The Annual Quality Assurance Report (AQAR) of the IQAC

July 1, 2014 to June 30, 2015

Part – A

Data of the Institution

1. Name of the Institution: **Dharmendrasinhji Arts College, Rajkot**

- Name of the Head of the institution : **Dr. Chandrikaben Vadher**

- Designation: **Principal**

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

- Phone no./Alternate phone no.: **(0281) 2465632**

- Mobile no.: **9925819452**

- Registered e-mail: **dh.rajkot1937@gmail.com**

- Alternate e-mail : **principalcbv@gmail.com**

- Address: **Dr. Yagnik Road**

- City/Town: **Rajkot**

- State/UT: **Gujarat**

- Pin Code: **360001**

2. Institutional status:
- Affiliated / Constituent: **Affiliated**
- Type of Institution: **Co-education**
- Location : **Urban**
- Financial Status: : **UGC 2f and 12 (B) (Government)**
- Name of the Affiliating University: **Saurashtra University, Rajkot**
- Name of the IQAC Co-ordinator : **Ms. Bansari Kakkad**
- Phone no. : - **(0281)**

  2465632 Alternate phone

  no. - **9925819452**

- Mobile: **9909137809**

- IQAC e-mail address: **principalcbv@gmail.com**

- Alternate Email address: **dh.rajkot1937@gmail.com**

3. Website address: www.dhcollege.org

Web-link of the AQAR: (Previous Academic Year):

4. Whether Academic Calendar prepared during the year?

Yes if yes, whether it is uploaded in the Institutional

website: **No**

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
$_1$st	**B**	**-**	**2007**	**from:2007 to: 2012**
$_2$nd				from: to:
$_3$rd				from: to:
$_4$th				from: to:
$_5$th				from: to:

6. Date of Establishment of IQAC: **01/06/2002**

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
Information and Guideline about CAS	**10/07/2014**	**11**
Motivation for Research and Publication for better career portfolio	**22/12/2014**	**09**

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

Dharmendrasinhji Arts College	**Plan**	**State Government**	**2014-15**	**4,90,778/-**
	Non-Plan	**State Government**	**2014-15**	**2,60,000/-**
	Rusa	**State Government**	**2014-15**	**32,196/-**

	Udisha	**State Government**	**2014-15**	**5,000/-**
	Saptadhara	**State Government**	**2014-15**	**60,000/-**
	NSS	**Saurashtra University**	**2014-15**	**41,000/-**

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

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

10. No. of IQAC meetings held during the year: **02**

    The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website……. **No**

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

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

     * **Information and Guideline about CAS**

     * **Motivation for Research and Publication for better career portfolio**

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
-NIL-	-NIL-

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

   Name of the Statutory body: Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?   **No**

 16. Whether institutional data submitted to AISHE : **Yes**

     Year : 2014-15   **Date of Submission: 15/11/2015**

17. Does the Institution have Management Information System? **No**

18. Institution Track I.D. **GJCOG1047**

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 College is affiliated to Saurashtra University and follows the curriculum and syllabi prescribed by the university. Saurasthra University provides Academic Calendar at the beginning of each academic year. Advance planning of Academic activities is done by the college in concordance with the University academic calendar.

For the successful and timely implementation of curriculum, Time-table committee of the college prepares a Time-Table after the discussion with Head of the all departments at the beginning of each semester. Each department conducts departmental meetings where workload distribution among staff is prepared for the given time-table. Faculties prepare advanced academic planner for their work for timely implementation as well.

Students are made aware of the academic plans through time table and relevant notices as well as in the classrooms by their respective teachers. Also, slow and advanced learners from First Year Students are identified in the beginning of academic year. Teachers plan their work in view of the abilities of the slow learners, the average students and the advanced learners.

In addition to conventional teaching methods, faculties use other tools to supplement the effective delivery of curricular aspects such as field visits, study tours, industrial visits, group discussions, projects, class seminars, quiz and use of ICT. The college has put in place required infrastructure for technology-led learning. The campus is fully Wi-Fi enabled with internet access to all students and faculty.

To improve the delivery of curricular aspects by teachers, the institute supports the faculty members in various ways: by providing well-equipped library facility; by providing encouragement to attend various seminars, workshops, faculty development programs, refresher and orientation courses to update their knowledge etc.

The Head of the department and the Principal do a periodical review monitoring of delivery of curriculum and also the student's attendance.

The internal examinations are organized systematically to assess the attainments of course outcomes.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
-NIL-	-NIL-	-NIL-	-NIL-	-NIL-

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
-NIL-	-NIL-	-NIL-	-NIL-

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. – Sanskrit B.A. – Hindi B.A. – Gujarati B.A. – English	09	01	2009-10	09	01

B.A. – Sociology					
B.A. – History					
B.A. – Economics					
B.A. – Psychology					
B.A. – Philosophy					
B .A – Geography					
P. G - Geography					

Already adopted (mention the year) **2009-10**

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

	Certificate	Diploma Courses
No of Students	**-NIL-**	**-NIL-**

1.3 Curriculum Enrichment

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

Value added courses	Date of introduction	Number of students enrolled
-NIL-	**-NIL-**	**-NIL-**

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
-NIL-	**-NIL-**

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	**No**	**No**	**No**	**No**

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution?

We collected feedbacks from students regarding college, teachers, non-teaching staff, syllabus and existing infrastructure; we didn't go for any specific method of analyzing collected feedbacks. We tried to cope with the queries and suggestions mentioned by the students in their feedbacks. We have tried to come out with possible solutions of the questions of our students. The report on collected feedback is attached at the end of this AQAR as 'Annexure – A'

CRITERION II -TEACHING-LEARNING AND EVALUATION (2014-2015)
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.	**1180**	**924**	**924**
M.A.	**50**	**49**	**49**

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
2014-15	**924**	**49**	**17**	**02**	**02**

2.3 Teaching - Learning Process					
2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
22	**10**	**Computer Internet CD/DVD OHP BISAG**	**08**	**00**	**Yes**
2.3.2 Students mentoring system available in the institution? Give details.					
No					
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio	
924		**17**		**54:1**	

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.
27	**17**	**10**	**03**	**10**

2.4.2 Honours and recognitions received by teachers			
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)			
Year of award	*Name of full time teachers receiving awards from Designation state level, national level, international level*		*Name of the award, fellowship, received from Government or recognized bodies*
-NIL-	**-NIL-**	**-NIL-**	**-NIL-**

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.	**01**	**1st Semester** **3rd Semester** **5th Semester**	**06/11/2015**	**Exact Dates are not available**
M.A.	**02**	**1st Semester**	**05-11-2015**	**Exact Date is not available**

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

College has its own system of collecting 30 marks internal of each student. CBCS was introduced in June 2010 and since then every year a few changes were made part of internal evaluation system like (a) a pattern of 1Assignment + 1 Seminar + MCQs test (10 marks each). Retests were also conducted for the students who could not appear on the actual date of exam.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters

Academic Calendar - Attached as 'Annexure B'

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.

Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are designed by the University but in some subjects these outcomes are not defined. The available outcomes in other subjects are available on the website of the University Their links are : www.saurashtrauniversity.edu.in

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
01	**B.A.**	**197**	**178**	**90.36**
02	**M.A.**	**00**	**00**	**00.00**

2.7 Student Satisfaction Survey

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

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	-NIL-	-NIL-	-NIL-	-NIL-
Minor Projects	2 year	UGC	1,37,500	1,37,500
Interdisciplinary Projects	-NIL-	-NIL-	-NIL-	-NIL-
Industry sponsored Projects	-NIL-	-NIL-	-NIL-	-NIL-
Projects sponsored by the University/ College	-NIL-	-NIL-	-NIL-	-NIL-
Students Research Projects *(other than compulsory*	-NIL-	-NIL-	-NIL-	-NIL-

by the College)				
International Projects	-NIL-	-NIL-	-NIL-	-NIL-
Any other(Specify)	-NIL-	-NIL-	-NIL-	-NIL-
Total	-NIL-	-NIL-	-NIL-	-NIL-

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)
-NIL-	-NIL-	-NIL-

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
-NIL-	-NIL-	-NIL-	-NIL-	-NIL-

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year		
Incubation Centre	Name	Sponsored by
-NIL-	-NIL-	-NIL-

Name of the Start-up	Nature of Start-up	Date of commencement
-NIL-	-NIL-	-NIL-

3.3 Research Publications and Awards		
3.3.1 Incentive to the teachers who receive recognition/awards		
State	National	International
-NIL-	-NIL-	-NIL-

3.3.2 Ph. D.s awarded during the year *(applicable for PG College, Research Centre)*	
Name of the Department	No. of Ph.D.s Awarded
-NA-	-NA-

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	Gujarati	00	-Nil-
International		00	-Nil-
National	Hindi	13	-Nil-
International		00	-Nil-
National	English	10	-Nil-
International		00	-Nil-
National	Sanskrit	05	-Nil-
International		00	-Nil-
National	Sociology	01	-Nil-
International		00	-Nil-
National	History	00	-Nil-
International		00	-Nil-
National	Philosophy	02	-Nil-
International		00	-Nil-

National	Economics	07	-Nil-
International		00	-Nil-
National	Psychology	01	5.234
International		03	-Nil-
National	Political Science	00	-Nil-
International		00	-Nil-
National	Physical Education	00	-Nil-
International		00	-Nil-
National	Geography	01	-Nil-
International		00	-Nil-

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		
Title of	Name of	Title of the	Year of	h-index	Number of citations	Institutional affiliation as
Gujarati					00	
Hindi					04	
English					00	
Sanskrit					01	
Sociology					00	
History					00	
Philosophy					01	
Economics					00	
Psychology					02	
Political Science					00	
Physical Education					00	
Georaphy					01	

3.3.5 Bibliometrics 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
-NIL-	-NIL-	-NIL-	-NIL-	-NIL-	-NIL-	-NIL-

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

the paper	the author	journal	publication		excluding self citations	mentioned in the publication
-NIL-	-NIL-	-NIL-	-NIL-	-NIL-	-NIL-	-NIL-

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	12	16	05	00
Presented papers	07	12	05	00
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
Safai Abhiyan	NSS Unit & Bharati Ashram, Bhavnath	05	48

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
-NIL-	-NIL-	-NIL-	-NIL-

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Swachh Bharat Abhiyan	NCC & NSS Units of the college	Drive for cleanliness	7	410

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
-NIL-	-NIL-	-NIL-	-NIL-

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
-NIL-	-NIL-	-NIL-	-NIL-	-NIL-

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
-NIL-	-NIL-	-NIL-	-NIL-

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES 2014-15

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
00	**Not Applicable**

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	2336994ft	00
Class rooms	14	00
Laboratories	01	00
Seminar Halls	01	00
Classrooms with LCD facilities	01	00
Classrooms with Wi-Fi/ LAN	01	00
Seminar halls with ICT facilities	01	00
Video Centre	00	00
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	00	00
Value of the equipment purchased during the year (Rs. in Lakhs)	00	00
Others	-	-

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}   No

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
-NA-	**-NA-**	**-NA-**	**-NA-**

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	**7566**	**Not Available**	**0**	**0**	**7566**	**Not Available**
Reference Books	**37810**	**Not Available**	**10**	**13600**	**37820**	**Not Available**
e-Books	-	-	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	**281**	-	-	-	-	-
Library automation	-	-	-	-	-	-

	-	-	-	-	-	-
Weeding (Hard & Soft)						
Others (specify)	-	-	-	-	-	-

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	**20**	**01**	**10**	-	-	**01**	**09**	**5 MBPS**	-
Added	**00**	**00**	**00**	-	-	**00**	**00**	-	-
Total	**20**	**01**	**10**	-	-	**01**	**09**	**5 MBPS**	-

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

- **5 MBPS**

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	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities

0	**2,60,000**	00	00

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

Ours is the government college and procedures and policies for maintenance and utilization of various physical, academic and support facilities are guided by the state government. We have 13 big classrooms, 5 small cabins, 3 laboratories, 1 central hall, 1 library and 1 big playground. There are many sports and game equipments for students. Computers are also there for students and teachers.

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	-	-	-
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
Meditation	**22/09/2014**	**229**	**NSS**

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
2014-15	**Career Counselling**	**Data Not Available**	**Data Not Available**	**Data Not Available**	**Data Not Available**

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

es received	No. of grievances redressed	Average number of days for grievance redressal
00	**00**	**00**

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 Participate	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed

	d				
-NIL-	-NIL-	-NIL-	-NIL-	-NIL-	-NIL-

5.2.2 Student progression to higher education in percentage during the year **2014-15**

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2014-15	**70**	**B.A.**	**Sanskrit, Hindi, Gujarati, English, Sociology, Economics, Geography Philosophy, History**	**Different Institutes offering such courses**	**MA, B.Ed., BJMC, LLB etc**

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

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	**00**	**-NA-**
SET	**00**	**-NA-**
SLET	**00**	**-NA-**
GATE	**00**	**-NA-**
GMAT	**00**	**-NA-**
CAT	**00**	**-NA-**
GRE	**00**	**-NA-**
TOFEL	**00**	**-NA-**
Civil Services	**00**	**-NA-**
State Government Services	**00**	**-NA-**
Any Other	**02**	**Not Available**

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

Activity	Level	Participants
Navratri Garba	**Institution level 01/10/2014**	**550**

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
2014-15	**-NIL-**	**-NIL-**	**-NIL-**	**-NIL-**	**-NIL-**	**-NIL-**

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/ committees of the institution.

Student council does not exist in our institute but all the students are motivated to take part in various college level academic and administrative activities. Students help in working with computers and data fetching from old records.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? **No**

5.3.2 No. of registered enrolled Alumni: **-NA-**

5.3.3 Alumni contribution during the year (in Rupees) **: -NA-**

5.3.4 Meetings/activities organized by Alumni Association **: -NA-**

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

We are 100% government operational institute and hence we don't have any powers to apply for centralising or decentralising any activity related to the management. State government and University always provide us the systems to follow and apply for college level management. Teaching and Non-teaching staff of the college obey and follow all the instructions and orders given by Principal of the college who is in direct hierarchy of state government and University officials.

6.1.2 Does the institution have a Management Information System (MIS)?   **No**

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following.

Curriculum Development **– It takes place at University level, College teachers, who are part of BOS of their concerned subjects, add to this area.**

Teaching and Learning **– For this, Staff members of the college meet twice in the semester and chalk out the plan and try to implement it regularly.**

Examination and Evaluation **– For internal examination and evaluation, College prepares time-table and conducts it while external examination and evaluation are done by University.**

Research and Development **– Every year teachers are encouraged to participate in research related activities like Attending/participating seminars/conferences/symposia and publication.**

Library, ICT and Physical Infrastructure / Instrumentation – **Ours is the oldest Library in the Saurashtra region and it contains more than 49,000 books and every year the number increases subject to the allocation of grant. Some teachers use ICT facilities for better deliverance of teaching-learning activities.**

Human Resource Management – **It doesn't belong to our system as we are fully government operational college.**

Industry Interaction / Collaboration – **Not applicable -**

Admission of Students – **Each year a committee is formed for the admission of FY students in May/June and it works till August for admission related activities like form, distribution, form receiving, subject selection, counselling and fees.**

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

Planning and Development	**- NA-**
Administration :	**-NA-**
Finance and Accounts :	**Yes (IFMS)**
Student Admission and Support :	**Yes (Enrollment)**
Examination :	**Yes (Uploading of Internal marks)**

6.3 Faculty Empowerment Strategies

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
2014-15	**-NIL-**	**-NIL-**	**-NIL-**	**-NIL-**

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)
2014-15	**-NIL-**	**-NIL-**	**-NIL-**	**-NIL-**	**-NIL-**

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)
Orientation Programme		
Refresher Course		-
Short Term Course		
Faculty Development Programmes		-

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
16	**08**	**14**	**00**

6.3.5 Welfare schemes for

Teaching	**-NIL-**
Non teaching	**-NIL-**
Students	**-NIL-**

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly.

The college accounts are audited regularly by both internal and external auditors. The internal audit is conducted by registered chartered accountant and external audit is conducted by Higher Education Department, Government of Gujarat and by Accountant General office. KCG means Knowledge Consortium of Gujarat, Higher Education Department. The various grants are audited as follows :

Sr. No	Funding Agency	Scheme	Audited	
			Internal	External
1	Govt. of Gujarat	Salary and Arrears of employees		External
2	KCG	SAPTADHARA	Internal	
3	KCG	UDISA	Internal	
4	Saurashtra Uni.	NSS	Internal	
5	KCG	RUSA	Internal	
6	State and Central govt.	NMEICT	Internal	
7	Govt. of Gujarat	RKYC	Internal	
8	KCG	Security and Surveillance	Internal	
9	KCG	Cleaning and Maintenance	Internal	
10	UGC	IQAC	Internal	
11	Saurashtra University	Examination Remuneration	Saurashtra University	

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
-NIL-	**00**	**-NIL-**

6.4.2 Total corpus fund generated   **00**

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	**No**	**-**	**Yes**	**IQAC**
Administrative	**No**	**-**	**Yes**	**C.A.**

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

-NIL-

6.5.3 Development programmes for support staff (at least three)

-NIL-

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

6.5.5				
a. Submission of Data for AISHE portal **: Yes**				
b. Participation in NIRF **: -NA-**				
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
2014 -15	**Information and Guideline about CAS**	**10/07/2014**	**3 Hours (9:00 am to 12:00 Noon)**	**11**
	Motivation for Research and Publication for better career portfolio	**22/12/2014**	**3Hours (9:00 am to 12:00 Noon)**	**09**

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
-NIL-	**-NIL-**	**-NIL-**	**-NIL-**

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   -NIL-

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	No	00
Provision for lift	No	00
Ramp/ Rails	**Yes**	**02**
Braille Software/facilities	No	00
Rest Rooms	No	00
Scribes for examination	**Yes**	**02**
Special skill development for differently abled students	No	00
Any other similar facility	-	-

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
-NIL-	**-NIL-**	**-NIL-**	**-NIL-**	**-NIL-**	**-NIL-**	**-NIL-**

7.1.5   Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up
-NIL-	-NIL-	-NIL-

7.1.6   Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
-NIL-	-NIL-	-NIL-

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

No smoking zone

Pollution free campus

Various events for women empowerment Talks on 'Save Environment' in classrooms Anti Tobacco drive

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, provide the link

Two Best Practices: (1) Study Circle taking place on every Saturday when the entire staff assembles in the staffroom after recess along with Principal madam and any one teacher delivers a paper reading which has recently been presented at any conference/seminar/ symposium and then discussion takes place.
(2) Birthday celebration of all the teaching staff members.

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

Distinctiveness: Ours is the institute older than a century and many of the students who studied here have been posted at various government and non-government posts. Many of the present staff members were also students of this college so their dedication towards work and institution is more.

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

* To celebrate one whole day as a 'Sports Day'

* Motivation to teachers for quality research projects.

* To focus on students' better performance in internal as well as external evaluation processes.

Name : dr.J.S.UPADHYAY   *Name: Dr. Nilaben S. Thaker*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Annexure - A

Dharmendrasinhji Arts College, Rajkot

Report of Feedback 2014-15

The following table is a detailed report on the feedbacks collected from students regarding the aspects like Teachers, Infrastructure, syllabus, etc. 90 students participated in this feedback.

	Below average	Average	Good	Very good	Excellent
Teaching					
Principal					
Admin					
Library					
NCC					
NSS					
Sport					
Drinking Water					
Cleanliness					
Toilet					
Security					
Extra curricular					
Campus Discipline					

Annexure - B

Dharmendrasinhji Arts College, Rajkot

Academic Calendar 2014-15

01	Admition process	Process complete before June 15, 2014
02	First term	18/06/2014
03	Yoga day calibration	21/06/2014
04	Internal exam	19/04/2014 to 27/09/2014
05	Navratri calibration	1/10/2014
06	University exam	7/10/2014
07	Divali vacation	19/10/2014 to 19/11/2014
08	University exam	20/11/2014
09	Internal exam	5/01/2015 to 28/02/2015
10	University exam	16/03/2015
11	Summer vacation	3/05/2015 to 14/06/2015