institution norms, academic environment, curricular and extracurricular activities. They are also introduced to their class mentors, who play a crucial role in mentoring the students. Students and their mentors share responsibility for ensuring productive and rewarding mentoring relationships. The mentors provide both academic and personal guidance in transitioning students in becoming equipped graduates. The mentors also give constructive feedback on academics and other elements of career design. They can serve to help students, balance professional goals with their personal lives or give emotional encouragement during challenging times.

Objectives of Mentoring System:

- The heads of the department assign the responsibility to individual teachers of their respective departments.
- To help fresh students adapt to the culture of the institute.
- To counsel academically weak students and to play an important role in helping students cope with academic, extra-curricular and personal problems.
- Extra coaching is provided to slow learners.
- The students who scored better marks in their previous examinations are enrolled for a batch of reconnect hours and are encouraged to secure university ranks.
- The Mentor helps the mentee overcome any problem (academic or social) and acts as an advisor and as a responsible role model. At the same time, the mentor must realize the importance of making his/her mentee independent and self-reliant.
- Ensuring regularity and punctuality of students through counselling sessions.

Role of Mentor:

- The heads of the department assign the responsibility to individual teachers of their respective departments.
- Mentor shall meet respective batches frequently in a year.
- Personal counselling is the main role played by the mentor.
- The mentor shall certainly meet students of their batches in the first meeting and discuss general matters and make them at ease.
- The mentor shall counsel the students facing difficulty in adjusting to the environment and other challenges, before the exams.
- Subsequently, they shall meet students after the examinations and discuss their performance and comfort level.
- They help students to balance between professional and personal goals.
- Each teacher is assigned and acts as a mentor for a group consisting of the min 15 students. It may vary from dept. to dept.
- Extra classes are recommended for the slow learners by the mentors.

- For better students, mentors assign them different activities like debate, English speaking, and social activities, to be engaged and tend to be more excellent. - For girl students, more precaution is maintained in the learning system to ensure their safety and security in the campus. - Co-curricular activities like sports, cultural events, etc. are mentored properly by mentors - Pre-job trainings and English speaking are more to inspire for better placement. - Extra classes are allotted for doubt clearing - Monthly test are conducted and evaluated to measure progress - Support cell are in the college for anti-discrimination, gender equity, grievance redressal, sex harassment etc. - Some orientation classes are organised department wise on psychological boost of the morale of students.				
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio
920		23		1:40
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.
21.5	23	1	-	12
2.4.2 Honours and recognitions received by teachers <i>(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)</i>				
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	
2012 onwards	Dr. S. D. Mori	Chairman of the Board of Studies	Saurashtra University, Rajkot.	
2018 onwards	Dr. B. B. Gohil	Other Than Chairman of the Board of Studies	Saurashtra University, Rajkot.	
2018 onwards	Dr. B. M. Dodia	Other Than Chairman of the Board of Studies	Saurashtra University, Rajkot.	
2007 onwards	Dr. K. M. Trivedi	Ph. D. Guide ship	Saurashtra University, Rajkot.	
2012 onwards	Dr. S. D. Mori	Ph. D. Guide ship	Saurashtra University, Rajkot.	
2012 onwards	Dr. B. M. Dodia	Ph. D. Guide ship	Saurashtra University, Rajkot.	
2013 onwards	Dr. R. C. Fichadiya	Ph. D. Guide ship	Saurashtra University, Rajkot.	
2015 onwards	Dr. B. J. Patel	Ph. D. Guide ship	Saurashtra University,	

			Rajkot.
2015 onwards	Dr. J. R. Jadav	Ph. D. Guide ship	Saurashtra University, Rajkot.
2015 onwards	Dr. H. L. Vala	Ph. D. Guide ship	Saurashtra University, Rajkot.
2015 onwards	Dr. H. V. Chaudhary	Ph. D. Guide ship	Saurashtra University, Rajkot.

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
B.A.	UG	02	Lookdown	01-10-2020
	UG	04		13-07-2020
	UG	06	14-03-2020 to 21-03-2020	10-07-2020
B.Com.	UG	02	Lockdown	05-07-2020
	UG	04		01-07-2020
	UG	06	14-03-2020 to 22-03-2020	04-07-2020
B.C.A.	UG	02	Lockdown	23-07-2020
	UG	04		26-06-2020
	UG	06	14-03-2020 to 16-03-2020	19-05-2020
B.B.A.	UG	02	Lockdown	25-06-2020
	UG	04		26-08-2020
	UG	06	14-03-2020 to 21-03-2020	26-08-2020
M.A.	PG	02	Lockdown	25-06-2020
	PG	04	14-03-20 to 21-03-20	26-08-2020

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

The Continuous Internal Evaluation System of the students is an integral part of our teaching-learning process. There is a detailed Course Handout or a Semester planner that is prepared by the respective subject teacher for the papers that will be handled by the teacher. The students have been encouraged continuously to study sincerely for the improvement of their performance in our college. The college has an examination committee to carry out the

effective implementation of internal assessment and college examination. The Saurashtra University, Rajkot as introduced semester pattern of examination from academic session 2010-11 for the faculty of Arts & Commerce at Under Graduate and Post Graduate level. The examinations & evaluation process of all the disciplines are conducted by the University at the end of each semester. Declaration of the result is time bound programme. The college has also implemented various reforms in Continuous Internal Evaluation System. At the beginning of each semester, the students are instructed about the syllabus and evaluation process. The formative approach to evaluate student's achievements includes various academic activities such as Seminars, Presentation, Group Discussion, Unit Tests, MCQs, Assignments and Project Submission and marks are allotted for these activities. The Students knowledge of the subject is evaluated on the basis of their unit tests, presentation skill, language fluency etc. The Unit Tests are conducted at regular intervals which include subjective and objective type questions. The students are asked to submit their term papers i. e. assignments within the stipulated time. The examination committee plans and implements the internal evaluation process in order to evaluate the students' performance prior to the external examination. The internal examination schedule is coordinated with the academic calendar. The college takes care to maintain the confidentiality in the work of internal examination process. Whenever there is a change in the evaluation method as per direction of university, it is communicated to the faculty as well as students by circulating a copy of the university direction. The utmost care is taken for the maximum attendance of the students. The results of the internal examinations are published as early as possible. The concerned subject teachers conduct a personal interface meeting with the students. The results are analyzed to identify slow and advanced learners. The IQAC monitors the evaluation process in its meetings and makes suggestions for improvement.

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

Academic calendar is a backbone of the institution. The college prepares the Academic Calendar keeping in view the curricular, co-curricular and extra-curricular activities to be performed throughout the year. The Academic Calendar is prepared in consultation with the teaching and administrative staff members. The priority is given to curricular activities first. IQAC and the Academic Planning Committee jointly prepares academic calendar at the beginning of the year and distributes it to all teaching and non-teaching staff of the college. The academic calendar contains yearly schedule of the events, programmes, examinations, departmental presentations, assignment submission, holidays etc. It also includes tentative dates of announcements of results, admission and other forms of evaluation. The events of Sports, NSS, NCC, Saptdharas, Women Empowerment, & Cultural Department etc. are also mentioned in the academic calendar.

In academic calendar institute adhered to available working days, public holidays, admission process, semester wise teaching plans, tentative university examination days of semester, tentative practical examination days, allocation of internal assessment work, guest lectures, celebration of national festivals, various literacy days, awareness programmes and rallies, and makes implementation on it. As per academic calendar institution follows all the related curricular, co-curricular and extra-curricular activities for the better academic work. As per calendar institution participation in extra-curricular activities like youth festival, inter college

sports competition like kabaddi, chess, badminton, table tennis organized by the affiliating university. The IQAC compiles the inputs received from the various departments and a comprehensive plan is prepared and uploaded on the college website.

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 (Web link : <https://jcdhanak.org/1920/2.6.1.pdf>)

The college has clearly stated learning outcomes of the programs and courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students:

- Hard copy of syllabi and learning outcomes are available in the departments for ready reference to the teachers and students.
- The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and college committee meeting.
- The students are also made aware of the same through tutorial meetings.
- The institution is running under graduate programmes (B. A., B. Com.) Self finance programmes (BBA, BCA) and post graduate (M. A. Gujarati) programme for the students. M.A. Gujarati is introduced in the college from June 1999. In 2019-20, total 920 students got admitted. In B. A., 470 students admitted, in B. Com. 336 students (UG programmes) and 30 students admitted in M. A. Gujarati (PG programme) in Grant-in-aid programme & 84 students got admitted in BBA & BCA in Self finance programmes. Many subjects are taught in the college viz. English, Gujarati, Hindi, Sanskrit, Economics, Physical Education, and commerce subjects.

Departments of Arts & Humanities Programme Outcomes:

- Apart from these the institute develops intellectual, personal and professional abilities through effective communicative skills; ensuring high standard of behavioural attitude through literary subjects and shaping the students socially responsible citizens.
- On successful completion of the programme, the students are introduced to communicative skills, to define, classify and understand the methods of communication, to improve their daily life skill.
- On successful completion of the programme, the students will be accurate both in oral and written communication as they will be strong in grammar and its usage in the languages viz. English, Gujarati, Hindi, Sanskrit.
- The students will be familiar with the textual genres including fiction, non-fiction, poetry, autobiography, biography, plays, and editorials etc.
- Students can work anywhere in India, as they know Hindi- our national language. In many other countries also, Hindi is used as an official Language as well as second Language. So they can easily be employed in those countries also.
- As they are practicing translation from Hindi to English and English to any other language, they can become translators in many central government offices. The students learn poetry and grammar so they can become creative writers or poets or authors
- By reading and observing dramas and one act plays they can become good actors.

- By having good communication skills and command over any language one can become a good speaker. Having good command over particular language one can present himself in better way.
- It will also develop the reading and writing skills of students. It inculcates communication skills as well as ethical and moral values among students.
- A degree in economics provides students with a solid foundation for a career in business, government or with the non-profit organization. In this programme students will study how societies, governments, households and individuals create, use, manage and distribute resources.
- Understand the behaviour of Indian and world economy.
- To develop the financial literacy for profitable investment.
- To make students aware of the issues of inflation, unemployment, poverty, GDP and Balance of payment.
- To impart the knowledge of banking, marketing and different sections of economy so that students will get job opportunities in different economic, financial, banking, marketing and other sections of economy.
- Economists also study and help in developing public policies like health care and educational reforms.

Department of Commerce Programme Outcomes:

- This programme provide well trained professionals for industries, insurance companies, transport agencies, banking sectors, financial companies, warehousing etc. to meet the well trained manpower requirements.
- The graduates will get hands on experience in various aspects acquiring skills for marketing manager, selling manager, over all administration abilities of the company.
- It provides students with the knowledge and technical skills in the accounting and financial fields.
- The students should possess the knowledge, skills and attitudes during the end of the B. Com. degree Programme.
- By virtue of the training they can become a manager, accountant, management accountant, bank manager, company secretary, and professor etc. course outcome.
- The student should have a thorough knowledge on the accounting practice prevailing in partnership forms and other allied aspects.
- On the successful completion of this course the students acquires the knowledge about the various types of business organizations and office management.
- To enable the students to learn principles and concepts of Accountancy.
- The students are enabled with the knowledge in the practical applications of accounting.
- The students should be well versed in the fundamental concepts of auditing, entrepreneur, knowledge in the finance institution, project report incentives and subsidies.
- To keep the students conversant with the ever-enlarging frontiers of cost accounting knowledge.
- The student should be able to work efficiently in MS-PowerPoint and Tally.
- This course enables the students with the knowledge about the capital budgeting, working

capital, cash management and financial management techniques.

- The student acquires the knowledge in the management accounting techniques in business decision making.

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
UG	B.A.	119	59	49.57%
	B.Com.	115	52	45.21%
	B.C.A.	21	15	71.42%
	B.B.A.	22	16	72.72%
PG	M.A.	30	29	96.66%

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (Weblink : <https://jcdhanak.org/1920/2.7.1.pdf>)

Smt. J. C. Dhanak Arts and Commerce College, Bagasara, Internal Quality Assurance Cell (IQAC) Criteria II - Teaching, Learning and Evaluation Student Satisfaction Survey Questionnaire (Academic Session 2019-20)

Objectives of the Student Satisfaction Survey:

This questionnaire has been designed by IQAC of Smt. J. C. Dhanak Arts and Commerce College, to seek a feedback from students to upgrade the quality in higher education. The objective of SSS is to measure the student's level of satisfaction on their experiences with the institute covering the teaching learning process in the areas as shown below: Teaching-Learning Process, Effectiveness of Communication, Teaching-Learning Resources, Counselling Experience of Students and Assessment Methods Survey Methodology.

The students will have to respond to all the questions given in the following format which is divided into 3 part i.e., (1) Response of the students towards the course (2) Response of the students towards teachers (3) Response of the last year students for their overall experience during their graduation, with her/his sincere effort and thought.

In the first part which is related to response of the students towards the course. The students need to fill up their name, academic year, degree program and the program they are presently pursuing as basic information. For the survey of response of the students towards the course the following questions was asked and respective four responses like, A = excellent, B = very good, C = good and D = average is offered in survey form, out of which student have to choose most appropriate one. The question like (1) Academic value of the subject in terms of knowledge (2) Relevance of the subject to real life (3) Depth of subject matter (4) Scope of the course (5) Clarity and presentation of the reading material (5) Effort required by the student to study the subject (6) Overall assessment was asked for each of the subject that student was studied during year.

Second part which is related to response of the students towards the teacher. The students have to fill up full name, academic year, degree program and the program they are presently pursuing and the signature of the student as basic information. For the survey of response of

students for evaluation of every teachers, the following questions was asked along with respective four responses like, A = excellent, B = very good, C = good and D = average is offered in survey form, out of which student have to choose the most appropriate one. The question like (1) Teacher's regularity in the class (2) Teaching expression (3) Creativity and innovation in teaching (4) Maintenance of discipline (5) Preparation of the subject and quality of information (6) Interaction with the student (7) Motivation and encouragement provided by the teacher (8) Personality development and guidance related to occupation (9) Extracurricular availability of the faculty (10) Timely completion of the course etc. information is collected from student.

In the third part which is related to response of the last year students for their overall experience during their graduation, the students have to fill up their name, the year of joining institution, degree program and the program they presently pursuing as basic information. For the survey of their overall experience during their graduation, response of the students towards the course the following questions was asked and open-ended answer required to be written by students based on their experience. The questions like (1) what do they want to do after the graduation? (2) Which course did they like? (3) Which course was least useful? (4) To whom student consider as the excellent teacher or professor? (5) What are the important issues left out according to them? (6) Was the advice that student received is/will helpful? (7) Was the advice that student received was at the right time? (8) What would students like to say about their experience? (9) How did their personality change after joining college? (10) Were the exams satisfactory? (11) Have the students found true friends during their college time? (12) Would students like to contact the department even after leaving college? (13) In what matter did the students interact with the administrator? (14) What would students like to say about the social environment of the organization? (15) Which sports activities or other activities did the students participate in? (16) Whether the students join student alumni association? In this way three types of feedback forms are filled by the students keeping in view all the related information for Student Satisfactory Survey. (SSS)

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 Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects (other than compulsory by				

<i>the College)</i>				
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-
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(s)	
-	-		-	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
-	-	-	-	-
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
-	-		-	
Name of the Start-up				
Nature of Start-up		Date of commencement		
-		-		
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards				
State	National		International	
-	-		-	
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Centre</i>)				
Name of the Department		No. of Ph. Ds Awarded	No. of M.Phil. Awarded	
Gujarati		01	-	
Hindi		02	-	
Sanskrit		00	-	
English		-	-	
3.3.3 Research Publications in the Journals notified on UGC website during the year				
	Department	No. of Publication	Average Impact Factor, if any	
National	Arts	-	-	
	Commerce	-	-	
International	Arts	01	5.02	
	Commerce	-	-	
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/ International Conference Proceedings per Teacher during the year				
Department		No. of publication		
Hindi (Arts)		Book- 2		
3.3.5 Bibliometric of the publications during the last Academic year based on average citation				

index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self-citations
The Critical Studies of Arundhati Roy's, 'The God of Small Things'	Dr. Twinkle B. Manavar	Atlantic Publisher & Distributors	1999	26	-	26
'Parsi' Fiction	Dr. Twinkle B. Manavar	Prestige Books	2001	21	-	21
Critical Essays on Anita Desai's Fiction	Dr. Twinkle B. Manavar	Sarup & Sons	2000	19	-	19
Contemporary Indian Writing in English	Dr. Twinkle B. Manavar	Atlantic Publisher & Distributors	1998	14	-	14
The Theme of Partition in Khushwant Singh's 'Train to Pakistan'	Dr. Twinkle B. Manavar	Atlantic Publisher & Distributors	1998	08	-	08
Indian English Poetry: Critical Perspectives	Dr. Twinkle B. Manavar	Sarup & Sons	2000	05	-	05
Indian Women Writers: Critical Perspective	Dr. Twinkle B. Manavar	Sarup & Sons	1999	04	-	04
Man- Woman Relationship in Anita Desai's Novels	Dr. Twinkle B. Manavar	Sarup & Sons	2000	02	-	02
The Feminist Approach & the	Dr. Twinkle	Sarup & Sons	2009	-	-	-

Fictional World of Nayantara Sahgal: A Critical Study	B. Manavar					
Theme of Man-Woman relationship in Anita Desai's Novels	Dr. Twinkle B. Manavar	Sarup & Sons	2001	-	-	-
Women Writers & Thematic Similarities	Dr. Twinkle B. Manavar	Sarup & Sons	1999	-	-	-
The Status of Women in India: From Ancient to Modern	Dr. Twinkle B. Manavar	Saurashtra University	2012	-	-	-

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self-citations	Institutional affiliation as mentioned in the publication
-	-	-	-	-	-	-

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year : 2019-20

	No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	6	-	5	7	-
Presented papers	6	2	10	2	-
Resource Persons	-	-	-	-	-

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 co-ordinated such activities	Number of students participated in such activities
NSS Annual Camp	NSS Saurashtra University, Rajkot	02	100
CATC 11 (Pre RDC – I)	8 Guj. B/N NCC, Junagadh	01	03

CATC 13 (Pre RDC – II)	8 Guj. B/N NCC, Junagadh	01	27
CATC 16 (Pre RDC – III)	8 Guj. B/N NCC, Junagadh	01	23
EBSB - II	Darjeeling	01	02
Adventure Water-Sports Camp	Diu	01	02
EBSB	Kutch-Mandvi	01	03

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	No. of Students benefited
-	-	-	-

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachha 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 coordinated such activities	Number of students participated in such activities
Agni Suraksha Jagruti	Municipality - Bagasara	Awareness Campaign	08	215
Swachha Bharat	J. C. Dhanak College- Bagasara	Slogan Competition, Campus Cleaning	02	68
Disaster Management	Fire Station - Bagasara	Mock Drill of Fire Extinguisher	05	240
Voter Awareness programme	Mamlatdar Bagasara	Guidance Lecture	08	250
Tree Plantation	Nursery - Bagasara	Tree Plantation	15	150
Betty Bachao Betty Padhao Rally	The Institute	Debate Competition, Rally in Bagasara City	05	155

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
-	-	-	-

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-To)	Participant
-	-	-	-	-
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 and Activities	Number of students/teachers participated under MoUs	
Municipality Bagasara	18-06-2018	Cleanliness-Campus Cleaning	255+20=275	
Gujarat Women's Organisation (Shaktimandal)	06-01-2020	Student Awareness and Development (For Beauty Care and Chocolate Making)	97	

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	
3,00,000	2,62,499	
4.1.2 Details of augmentation in infrastructure facilities during the year		
Facilities	Existing	Newly added
Campus area	2.09 acre	
Class rooms	16	
Laboratories	01	
Seminar Halls	01	
Classrooms with LCD facilities	01	
Classrooms with Wi-Fi/ LAN	-	
Seminar halls with ICT facilities	Yes	
Video Centre	-	
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 Library as a Learning Resource		

4.2.1 Library is automated {Integrated Library Management System -ILMS}									
Name of the ILMS software		Nature of automation (fully or partially)			Version		Year of automation		
Sun Softwers		Partially			2018-19		2007		
4.2.1 Library Services:									
		Existing		Newly added		Total			
		No.	Value	No.	Value	No.	Value		
Text Books		6518	550305	67	8299	6585	558604		
Reference Books		10415	2349170	23	4610	10438	2353780		
e-Books		-	-	-	-	-	-		
Journals Periodicals		171	60800	9	3850	180	64650		
e-Journals		-	-	-	-	-	-		
Digital Database		-	-	-	-	-	-		
CD & Video		137	8000	02	-	139	8000		
Library automation		-	-	-	-	-	-		
Weeding (Hard & Soft)		-	-	-	-	-	-		
Others (specify)		-	-	-	-	-	-		
4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Comp uter Labs	Intern et	Browsi ng Centres	Comput er Centres	Offic e	Departme nts	Availab le band width (MGBP S)	Other s
Existin g	35	1	29	1	-	5	1	60	-
Added	0	0	0	0	-	0	0	-	-
Total	35	1	29	1	-	5	1	60	-
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
60 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					NIL				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed			Date of launching e – content	
NIL		NIL			NIL			NIL	
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 in Rs.	Assigned budget on physical facilities in Rs.	Expenditure incurred on maintenance of physical facilities in Rs.
2,00,000	1,75,534	3,00,000	2,62,499
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website link: https://www.jcdhanak.org/infrastructure.php) Physical facilities: The college infrastructure committee headed by the Principal looks after the development, maintenance and utilization of the college physical facilities. For maintenance of a clean campus environment, responsibilities are assigned to grade IV staff – cleaning of all rooms, corridors, toilets, compound, etc. on regular basis. Skilled workers are hired for repairing works related to electrical, buildings, furniture, etc. The teaching faculties with students also clean the classrooms, corridors and compound every working Friday under Swachha Bharat mission after class. Computer Lab: To protect computer lab, IT service experts' help is taken. Students are given information about computer lab prohibition through its rules and regulations. To protect from damage, we use UPS to prevent computer from shutdown. Power supply of proper voltage is checked properly and set up for update computers monthly. Moreover, antivirus programme is installed too for each and every PC. The computer laboratory offers proficiency programmes in information technology. Short term computer courses are organized for students, teaching faculty and staff from time to time. The College Information and Communication Technology Committee (CICT) is responsible for maintenance and functioning of the lab. Library: The Library Advisory Committee with the Principal as the chairperson and Librarian as member secretary along with two senior faculties tackle all issues relating to the smooth and efficient functioning of the library. At the time of admission students are issued manual library cards which will be valid till their term-end. Internet facility is provided in the library and students can access the facility for availing e-resources and other web based information. Photostat facility is also available in the library at free of cost. The library is under CCTV surveillance. As books are real capitals and hence they are maintained properly. They are protected from dust and other types of damages. Sometimes sprinkling of proper insecticides is also done. The regular and proper service is done to maintain the library. Sports complex (indoor and outdoor): The College has a standard and large sports ground in which volley ball and other outdoor sports activities are held. The college also has an indoor stadium for chess, carom, table tennis			

and Gym etc. The sports committee of the College is in-charge of the sports complex and equipment. The committee supervises the Ground-man and Grade IV staff assigned for maintenance and repairing if needed. Moreover, proper care is taken to protect the ground and sprinkling of water is also done regularly. To maintain the equipment of sports, cupboards are also put in the office.

Computers:

The College Information and Communication Technology committee (CICT) is responsible for the maintenance of computers and smooth functioning of the network facilities in the college. They also look after the college website, up-gradation, procurement of hardware and software and other items related to computers.

Classrooms:

Everyday every class room is cleaned properly and whenever there is no need doors are closed. To protect from insects regularly insecticides are is sprinkled. Moreover benches are also cleaned with cotton or cloths to remove dust on it. Likewise blackboards are also maintained properly. Some classrooms are equipped with the required teaching audio visual aids to supplement the teaching-learning process. Seminars, workshops, lecture sessions are also conducted in these rooms. Class representatives, elected by the students, are given the responsibility to keep the classrooms clean. Checking of electric items, teaching aids etc. in the classroom are done regularly.

Canteen:

A student friendly canteen is run by The Non-teaching Staff Association of the college. Hygienic food is made available at affordable rates. The canteen is open on all working days.

Drinking Water Facility:

There are three water coolers available at the institute for teaching/non-teaching staff, boy-students and girl-students.

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	-	-	-
Financial support from other sources			
a) National	80 PR Central Scholarships	49	4,90,000
b) International			

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Name of the capability enhancement scheme		Date of implementation	Number of students enrolled	Agencies involved	
Gayatri Pariwar Examination-		21-09-2019	103	Gayatri Tirth Shanti kunj, Haridwar	
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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2019-20	Competitive Exam Coaching	95	-	55	13
	Personality Development	-	87	-	-
	How to Face Interview	-	35	-	-
	What is after Graduation	-	94	-	
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		No. of grievances redressed		Average number of days for grievance redressal	
None		None		None	
-					
5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
-	-	-	Nagarik Sarafi Sahkari Mandali, Bagasara	35	03
5.2.2 Student progression to higher education in percentage during the year 2019-20					

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2019-20	188	B.A., B, Com. BCA, BBA	Gujarati, Hindi, Sanskrit, Commerce, Computer Science, Management	PG Department, Education Department	M.A., M.Com., MCA, MBA, B.Ed.

5.2.3 Students qualifying in state/ national/ international level examinations during the year (2019-20) NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	01	19000326
SET	-	-
SLET	02	511690 511431
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	-	-
Any Other	-	-

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year 2019-20

Activity	Level	Participants
Volley Ball (Boys)	University Level	12
Volley Ball (Boys)	State Level	02
Volley Ball (Girls)	University Level	12
Volley Ball (Girls)	State Level	01
Volley Ball Khel Maha kumbh (Girls)	District Level	12
Volley Ball Khel Maha kumbh (Boys)	District Level	12
Youth Festival	University Level	10
Carrom - Boys	Institute level	05
Carrom - Girls	Institute level	04
Shot put - Boys	Institute level	04
Shot put - Girls	Institute level	04
Ras Garba	Institute level	40

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/ International	Sports	Cultural	Student ID number	Name of the student
2019-20	Gold Medal Award	NCC – State Level	-	Painting	GUJ/SW/16/32 5402	Nakum Manjula
2019-20	Trophy Award	NCC – State Level	-	Cultural Programme	GUJ/SW/16/32 5401	Joshi Ekta
2019-20	Trophy Award	NCC – State Level	-	Cultural Programme	GUJ/SW/16/35 5403	Dudhrejiya Dipali
2019-20	Gold Medal Award	NCC – State Level	Firing (First)	-	GUJ/SW/18/32 5451	Gadhiya Krupa
2019-20	Silver Medal Award	NCC – State Level	Firing	-	GUJ/SW/18/32 5446	Dobariya Karuna
2019-20	Trophy Award	NCC – State Level	-	Cultural Programme	-	All NCC Cadets Who attended camp at that time
5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)						
Our institute Smt. J. C. Dhanak Arts and Commerce College creates a platform for the active participation of the students in the various academic and administrative bodies including other activities. This empowers the students in gaining leadership qualities, in following rules, regulations and execution of skills. The Student Council shall continuously strive to identify student- related issues and help resolve them, thus building a healthy environment in the institute. The student council meets twice a year. Student Council is actively participating and organizing various activities related to academics, co-curricular and extra-curricular activities, with the guidance of faculty. They are providing great support to college related academic / administrative work with the help of other students. They are actively involving in motivating the students to participate in various activities conducted by the college. Student's council is headed by Principal as the Chairman, NCC ANO as President, NSS Programme Officer as Vice President, General Secretary and Joint Secretary, are represented by students. Members of student's council are filled with class representatives of UG and PG programs. Institute has constituted various other committees to involve in different academic and administrative activities in campus apart from the Student Council. College is very keen in encouraging students to participate in various academic and administrative committees. It improves the academic and administrative capabilities of a student. We firmly believe that sound business education is an ideal mix of a world-class curriculum and practical learning opportunities. The council helps in various activities organized by the college during the whole year which includes sports, games, cultural events, celebration of national festivals, administrative works etc. Thus, the council plays a very important role in all the academic and administrative activities of the institute.						
5.3 Alumni Engagement						

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): No
The institute has an Unregistered Alumni Association. The meeting for alumni association has been arranged once in a year. In this meeting the problem is discussed and feedback is taken and corrective steps to be taken for future. In annual function of institution, invitation to the alumni association is given. The alumni can contribute to the development of the institute by: • Donating books • Donating Uniforms • Contributing to Socio-literal-cultural activities. • Interaction with current students through lectures, group discussion, email etc. in the field of expertise. • Helping in sports and cultural activities. • Helping institute in evaluation of course and academic activities. • Giving Prize / award in the field of Academic / sports / NSS / cultural activities etc.
5.3.2 No. of registered enrolled Alumni: 74
5.3.3 Alumni contribution during the year (in Rupees) :
• Donating books and Uniforms
5.3.4 Meetings/activities organized by Alumni Association :
• The meeting for alumni association has been arranged once in a year. • In this meeting the problem is discussed and feedback is taken and corrective steps to be taken for future.

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 Institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system. 1. Principal: Principal is the chief person of the IQAC the management provided operation autonomy to undertake activities in the institution. The principal in consultation with the teachers' coordinator and members of various committees for planning and implementation of difference academy, administration and related policies. All these are based on the unanimous decision of the IQSC and the staff. 2. Faculty: The faculty members are the coordinators and the members of the various committees nominated by the principal in consultation the governing bodies. Every year the composition of the committees are charged to exposure of duties for academic and professional development. Following are the committees nominated by the Principal: (1) Admission Committee (2) Library Committee (3) Discipline Committee (4) Sports and cultural committee (5) Examination committee (6) Internal Quality Assurance Cell (7) Admission Committee (8) Disciplinary Action Committee (9) Time- Table & Annual planning Committee (10) U.G.C. Correspondence Committee (11) Student Counselling Centre (12) N.S.S., Social Activity & Social Interaction Cell (13) Sport Club (14)

Research Committee (15) 'Shakti'-Women's Empowerment Cell (16) SC/ST/OBC Cell (17) Literary Circle (18) Cultural Committee & Extra- Curricular Activity (19) First Aid Centre (20) Environment Awareness Cell/ Nature Club (21) Loan And Fund Committee (22) Renovation And Maintenance Committee (23) Study-tour Committee (24) Library Advisory Committee (25) Alumni Association (26) Parent Teacher Association. Apart from these, (As per Government guidelines following committees are constituted. (1) Carrier guidelines and Placement Committee (2) Grievance and Redressal Cell (3) Anti-ragging Committee.

3. Student: One of the staff members is appointed as the advisor of the students' union. He is empowered to play important role in different activities of the college. The students are also selected as secretaries of various activities like, cultural, sports, NSS, NCC etc., and further reinforces decentralization.

4. Non-Teaching Staff: Non-Teaching staff are also the members of the IQAC. Their suggestions are also considered while framing the policies and taking important decisions. Participative Management:

- The institution promotes the culture of participative management at the strategic level, functional level and operational level.
- The Principal, Governing Body, Teachers, Council and the IQAC are involved in defining policies and procedures, framing guidelines and rules and regulations pertaining to admission, examination, discipline, grievance, support service, finance etc.,
- Faculty members share knowledge among themselves, students and staff members which working for a committee.
- The principal interacts with government and external agencies and faculty members maintain interactions with the concern department of affiliating university. Students and office staff join hands with the principal and faculty for the execution of different academic administrative, extension related co-curricular and extra-curricular activities.

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

Yes/No/Partial:

Yes, the institute has a management information system:

Various committees are formed for the smooth functioning of the different activities of the institute. List of members of various Committees of the college are displayed. Various committees are formed by the institution such as: Admission Committee, Examination Committee, Discipline Committee, Cultural Committee, and Construction Committee, U.G.C. Correspondence Committee, Student Counselling Centre, N.S.S., Social Activity & Social Interaction Cell, SC/ST/OBC Cell, Literary Circle, Cultural Committee & Extra-Curricular Activity, First Aid Centre, Environment Awareness Cell/ Nature Club, Loan And Fund Committee, Renovation and Maintenance Committee, Library Advisory Committee, Alumni Association, Parent Teacher Association etc. Relevant information is conveyed by the management to the various Committees if required.

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):

❖ 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. • Head of all the subjects give their opinions/suggestions at the time of the Board of Studies meeting related to curriculum. • Curriculum improvement is done as per the institute needs and suggestions are given by the academic council and BOS meetings. Strategies have been adopted by the college: • 8 of our faculty members are in the Board of Studies of their respective subjects. • Suggestions are noted and planning are made to implement in phased manner.
❖ Teaching and Learning • Use of computers. • Use of innovative methods. • Interaction with students which reduces gap between teachers and students. • Friendly atmosphere. • Student centred learning process. • Use of multimedia, laptops & LCD etc. are used in teaching and learning. Strategies have been adopted by the college: • The points mentioned in the plan have been initiated.
❖ Examination and Evaluation Assignment, Seminar and MCQ Tests are taken at the end of the each semester.
❖ Research and Development IQAC motivated the staff for minor/major research programme. Interested teachers are sent for research Training/methodology workshop, seminars & symposia etc.
❖ Library, ICT and Physical Infrastructure / Instrumentation • Planning to purchase Library software program. • Planning for construction of Multipurpose Hall. • Planning for renovation of the College Building. • Planning for the Library Building. • Planning for Smart Classrooms.
❖ Human Resource Management All the faculty members are involved in different activities like Saptdhara, Udisha and KCG activities etc.
❖ Industry Interaction / Collaboration • The institute interacts with industries for placement. • IQAC & Career counselling interacts with the institute for placement.
❖ 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.
6.2.2 : Implementation of e-governance in areas of operations:

❖ **Planning and Development :**

To use ICT in the process of planning college events and activities, institute uses personal E-mails, WhatsApp Group, Facebook. (MS Teams) Important notices and reports are also circulated via E-mails, WhatsApp, and Facebook.

E-governance is the integration of Information and Communication Technology in all the working processes of the system. It aims to minimize the manual efforts and improve the communication, create transparent system, and to be cost and time effective. To facilitate the same college is using Sun Soft wares with Student, Examination, Finance & Account, Employee, and Library Modules. The details of software vendor are as follows:-

Name of the Vendor: - SUN SOFTWARES/SUN INFOTECH, Rajkot.

❖ **Administration :**

To achieve the target of Paperless Administration, IQAC committee members of it started using Google facilities like:

- Google sheet: - For data collection from various departments.
- Google Docs: - To prepare notices and activity reports.
- Google Forms: - To prepare feedback forms and get online feedbacks of students, parents & teachers.
- Google Drives: - To keep all department wise documents.
- The college campus is equipped with Dahua and HikVision's 58 CCTV cameras installed at various places of need.
- To surveillance on mobile by Principal, DMSS application is available and software is available for surveillance on computer for college authorities.
- ICT has been introduced in the administrative work.
- College staff uses smartphone with inbuilt social app like Gmail, WhatsApp to communicate.
- WhatsApp Group helps to provide the brief notices of any event to be happened on college.
- WhatsApp Groups are also used for awareness and of smooth functioning of the same.

❖ **Finance and Accounts:**

With the aim to produce immediate information in finance and accounts i.e. "Single Click Accounting", this section of college is partially e-governed. The college uses SUN Soft wares for the transparent functioning of accounts department. The same software is used to generate various reports like:

Consolidated Day Book

General Day Book

Daily Cash Collection report.

❖ **Student Admission and Support:**

Student admission for the year 2019-2020 is partially implemented online. SUN Soft wares is developed so as to fulfil the need of Student Admission and Support.

As the admission process is semi-online, admission forms are provided and the students submit printouts and required documents at respected counters. The software is also used

for student support like issuing: • Transfer Certificate, • Bonafide certificates. • Admission Forms • Issue of I cards, Library cards and Challan through the SUN Soft wares.				
❖ Examination : To achieve paperless communication, examination section of the Saurashtra University uses its own software to generate various reports like: ○ To generate seat numbers , hall-tickets, final results, ○ To generate class wise roll call list for all classes, student fees records. ○ Print the exam seat number wise list. ○ Seating arrangement for the University exams. Screen shots of SUN Software screenshots showing Working modules in Student support area like issuing Transfer Certificate (Web Link : https://jcdhanak.org/1920/6.2.2.pdf)				
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
2019-20	Dr. J .R. Jadav	Shodh nirdeshak ke roop mein	Sanshodhan paraamarsh samiti, Saurashtra University, Rajkot	1100
2019-20	Dr. J .R. Jadav	Hindi sahitya aur gandhivad	Navyug arts commerce College, Jabalpur	1100
2019-20	Dr. R. C. Fichadiya	Aadrashpatra Vibhishan	R. N. Varotaria College	1100
2019-20	Dr. M. S. Fadadu	Role of NAAC in Achieving Academic Excellance and Enhancing Global Competitiveness	R. K. University, Rajkot	1100
2019-20	Dr. B. B. Gohil	Indian education and society	Gujarat University, Ahmadabad	1100
2019-20	Dr. H. V. Chaudhari	Lok sahitya ma samajik Chetna	Aadivasi arts and Commerce College, santrampur	1100
2019-20	Dr. H. V. Chaudhari	The life and after life of Mahatma Gandhi value system and truth	Gurukul mahila arts and Commerce College, Porbandar	1100
2019-20	Dr. H. V. Chaudhari	Gujarati Hindi travel literature second half of 19th century	Government arts College bechraji and Gujarat sahitya akadami Gandhinagar	1100
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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2019-20	Basic English Grammar	Basic English Grammar	17 to 19-06-2019	18	04
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		Date and Duration (from – to)	
Training for NSS P. O. ETI – Ministry of Youth Affair and Sports Empanelled Training Institute, NSS, Gujarat Vidhyapith, Ahmedabad		01 (Dr. H. L. Vala)		15-10-2019 to 21-10-2019	
NIC Camp Government of India Ministry of Youth Affairs and Sports NSS Regional Directorate, New Delhi in University of Jammu		01 (Dr. H. L. Vala)		22-02-2020 to 28-02-2020	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent	Fulltime (Visiting)		Permanent	Fulltime/temporary	
14	07		06	05	
6.3.5 Welfare schemes for					
Teaching	As per university rules applicable for time to time - Staff Credit Society - First Aid Facility - -Monetary Help by the institution in case of health related emergencies				
Non-teaching	-as above -				
Students	- First Aid Facility. - Distribution of Text and Reference books through library book bank. - Free transport facility for girl-students coming from various villages by GSTC. - Concession for boy-students coming from various villages by GSTC. - Scholarship is given to the clever students by their caste. - The institute refunds all fees to the students who achieved excellence in the field of academic, cultural & sports at university, state level, and national level competitions.				
6.4 Financial Management and Resource Mobilization					

6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)
The Institution conducts Internal and External financial audits regularly.

- **The internal audit :**

The internal audit of the institution is entrusted to qualified chartered accountants who thoroughly check and verify all the financial transactions with the supporting documents. All the vouchers are audited on the half-yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy found, it is brought to the notice of the Head of the institution and then the corrective steps are taken.

All the vouchers are examined during this internal audit. The expenses incurred under different heads are thoroughly checked by verifying bills and vouchers. During such verifications, any errors or omissions detected by the auditors are immediately corrected and rectified by the institution. Precautionary measures are taken to avoid recurrence of such errors in future.

- **The external audit :**

The external audit of the institution is carried out by the auditors as per the provisions of the government rules and regulations. The External audit of the institution is done by a government representative from the Direct Payment Branch, Gandhinagar. The auditors ensure that all the payments are duly authorized after the audit. Then the report is sent to the Management for reviewing. Any queries and doubts in the process of audit would be attended immediately by providing supporting documents within the prescribed time limits. The institution has not faced any major audit objection during the past many years. All these measures exhibit the transparency maintained by the institution. The institution has always adhered to the transparent discipline in financial matters to avoid any defalcation of funds or properties of the institution. The audited statements are duly signed by the authorized auditors and the authorities of the Management.

Two documents have been uploaded as proofs:

(Web Link : <https://jcdhanak.org/1920/6.4.1.pdf>)

1. One is about the resolution made in the meeting of the members of the G. B. Dhanak Lok Kalyan Trust for the appointment of auditors for the financial year 2019-20. In the meeting, it was decided unanimously to appoint V. J. Maru & Associate Chartered Accountant to audit the accounts of all the educational institutions run by the G. B. Dhanak Lok Kalyan Trust.
2. The other document is an appointment order issued to the auditors, V. J. Maru & Associate Chartered Accountant to audit the accounts of all the institutions run by G. B. Dhanak Lok Kalyan Trust.

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/ Grants received in Rs.	Purpose
Donated by the faculties of the Institution	75, 000	Inbuilt Cement Block on another gate of the Institute

6.4.2 Total corpus fund generated

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	KCG, Ahmedabad	Yes	KCG, Ahmedabad
Administrative	Yes	KCG, Ahmedabad	Yes	KCG, Ahmedabad
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
1. Regular parent -teacher meet to discuss about the educational progress of the students. 2. Suggestions regarding academic and administrative reforms by the parents are heartily welcomed and implemented. 3. Parents always extends their supportive hands.				
6.5.3 Development programmes for support staff (at least three)				
1. Monetary Assistance to the wards of the support staff. 2. Uniforms, woollen clothes, shoes and rain coat are provided. 3. Washing Allowance is given.				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
1. Teachers are encouraged to engage themselves in various research oriented activities. 2. Initiative has been taken to open new courses i.e. science group. 3. Whole administrative process has been computerized.				
6.5.5				
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 activity	Duration (from-----to--- ---)	Number of participants
2019-20	MS Office & Sun Software Training for students	24-06-2019	24 th June 2019	32
2019-20	Workshop on “Android Based Automation” for students	05-07-2019 to 06-07-2019	5 th & 6 th July 2019	45
2019-20	One day seminar on “Designing Computer Networks” for students	05-08-2019	5 th August 2019	40
2019-20	One day orientation programme on “Behavioural Etiquettes in Educational Institute” for students	09-10-2019	9 th October 2019	42
2019-20	Implementation of Feedback on “Quality of Teaching -Learning Process and Remedial Measures” for students	29-02-2020	29 th February 2020	96
2019-20	Training on “Management Information System” for administrative staff	02-03-2020	2 nd March 2020	04
2019-	Capacity building Workshop to	09-03-20	09 th March	20

20	adopt and enhance ICT Based Teaching-learning on Basic Knowledge, MS Word, Power Point Presentation and Internet Skill for all the faculties		2020	

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-to)	Participants	
		Female	Male
1. Girls Health and Beauty Care	17/07/2019	247	-
2. Mahila Jagruti and Betty Bachao Rally	07/08/2019	225	-

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Safety And Security:

1. Our institute is located in rural area with natural setting; therefore special measures are taken for security and safety. The campus is protected from long compound wall. Security guard is employed for 24 hours in the campus.
2. While entering the Institution premises it is mandatory for the students enrolled at this institution to wear the ID card issued by the Institution. This helps to keep a check on the entry of unscrupulous, anti-social elements on the campus.
3. The identity of any visitor to the institution is first checked by the watchman and then communicated to the Institution office.
4. The campus building is under CCTV surveillance.
5. Anti-Ragging Cell: Ragging in any form is strictly prohibited inside the institution campus. The authority of the institute deals students seriously who indulge in any such activity. Anti-ragging cell has been established in institution as per the UGC guideline and plays a vital role in the welfare of the students. The information regarding Anti-ragging cell is displayed at institution campus and institution website also.
6. Grievance Redressal Cell and 'Shakti' Women Empowerment Cell: All stakeholders including students, faculty members and parents can complain about their grievance to the principal or to a specially created complaint box. All complaints received are processed, communicated and resolved.

○ **Objectives:**

- To deal with the complaints of sexual harassment and any other type of harassment of the female students & women staff of the Institution.
- To process all the individual complaints and take immediate suitable action.
- To provide assistance to the in-charge faculty/convener for taking preventive steps in the matter of gender discrimination and sexual harassment.
- To review the guidelines for redressal of the grievances as required from time to time, in accordance with those guidelines outlined, issued by the higher authorities.

Counselling:

1. Regular teachers of the institution are appointed as mentors for counselling of students. In the group of two mentors 50 students are allotted. To help them two senior students per group also play the vital role.
2. The institute displays and communicates students the list of counselling groups (including mentor, senior students and allotted students) at the beginning of the academic year.
3. Mentors are helpful in students' academic, administrative and personal social problems. They are counselling students from time to time. They also use their expertise to help and guide the students in their regular study and improve their performance.

Common Room:

1. The Institution has provided rooms for socialization along with the requisite facilities. A good hygienic sanitation and rest room facilities are provided to the girl-students.
2. There is separate washroom for girl-students and ladies staff members of the institute. The facility of special ladies staff room is also provided to the ladies faculty of the institute.

**7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources**

1. Use of LED Bulbs/ Power Efficient Equipment
2. Completely natural lighted classrooms are available in the institute for the purpose of 'Save Electricity'.

To save electricity the following steps are applied by the institute:

- Use of LED tubes instead of fluorescent tubes and incandescent bulbs.
- Compact fluorescent lamps (CFL) have already been replaced by LED bulbs.
- In non-reading and non-working areas, reduced lighting is used.
- For outdoor lighting, high pressure sodium or metal halide lamps are to be used.
- Lights are switched off immediately when not required.
- All transformers are disconnected and isolated from the wall outlet receptacles at the end

of a working day.

- Computers, printers, copiers etc., which are not in use are closed down and disconnected at the end of a day.
- All personal computers utilize the power management option for conserving electrical energy.
- Electronic equipments and gadgets are shut- off during non-working hours.
- Unit settings for all ACs are at 22-24°C.
- Most of the doors, windows have been thermally sealed and are kept closed on entry/exit to reduce overwork.
- Split units have been installed in the institution compatible to the occupancy level.
- Members of student council and staff council have been deputed to check the wastage of electrical energy by ensuring that fans should not run in unoccupied classrooms or laboratories.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	No	
Provision for lift	No	
Ramp/ Rails	Yes	
Braille Software/facilities	No	
Rest Rooms	Yes	01
Scribes for examination	Yes	01
Special skill development for differently abled students	No	
Any other similar facility	No	

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2019	-	1	15/07/2019	“Swachhha Bharat Swasth Bharat” Elocution Competition	Environment Consciousness	15+14=29
2019	-	1	16/08/2019	“Addiction	Social	82+12=94

				Free” Awareness Programme	Awareness	
2020	-	1	02/01/2020	Fire Mock Drill	Health and Environment Consciousness	100 College Students + 70 Primary School Students + 02 Staff Members and 75 People =247
2020	-	1	13/01/2020	“Jivanmoolyon ki Prerna Nari” Awareness Programme	Social Awareness	78+10=88

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Nil	Nil	Nil
Nil	Nil	Nil
Nil	Nil	Nil
Nil	Nil	Nil

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Celebration of Independence Day	15-08-2019	Student and Staff of the College (Approx. 174)
Blind Day	14-09-2019	88
Observance of Birth Anniversary of Mahatma Gandhi	02-10-2019	158
Republic Day Parade at College Campus	26-01-2020	55 NCC Cadets

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

- Solid Waste Management
- Liquid Waste Management
- Plastic Free campus
- E-Waste Management
- Waste Recycling System
- Rain Water Harvesting
- Bore well /Open Well Recharge
- Maintenance of Water Bodies and Distribution System in the campus

Supportive Steps to Make the Campus Eco- Friendly Includes:

Waste Management:

1. Solid waste management
2. Liquid waste management
3. E-waste management

Generation of waste is an unavoidable process in the daily routine of any institution. Curtailing the generation of waste and the proper disposal or recycling of the waste material is the main concern of the institution. The institution authority with the support of NCC and NSS accomplish the mission of reducing the generation of waste material in the campus. The methods adopted by the institution to handle waste material are as follow:

○ Solid Waste Management:

1. Each classroom/staff room/office/library is provided with dustbin, which is regularly emptied. Most of all the solid waste is biodegradable and in the form of leaf and papers which thrown into the dug pit and converted into natural fertilizer by providing a suitable environment.
2. The institution follows 'Green Protocol Initiatives' while conducting seminars and other events. Students and faculty are encouraged to use steel lunch boxes
3. Proper maintenance of infrastructure and timely repair of furniture is done to minimize solid waste.
4. Used papers and newspapers are sold for recycling.

○ Liquid Waste Management

As ours is an Arts and Commerce Institution, the liquid waste is not generated. But the water that goes wasted from a water purifier is provided to college garden plants and the wasted water of the washrooms is disposed of through underground gutters. We have developed a plan so that the rainy water collected from the terrace and ground is directly collected in the old bore- well.

○ E-Waste Management

Electronic goods are put to optimum use and the life of the electronic items is extended by proper up-gradation and maintenance. The Institution has collaborated with a local service provider for annual maintenance of electronic equipment and disposal of e-waste.

Periodic checking ensures that nonworking or old electronic equipment are separated out and disposed-off properly.

As such, there is minimum generation of e-waste. E-waste is minimal as the staff and students are encouraged not to use CDs and other temporary e- resources.

Most of the information is shared through online or through web and hence the e-waste is minimal.

7.2 Best Practices

Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, (Web link : <https://jcdhanak.org/1920/7.2.pdf>)

- **Best Practice-01**

1. **Title of the Practice:** Need-Based Curriculum

2. **Goal:**

The College is very keen to watch trends. Before the market forces catch us off-guard, we prepare new programmes, faculty and facilities of international standards. This practice lends the curriculum viability to cater to diverse needs of society and to direct the students to make a wise choice matching the national and international trends.

3. **The Context:**

The aim of the college is to equip the students with global competencies, so that they could meet with the demands of the changing scenario successfully. Keeping in mind this aim, the institution studies the national and international trends, makes choices of programmes accordingly. Wherever it is needed, it designs innovative programmes to provide a new choice to the students. This practice has boosted the image of the institution in the public eye, and has attracted more students from the region.

4. **The Practice:**

The multifarious curriculum offers a wide range of job-oriented and skill based programmes and provides the learners the option to match their aptitude and interest with the subject of their choice.

- **UG Level Programmes:**

- **B. A. (Bachelor of Arts) – Six Semester Degree Programme:**

Students in arts and humanities have diverse subject options in languages, social sciences, fine arts and economics. These can open up avenues in fields as diverse as journalism, advertising, foreign trade and civil services. The vocational streams equip the students for jobs after graduation.

- **B. COM. (Bachelor of Commerce) – Six Semester Degree Programme:**

Students in commerce faculty have also a wide range of subjects to study such as accountancy, business organization, business management, economics, statistics, human resource management, business communication etc. Hence, they get an exposure to the vocational fields like communication, trade & commerce, import

export policies, business management, marketing and so on. The students avail the opportunities of the scholars and experts of commerce to be enlighten themselves.

- **B. C. A. (Bachelor of Computer Application) – Six Semester Degree Programme**
- **B.B.A. (Bachelor of Business Administration) – Six Semester Degree Programme**
- **P. G. Level Programmes:** M.A. (Master of Arts with Gujarati Subject) - Four semester P. G. degree Programme
- **Add-on Programmes:**

Add-on Programmes in the unique scheme of the UGC to add on skills and increase employability and entrepreneurship for students pursuing conventional programmes in the liberal arts stream have been started.

- Dance Classes
- Yoga Classes
- Cooking Classes
- Public Exam Remedial Course
- GSET & NET Exam Classes

A student enrolled in any stream may opt for any one/two of the above programmes. All the programmes at UG levels follow teaching and examination system according to the guidelines of the university. As the institution keeps an eye on the quality, it keeps its teaching-learning process up to date. Innovation and experimentation are the twin forces that strengthen it and make it meet the national & international expectations.

- **Best Practice-02**

- 1. Title: Women Empowerment**

- 2. Objectives of the Practice:**

Aims and Objectives:

- To create an environment of comprehensive social awareness and consciousness among the students, staff members and surrounding communities for the need of 'Women Empowerment'.
- To provide an opportunity to girl-students to actively involved in this mammoth task.
- To suggest plans for women empowerment among the students, staff and community.
- To uplift women to a level equal to men.
- To enable women for job and thereby self-dependent.
- To prepare them for healthy competition to the male counterpart.

- 1. The Context:**

- The State of Gujarat has still been remained underdeveloped in the matter of development of women because it has more or less remained a backward state up till now.
- The students are the best representatives to inculcate this change into the society. Condition of women in certain caste of this area is pitiable, women are seen as objects of man's subjectivity

2. The Practice:

Several steps have been taken to meet the above mentioned goals:

To create holistic awareness among the students, staff and community about the need to women empowerment institute creates and caters ample events. It makes the institution girl-students to have an opportunity to actively involve in this mammoth task. This awareness suggests plans for women empowerment among the students, staff and community. To uplift women to a level equal to men, to enable women for job and thereby self-dependent. To prepare them able for healthy competition to the male counterpart. The state of Gujarat has been lagging behind in the matter of development of women because it has more or less remained a backward state up till the advent of 21st century. The poverty is so dominating a force that education, development and empowerment of women have been a far off thought. Therefore it is imperative to take initiatives to guide such deprived half of the society to a path of progress. The students are the best representatives to inculcate this change into the society. Training of Chocolate Making, Bakery Items, Cooking, and Beauty Parlour related activities etc. are conducted on regular bases. Our 'Women Empowerment Cell' is active enough to make the girl-students participated and got trained in the activities like Sewing Art, Embroidery Art, Mehndi, Beauty Parlor Tricks, Rakhi Making etc. Many girl- students have started making their livelihood on the bases of the skills developed in this program. Sometimes the response from the students for such courses is not encouraging. It is difficult to bring the students to such training classes after their regular class because of low frequency of transportation. The students from our town turn up in big number but the strength of girl-students from remote villages still have difficulty to cope up with.

3. Evidence of Success:

Many girl-students have started making their livelihood on the bases of the skills developed in these programs.

Some of Girl-students of this class who have skilled themselves, professionally started their services to the society in the form of Beauty Parlors.

The new entrants of these courses were unable to operate the Sewing Machines but, by the end of the course, they have become able to sew a dress independently.

4. Problems Encountered and Resources Required:

The response from the students for such courses is not encouraging. It is difficult to bring the students to such training classes after their regular class because of low frequency of transportation.

The students from our town turn up in big number but the strength of girl-students from remote villages still need to be guided positively.

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision,

priority and thrust Provide the web link of the institution in not more than 500 words

The institute is proactively taking efforts in providing an inclusive environment. The initiatives are to promote better education, economic upliftment of the needy and setting communal harmony.

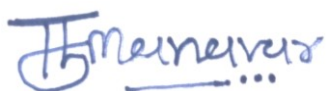
The vision of the institution aims at attaining excellence of students in academic world and preparing them to face the modern challenges to inculcate the skills and values necessary to succeed in real life and above all making them responsible citizens and real human beings with the quality of compassion and love. Our institutional library carries out certain activities which seem to reflect the vision and mission of the institution. In the present world of extra-curious techno-savvy generation, the library is the best learning resource in all higher educational institutions. The role of library can be more effective with some innovative edge added to it. With the vision of providing students more opportunities to get acquainted with the world of knowledge and information our institution has always given priority to the promotion of enlargement of institutional library. To cater to the needs of students and scholars and provide them services to their satisfaction has been our main objective. The richness of the library is such that it helps the students not only in their studies but also their career development. The library is rich and copious in terms of books and e-books, a lot of audio, video materials, previous question papers etc. The library facilities are extended, along with the institution students, research scholars and external students of the university, alumni of the institution and citizen of the town. There are computers with internet and printer facility available for the students in the library too. Many poor students are benefitted by this facility. Thus, our library provides reference services for learning and research like computerized issue return service, reference and information service, internet service, printer and download service, photocopy service etc. The facilities like SUN Software makes our library quite useful. Moreover, every year library arranges different programs to create interest and enthusiasm among the students for books and for the active use of library. Such programs include book exhibition, Vanchan Shibir (Reading Workshop), lectures etc. Vision of providing students more opportunities to get acquainted with the world of knowledge and information is fulfilled by an extra activity called Vanchan Abhiyan. In this activity, the librarian and some faculties meet with the interested students frequently and discuss the books they have read. Sometimes, the faculties suggest certain books to the students. The students read those books and discuss them in this regular meeting. Thus, library and its adjacent activities try to reflect the vision and mission of the institution in its true sense. The institution provides a very good platform to the students who seek achieve something in sports. Sports are an inevitable part of any institution. In our Institution students are interested in many games such as Badminton, Table-Tennis, Kabbadi, Volley Ball etc. The students participated at inter institution; inter university and zones level and secured prestigious rank as well as championship in different competitions. Frequent Blood Donation Camps, regular Rural Educational Up-liftman programmes through Village Adoption Activity and Daily Prayer before starting the study, Active teaching learning process, Students' awareness programs for Competitive Examination as well as the information about the provision of Job opportunities etc. are other distinctive performances the Institution keeps at regular intervals.

8. Future Plans of action for next academic year (500 words)

1. To introduce new students with the institutional facilities, various activities which regularly organises in the institution throughout the year and achievement of staff members.
2. To prepare the annual calendar for various activities and different competitions to be organized at the institution.
3. To prepare a Planner for the completion of New Term Syllabi and complete the syllabus according to the planner prepared.
4. To preserve our Indian culture as well as to maintain our ethical and moral values in the students; celebrate the functions like 'Premchand- Jayanti', 'Gandhi-Jayanti', 'Kalidas- Jayanti' 'Gurupurnima', 'Navratri' etc.
5. To inculcate National Awareness in the student, organise and celebrate the National Festivals viz. Independence Day and Republic Day in the college.
6. To encourage girl-students, organise the programmes related to girls such as Mehndi Competition, Hair-Style Competition, Sadi- Competition, Cooking Competition, Rakhi Competition etc. as part of Women Empowerment.
7. To arrange Gynaecological and Health related lectures by lady doctors for girl- students of the institute as part of Health Awareness Programme.
8. To arrange program to show Bisag Lectures to the students.
9. To promote and encourage the faculties for more research work.
10. To arrange MCQs, Assignment, and Presentation etc. by the students as part of Internal Examination.
11. To arrange Annual Function, Last Year Students' Farewell Function and Prize Distribution Program for Toppers.
12. To discuss about taking part in the process of the Central Paper Assessment at Saurashtra University, Rajkot by the institutional faculty members.
13. To promote and encourage maximum faculties of the institute to get recognition for guide ship and register maximum students under them for Ph. D. guidance as much as possible.
14. To divert the students from mobile games to the outdoor games by organizing endangered regional sports like Moidandi, Dhamal Goto, Tug of War, Lakhoti, Musical Chair, Kothada Dod etc.

15. To inculcate moral values in the students, organize such programs from time to time to preserve our Indian culture.
16. To renovate College Building wherever necessary.
17. To make the campus plastic free and generate indigenous compost from tree waste.
18. To plant Aasopalv Trees and other plants around the middle campus of the College Building.

Name **Dr. Twinkle B. Manavar**



Signature of the Coordinator, IQAC

Name **Dr. S. D. Mori**



Signature of the Chairperson, IQAC
