The Annual Quality Assurance Report (AQAR) of the IQAC-2016-17

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.*(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year

> *(2016-17)*

1.Details of the Institution

1.1 Name of the Institution

> SHRI C. N. P. F. ARTS AND D. N. SCIENCE COLLEGE,

1.2 Address Line 1

> COLLEGE CAMPUS, NR. BUS DEPOT

Address Line 2

> AT: DABHOI TA: DABHOI DIST: VADODARA

City/Town

> DABHOI

State

> GUJARAT

Pin Code

> 391110

Institution e-mail address

> principaldabhoi@gmail.com

Contact Nos.

> 02663-254551

Name of the Head of the Institution:

> Dr. J. R. SHUKLA

Tel. No. with STD Code: | 02663-254551

Mobile: | 09427317456

Name of the IQAC Co-ordinator: | Dr. S. R. Singh

Mobile: | 9909263039, 7574893996

IQAC e-mail address: | santosh_singh0313@hotmail.com

1.3 **NAAC Track ID***(For ex. MHCOGN 18879)* | EC(SC)/05/RAR/121

OR

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

EC(SC)/05/RAR/121

1.5 Website address: | www.dabhoicollege.org

Web-link of the AQAR:

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.04	2009	5YEARS
2	2nd Cycle	B	2.15	2015	5YEARS
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY | 24/06/2010

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

   i. AQAR_____   24/08/2016   _____ (DD/MM/YYYY)
  ii. AQAR_____ _____ (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State [√]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [√]   No [ ]

Constituent College   Yes [ ]   No [√]

Autonomous college of UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [-]   No [-]

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

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

    Urban [ ]   Rural [√]   Tribal [ ]

Financial StatusGrant-in-aid [√]   UGC 2(f) [√]   UGC 12B [√]

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

1.10 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [ ]   Law [ ]   PEI(PhysEdu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others(Specify)   [. ----]

1.11 Name of the Affiliating University *(for the Colleges)* | Gujarat University, Ahmedabad / Shri Govind Guru University, Godhara |

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

Autonomy by State/Central Govt. / University   -

University with Potential for Excellence   -   UGC-CPE   -

DST Star Scheme   -   -

UGC-Special Assistance Programme   DST-FIST   -   -

 UGC-Innovative PG programmes   -   Any other (*Specify*)   -

UGC-COP Programmes   -

2.IQACComposition and Activities

2.1No. of Teachers   4

2.2No. of Administrative/Technical staff   2

2.3No. of students   2

2.4No. of Management representatives   2

2.5No. of Alumni   2

2. 6No. of any other stakeholder and

community representatives   1

2.7 No. of Employers/ Industrialists   1

2.8 No. of other External Experts   1

2.9 Total No. of members   15

2.10No. of IQAC meetings held   2

2.11 No. of meetings with various stakeholders: No.2

Faculty / Non-Teaching /Staff /Students | 01 | Alumni | 01 | Others | - |

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

If yes, mention the amount | ----------------- |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | | International | | National | | State | 03 | Institution Level | |

(ii) Themes | Taxonomy, Training Of Sophisticated Instruments Used In Laboratories, Gujarati Language |

2.14 Significant Activities and contributions made by IQAC

| 3 state level workshop / seminar was organized |

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. Organization of class seminar and quiz	Achieved
2. Academic tour	Achieved
3. Field Training Programe	Achieved
4. Starting of Add on courses for skill development	Achived
5. Thalasemia Camp, Medical Checkup	Achieved

   * *Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes | √ | No | |

Management | √ | Syndicate | - | Any other body | - |

   Provide the details of the action taken

- Management provided the infrastructure and facilities for organizing the state level seminar and workshop.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-----	------	------	-------
PG	01	------	------	------
UG	02			
PG Diploma				
AdvancedDiploma				
Diploma				
Certificate				02
Others				
Total	03			02

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: **CBCS**
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03 (B.A., B.Sc., M. Sc)
Trimester	----
Annual	-----

1.3 Feedback from stakeholders*Alumni ☐   Parents ☐   Employers ☐   Students ☐ √
   (On all aspects)

Mode of feedback: Online ☐   Manual ☐ √   Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure

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

NO

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
22	09	13	----	---

2.2 No. of permanent faculty with Ph.D.

10

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-----	09								

2.4 No. of Guest and Visiting faculty and Temporary faculty

04				

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-----	14	19
Presented papers	-----	11	----
Resource Persons	-----	-----	----

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

ICT, PPT presentation, showing live expert lectures broadcasted by BISAG

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

160 days

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

As per university rule

2.9 No. of faculty members involved in curriculum
Restructuring / revision / syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

-	08	-

2.10 Average percentage of attendance of students

76 %

2.11 Course / Programme wise

Distribution of pass percentage: Office Record of University Result is not declared by University

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc						
B.A						
M.SC						

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

- IQAC monitors the lectures and practical conducted as per the schedule.
- IQAC ask for reports of activity done by the departments and support services proposed by them.
- IQAC promotes the teachers for participation in workshop and conferences and submission of research proposals to various funding agencies.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	05
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	04	03	------	00
Technical Staff	22	09	-------	02

Criterion – III

3. Research, Consultancy and Extension

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

> The institution is motivating the faculty and students to indulge in research activities. Facility is given and leave is granted to attend research programme elsewhere.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	04	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range [ ]   Average [√]   h-index [ ]   Nos. in SCOPUS [ ]

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

NA

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

3.7 No. of books published   i) With ISBN | 01 | No.Chapters in Edited Books | |

 ii) Without ISBN No. | |

3.8 No. of University Departments receiving funds from   NA

UGC-SAP | | CAS | | DST-FIST | |

DPE | | DBT Scheme/funds | |

3.9 For colleges   Autonomy | | CPE | | DBT Star Scheme | |

INSPIRE | | CE | | Any Other (specify) | |

3.10 Revenue generated through consultancy | ------ |

3.11 No. of conferences

Organized by the Institution

Level	International	National	State	University	College
Number	---	----	03	---	----
Sponsoring agencies	----	-----	Management	------	----

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

3.13 No. of collaborations：   International | --- | National | 02 | Any other | --- |

3.14 No. of linkages created during this year | --- |

3.15 Total budget for research for current year in lakhs :

From Funding agency | ---- | From Management of University/College | ---- |

Total | ----- |

3.16 No. of patents received this year: **NA**

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

3.17 No. of research awards/ recognitions received by faculty and research fellows

Of the institute in the year: **NA**

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

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

| --- |

| --- |

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

| --- |

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

JRF [   ]   SRF [   ]   Project Fellows [   ]   Any other [   ]

3.21No. of students Participated in NSS events:

University level [190]   State level [85]

National level [---]   International level [---]

3.22No.of students participated in NCC events: University level [-]   State level [30]

National level [09]   International level [-]

3.23 No. of Awards won in NSS: University level [---]   State level [---]

National level [---]   International level [---]

3.24 No. of Awards won in NCC: University level [   ]   State level [   ]

National level [01]   International level [   ]

3.25No. of Extension activities organized

University forum [-]   College forum [√]

NCC [√]   NSS [√]   Any other [   ]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

The institution had carried out extensive social activities for the benefit of poor and down trodden people such as distribution of blankets and essential commodities; health awareness programme was conducted to create awareness among the people. One village is adopted by NSS, where various extensions activates like clinginess, awareness program was carried out by volunteers

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	43.74 Acers		---	43.74 Acers
Class rooms	17		----	17
Laboratories	04		----	04
Seminar Halls	01		---	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	----			
Value of the equipment purchased during the year (Rs. in Lakhs)	-----			
Others	-------			

4.2 Computerization of administration and library

Administration work partially computerized while library is not computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4820	-	546		5366	-
Reference Books	21770	-	79		21849	-
e-Books	--	--	--	--	--	-
Journals	09		Renewed 09		09	
e-Journals	---	---	---	--	---	--
Digital Database	---	---	---	--	---	--
CD & Video	---	---	---	--	---	--
Others (specify)	---	---	---	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	54	01	22	-	-	-	-	-
Added	-	-	-	-	-	-	-	-
Total	54	01	22	-	-	-	-	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

NA

4.6 Amount spent on maintenance:

i) ICT

24774

ii) Campus Infrastructure and facilities

3,10,455

iii) Equipment

1,73,276

iv) Others

2,50,869

Total :

7,59,374

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> IQAC is tirelessly working for creating awareness among the students by counselling them, by educational tour, carrier development programme, Alumini association programme.

5.2 Efforts made by the institution for tracking the progression

> The Institution cares and shares the significant information with the students and all the stakeholders of the institution as a outcome of this, the result of every year is upgrading

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
907	40	-	-

(b) No. of students outside the state: ------

(c) No. of international students: -------

(d) Men

No	%
553	60.97

Women

No	%
354	39.03

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
388	72	260	283	--	1003	358	68	231	250	-	907

Demand ratio 100%   Dropout %

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

> Workshop and expert lectures are arrange to enhance the knowledge of the students for competitive examination.

No. of students beneficiaries 350

5.5 No. of students qualified in these examinations

NET ---   SET/SLET ---   GATE ----   CAT ----

IAS/IPS etc ---   State PSC ----   UPSC ---   Others ---

5.6 Details of student counselling and career guidance

Two awareness programme regarding various competitive exam were organized by carrier counselling cell.

No. of students benefitted: 150

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	150	13	-

5.8 Details of gender sensitization programmes

To sensitize the students we carried out karate training and different programme to empower the girl students.

5.9 Students Activities

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

State level: 40   University level: -   National level: -

No. of students participated in cultural events

State/ University level   108   National level   ---   International level   ---

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

Sports: State/ University level   National level   International level

Cultural: State/ University level   National level   International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	183	10,86,805
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / Initiatives :   **NA**

Fairs   : State/ University level | - | National level | - | International level | - |

Exhibition: State/ University level | - | National level | - | International level | - |

5.12 No. of social initiatives undertaken by the students: | 05 |

5.13 Major grievances of students (if any) redressed: | - |

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision** : To empower the students by providing them requisite education at the doorstep so that they can be able to face the challenges of the modern age and contribute in the development of society and nation
> **Mission**: Our mission follows our vision and makes necessary modifications in them, whenever and wherever needed.

6.2 Does the Institution has a management Information System

> Yes

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

6.3.1 Curriculum Development

> Several faculties of the institution actively took part in board of studies meeting to design syllabus.

6.3.2 Teaching and Learning

> Many faculties of the institutionusing modern technologies like ICT, PPtpresentation ,Showing lectures on BISAG and presentation by making models.

6.3.3 Examination and Evaluation

> From time to time we engaged students in quiz, seminar group discussion sensitizing programme, counselling the students for vocational courses etc.

6.3.4 Research and Development

> Several faculties of the institution are doing research work and publishing the work in the eminent journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> Our library is upgraded with internet facility with ample computers and text books.

6.3.6 Human Resource Management

> - Teaching and no teaching full time staff is appointed by state government.
> - Other lacking necessary Staff is appointed by management.

6.3.7   Faculty and Staff recruitment

> Staff recruitment is done by state Government other lacking staff appointed by management of the institution.

6.3.8   Industry Interaction / Collaboration

> Institution is trying its best to have collaborative relation with industry to enhance research and placement work.

6.3.9   Admission of Students

> Committee works under the rules of university.

6.4 Welfare schemes for

Teaching	Credit society is running in college.
Non-teaching	
Students	Poor students helped by the faculties and institution when they are deprived of Government scheme. Tuition fees are waved for needy students.

6.5 Total corpus fund generated: ---

6.6 Whether annual financial audit has been done   Yes √   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	KCG	---	---
Administrative				

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

For UG Programmes   Yes   No   √

For PG Programmes   Yes   No   √

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

> NA

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

NA

6.11 Activities and support from the Alumni Association

-

6.12 Activities and support from the Parent – Teacher Association

Healthy suggestion of parent-teacher association is considered, many a time implemented.

6.13 Development programmes for support staff

Not done

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

Campus cleaning, Tree plantation done by the institution. Online MCQ test conducted to save papers.

Criterion – VII
7. Innovations and Best Practices

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

> Several innovative programmes are held in the institution which has brought laurel to the institution.
>
> - Students were encouraged to took part in the workshop and seminar and number of the students participated in state level workshop and presented the paper.
> - MCQ question bank was put on the college website to help the students.

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

> - Most of the targets was achieved what was set in the plan.

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

> - Faculties were motivated to delivered lectures by the use of PPT
> - Two add-on courses were started to develop the skill of the students.
> - Planting seedlings of trees in campus, in the vicinity of college playground

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

7.4 Contribution to environmental awareness / protection

> - Cleanliness drive is under taken by the institution to improve environment.
> - An initiative is taken to use the minimum paper promoting the e-filing and e-communication among the staff.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

> - Strength: College is situated in rural area with basic facilities fulfilling the need of higher education in rural and tribal students
> - Weakness: Most of the students are coming from poor and illiterate backgrounds. Insufficient infrastructure, lack of funding and administrative permissions for staring of new courses.
> - Opportunities: More applied courses can be started and will be useful for the upliftment of the life of poor students.
> - Threats: Poor background of students. Upcoming self-finance institute may snatch the students in attractive courses

8. **Plans of institution for next year**

> 1. To start new applied courses.
> 2. To start the subsidiary courses as main course.
> 3. To develop the clean and green campus.
> 4. To develop the research activity in the departments.

Name Dr. S.R.Singh   *Name   Dr. J.R.Shukla*

_____   _____

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

<u>**Annexure I**</u>

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission