



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	SHRI C. N. P. F. ARTS AND D. N. SCIENCE COLLEGE, DABHOI
Name of the head of the Institution	Prof. Sunil B. Patel
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02663254551
Mobile no.	9099916851
Registered Email	principaldabhoi@gmail.com
Alternate Email	santosh_singh0313@hotmail.com
Address	Nr. Bus Depo
City/Town	Dabhoi
State/UT	Gujarat
Pincode	391110

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. Santoshkumar R. singh			
Phone no/Alternate Phone no.		02663254551			
Mobile no.		7574893996			
Registered Email		santosh_singh0313@hotmail.com			
Alternate Email		principaldabhoi@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://www.dabhoicollege.org/AOAR-Dabhoi-Final%202017-18.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://www.dabhoicollege.org/2020/academic%20calender.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.04	2009	08-Mar-2009	07-Mar-2014
2	B	2.15	2015	07-Mar-2015	08-Mar-2020
6. Date of Establishment of IQAC			24-Jun-2010		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		

Organization of One Day International Multidisciplinary Seminar on	10-Aug-2018 01	345
Regular Meeting of the IQAC	16-Jul-2018 01	12
Regular Meeting of the IQAC	10-Dec-2018 01	12
Student Feedback	26-Mar-2019 01	11
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	NSS	Govt of Gujarat	2018 365	89000
Institution	Saptdhara	Govt of Gujarat	2018 365	20000
Institution	Placement Cell	Govt of Gujarat	2018 365	50000
Institution	Udisha	Govt of Gujarat	2018 365	20000
Institution	Salary	Govt of Gujarat	2018 365	37300713
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

IQAC had inspired to organize a oneday international seminar on "Educational Research in the 21st Century: Challenges and Opportunities" on 10th August, 2018

IQAC had inspired to conduct online student feedback.

IQAC had inspired to develop the green campus.

IQAC had inspired to develop the extracurricular skill of the student through various cultural and extracurricular activities.

IQAC had encouraged the use of ICT in the teaching learning process and motivated for continues evaluation process of student. IQAC had encouraged teachers to attend refresher and orientation programmes under CAS and also encouraged to attend FDP, Seminar, Workshops and Symposia.

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

Plan of Action	Achivements/Outcomes
To organize national and international seminar and symposia	International seminar was organized by college
To develop the green campus and improve the sports facility	To develop the green campus and improve the sports facility
To start subsidiary course as main course	Yes (Botany is started as main course)
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Vadodara jilla Kelavani Mandal	12-Mar-2020

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

21-Jan-2019

17. Does the Institution have Management Information System ?

No

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 College is affiliated to the Shri Govind Guru University, Godhra and follows the University designed curriculum. It runs UG and PG level courses keeping in mind to make the students employable through education and skill development. The University prepares an academic calendar that specifies the duration of the semester, the date of commencement and end of semesters. Choice Based Credit System (CBCS)/elective course system and Semester System have been implemented in all UG and PG courses offered by the university. In the beginning of the academic term all the information regarding programmes, selection of courses, weightage of marks in the internal and external examination and availability of syllabus-study materials-old question papers are given to the students. An Action Plan is prepared by the IQAC. Academic Calendar of College and Time Tables for all Arts and Science programmes are prepared. The Academic Calendar of College and Time Tables are displayed on the college Notice board.

In the beginning of the term each department arrange a departmental meeting regarding the Distribution of Syllabus to all faculty members. Teachers prepare Teaching Plan as per the academic calendar. In case of changes of syllabi made by the university, the college procures a required number of books and research journals in the Central Library. The department ensures all the requirements of equipment, materials, chemicals and glassware for practical work. All the departments have their own computers with internet connectivity. The teachers are preparing PowerPoint Presentation and download relevant video encouraged to use the ICT in classes. The use of ICT, laptop, well-equipped laboratory facilitates etc. are made available to the staff and students to ensure effective curriculum delivery and improve their performance. To make learning easy, we provide study materials, old question papers, video lectures and subjective quiz. The teaching-learning process is according to the course wise outcome of the curriculum. To make learning effective and strengthen, various co-curricular activities are organized. All the activities are guided and monitored by the faculties. If there are constraints to complete the curriculum, extra classes and practical sessions are conducted. The whole teaching-learning process is monitored regularly by each Faculty I/c, Vice-Principal and Principal. The feedback and suggestions received regarding syllabus communicated to university for modifications through our teachers who are members of various university bodies.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Botany	12/06/2018

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Chemistry	12/06/2018
BA	Gujarati	12/06/2018
BA	Economics	12/06/2018
MSc	Chemistry	12/06/2018

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

	Certificate	Diploma Course
Number 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
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Chemistry	20
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nil
Employers	Nil
Alumni	Nil
Parents	Nil

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

Feedback Obtained
Feedback from the student about teachers was obtained online through google form. A Quaternary of 9 questions was made in the google form and student was asked to reply in the range to 1 to 10-point system. The google form link was shared withing the student and sheet of response was obtained and analysed for each faculty individually. Result of feedback was discussed in the meeting of IQAC and faculty with minimum score was informed orally and advised for their upgradation in the meeting.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Chemistry	240	718	241
BA	Gujarati / Economics	260	189	155
MSc	Chemistry	60	187	60
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	999	60	20	Nil	8

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
No Data Entered/Not Applicable !!!					
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Students being the main stakeholders of the college, the academic, co-curriculum and extra activities are organized keeping in view for their development. The teachers are committed to provide quality and values-based education to the students coming from the surrounding villages. Students enthusiasm, involvement and willingness to participate make learning student-centric. The Institution practices several student-centric learning methods. Participatory learning activities like the presentation of seminars, assignments and project work by referring to listed bibliography, collection of information from the Internet and online databases are encouraged. Faculty from each department helps and guide student to collect the information for seminar and project work and analyze it. During their academic schedule, PG students are sent for internship or for industrial training. Faculty help them to search the suitable industry and become a bridge between the student and industry for training part thus they are encouraged. Science department like Physics, Botany, Chemistry and Mathematics to study natural science phenomenon organizes field trips. This helps students to learn from observation. The college arranges industrial visits for students to get actual experience and clarify their doubts on whatever is happening in their related field. Students are encouraged to participate in Seminars, Workshops, 'Saptdhara' program, NCC, NSS and other competitive events. In the science stream, experimental methods are adopted that make teaching and learning more student-centric. Various departments conduct a number of activities like seminars, debate and elocution on current issues, group discussion, and science quiz. Such activities develop stage courage, skills of expression, thinking power among the students. The institution visualizes the all-round development of every student. To contribute progress in learning, the institution exercises a student-centric approach. Group discussion, quiz, case study, Poster resentation and seminars. The Library is well established with student internet facilities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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999

20

1:50

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
27	20	7	Nil	10

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college is affiliated to Shri Govind Guru University, Godhra and the systems of internal evaluation is mandated by the university is followed by the college. The University has introduced choice-based credit system in all UG and PG programmes and Semester System. Since 2011, University has introduced a system for both Continuous internal evaluation and End Semester evaluation (ESE). In tune with the reforms made by the university, the internal evaluation system of the college is revised from time to time. The college has introduced the Continuous Internal Evaluation (CIE) system for internal marking at the institutional level which carries 30 marks out of total 100 marks per paper. After the student gets admitted to the college the evaluation methods, both Continuous Internal Evaluation (CIE) and End Semester Evaluation (ESE), are communicated to the students in orientation programme and also discussed and aware about it in the class room by the teacher. During orientation, the students are given a clear idea about the syllabus and evaluation procedures. The entire internal evaluation process involves classroom evaluation, internal tests and assignments and their physical present in class room. Tentative dates for unit tests are planned by the IQAC and it is confirmed after discussion in the meeting of Examination Committee. Examination committee prepares the unit tests timetables. They are displayed on the notice boards. The Exam Committee monitors the implementation assessment methods. The periodic instructions issued by the university are communicated to the students. In CIE, Internal evaluation of UG and PG programmes are done on the basis of four important criteria - attendance/project/seminar/quiz (5 Marks), assignments (10 Marks) and internal unit test examinations (15 Marks) - coming to a total of 30 Marks as per the guideline of university. After the conduct of internal unit test examinations, the answer sheets are evaluated within the stipulated time and

the scheme of evaluation is made transparent to the students. The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal examination. Retest examinations are conducted for students who have not attended the internal examination as per the timetable due to unforeseen reasons. Mark sheets of internal marks are prepared with the utmost care and are displayed to the notice board, for verification and also grievances, if any, are addressed by the faculty. The introduction of the new system of evaluation had brought about visible changes in the performance of the students, both inside the classroom and outside. A few examples are cited below: • The regularity of students in attending classes ensured. • Students are found to be taking a greater interest in programmes like NSS, NCC, Sports, cultural activities etc.

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

The college is affiliated to Shri Govind Guru University, Godhra. The University declared its academic calendar at the beginning of the first term for the whole year and the tentative date of examinations are mentioned in it. The meeting of college Principal, HODs, Sr. teachers and other staff is held in the starting of the term and they decide the academic calendar of college as per the schedule given by the university. The college academic calendar is circulated among all the faculty and put on the notice board for circulation among the student. Teachers prepare their academic plan for the particular term according to the academic calendar. All Precaution is taking during the preparation of academic calendar so that maximum time can be given to complete the syllabus between exam and term start. For internal assessment assignment and topics for the seminar are given in well advance so the student can submit their work within the time frame. The records are kept by the department for the same. Finally, Examination committee declares the internal examination after concerning with all the departments and practical and theory internal examinations are conducted as per the time table provided to the student. After the conduct of internal unit test examinations, the answer sheets are evaluated within the and the results are displayed on the notice board.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://dabhoicollege.org/2020/Programme%20Out-Come.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B. A.	BA	Gujarati / Economics	56	34	60.71
M. Sc.	MSc	Chemistry	20	18	90
B. Sc.	BSc	Chemistry	222	164	73.87
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2.7 – Student Satisfaction Survey

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION**3.1 – Resource Mobilization for Research**

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	180	Self Funded	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Educational Research in the 21st century: Challenges and opportunities	Shri C. N. P. F. Arts and D. N. Science College, Dabhoi in collaboration with Smt. S. C. P. F. Commerce College, Dabhoi	10/08/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

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

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	1	01
No file uploaded.			

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

Department	Number of Publication
Physics	1
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	11	4	1	Nil
Presented papers	9	3	4	Nil
Resource persons	Nil	Nil	Nil	Nil
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government

Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Female Cooperative Training Programme	NSS and College	Training for Cooperative Society	2	75
Anti-Ragging awareness Programme	NSS and NCC	Awareness about ragging and its clause	3	140
Swachh Bharat mission	NSS	Cleanliness of adopted village	2	60
Swachh Bharat Mission	NSS and NCC	College cleanliness programme	20	60
No file uploaded.				

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
Organization of International Seminar	345	Self-Funded	01
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

384629

384629

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Soul	Partially	2.0	2018

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	54	1	22	0	0	0	0	5	0
Added	0	0	0	0	0	0	0	0	0
Total	54	1	22	0	0	0	0	5	0

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

No Data Entered/Not Applicable !!!

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
No Data Entered/Not Applicable !!!	

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
476013	476013	384629	384629

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

The college has well-established machinery for maintenance of campus facilities. This is achieved by the monitoring of various committees like Academic Committee, Building Committee, Purchase Committee and IQAC with necessary support systems.

PHYSICAL FACILITIES

- The maintenance of various buildings is achieved through periodic monitoring by the building committee and devising suitable proposal.
- Annual Stock verification for each department.
- Scheduled Maintenance and Repair of physical infrastructure, like painting, roof maintenance. Provisions of Classroom Maintenance including furniture, doors and windows.
- The regular electrician solves the electricity related problems. AC, water purifier and Water Coolers are regularly serviced.
- Plumbing maintenance and repair, including water supply and tube well, is done whenever it required by professional Plumber.
- Mechanical equipment and lab equipment are repaired periodically.
- Adequate protective measures like UPS, antivirus and CCTV cameras are taken.
- The water tanks are cleaned regularly.

LABORATORY FACILITIES

- A cost-effective approach is followed in the laboratory network maintenance strategies.
- Annual stock verification of chemicals and glassware.
- The equipment and instruments are maintained by hiring services as and when required.
- Lab Equipment are repaired periodically.
- The SOP for highly sophisticated equipment established and followed regularly.
- Calibration of laboratory equipment done regularly.
- All the valuable instruments, equipment and chemicals have separate space in specific cupboards.
- Fire extinguishers are provided to every buildings and lab for safety purpose.

ICT AND INTERNET FACILITIES.

- The college has a comprehensive IT policy regarding service, data, and network security.
- The college has a mechanism of adopting free software and anti-piracy protocol.
- In order to minimize e-waste, computers are serviced and used as far as possible.
- The College Website, is maintained by hired professional.

LIBRARY FACILITIES

- The library is semi-automated through SOUL 2.0 software
- IT infrastructure is maintained regularly.
- Library committee monitors the library functions and provides is suggestions and demands for procuring of new books and other facilities.

SPORTS FACILITIES

- Physical Director and Sports Committee monitor the maintenance of Sports Facilities.
- Regular maintenance of sports equipment.
- Regular inspection and maintenance of sports fields and play Grounds.
- Giving top priority to the safety of the players by renewing protective guards.
- The equipment in Indoor and Outdoor Gymnasium are regularly serviced and purchase new ones whenever required.

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
No Data Entered/Not Applicable !!!			
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Campus placement	Nil	4	Nil	17
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

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
No Data Entered/Not Applicable !!!					
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	60	B. Sc.	Chemistry	Shri C. N. P. F. Arts and D. N. Science College, Dabhoi	M. Sc
No file uploaded.					

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

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

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Institute has a very active Students Council. The council make effort to show the best student talent. The members of student council are selected on the merit bases. One male and one female student who ranked first in the last year exam from each class is selected as member of student council and the senior most student is appointed and GS of the college and other are recognized as CR (class representative) and the senior female member of student council is appointed as LR (Ladies Representative). The duration of the council is for one year. The major objective of the student council are as under: • The Student Representatives play an important role in maintaining the code of conduct of the college and reporting any disciplinary issues to the authorities. • The representatives help the class teacher in conducting class activities, unit test, assignments as well as attendance of students. • To develop skills of students by involving them in the planning and implementation of academic and co-curricular activities. • To cultivate the learning process through practical experience that encourages and makes students more confident. It also improves their communication and leadership skills. • Every year, the college follows a unique designed process and announces Best NSS volunteer Male and Female

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

800

5.4.3 – Alumni contribution during the year (in Rupees) :

19600

5.4.4 – Meetings/activities organized by Alumni Association :

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 Governing authorities of our management trust “Vadodara Jilla Kelavani Mandal” take the lead in the governance and management of the institution. • The Management Body and Executive committee of the management along with the Principal support day to day functioning of the Institution administration. • The management inspires the staff members by its personal interaction and meetings and motivates the staff to give the best in the teaching assignments. • Authority and executive members of Management are always available to guide us for the overall development of the Institute. • They encourage and sanction funds to utilize the funds for different developmental activities of the college. • They also contribute generously in terms of awards and recognition to deserving candidates. • The college practices decentralization and participative management by constituting Institution level committees and assigning work to different committee members. • Each committee is headed by a convener and few members under the chairmanship of the Principal. • The official notice is issued along with the guidelines defining the roles and responsibilities of the committees. • Policies and plans are constituted, monitored and evaluated by IQAC. • The Principal, Vice Principal, Faculty In-charges, HODs, Administrative staff and the various committees implement the plans and policies together. • The staff members participating in the execution of the institutional activities are motivated and good work is appreciated by the authority. • The committees prepare action plans and submit to the principal for approval. • The committees carry out the activities and at the end of the academic year, the conveners submit the reports of the work done to the head of the institution. • The students’ representatives are also nominated to carry out the co-curricular and extracurricular activities. • Feedbacks available from the students and stakeholders are considered for the improvement of the plans and policies. • The Principal constitutes different committees at the beginning of each academic year. These committees are as follows: ? IQAC ? Admission Committee ? Time-Table Committee ? Library Committee ? Finance Committee ? Research Committee ? Saptdhara ? Career Counselling ? Grievance Redressal Committee ? Cultural Committee ? Sports Committee ? Examination Committee ? Anti-Ragging Committee ? SC/ST/OBC Cell ? Women Development Cell ? NSS ? NCC

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

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	<ul style="list-style-type: none"> • Admission committee is formed by the Principal. • The admission rules are prepared by the university and the admission are given centralized by the university. • Admission committee collects the admission form and send it to the university. • University prepare the merit and sent it to the college. • The college admission committee verify

	<p>the document of student and give the admission as per the merit list of the university.</p>
Industry Interaction / Collaboration	<ul style="list-style-type: none"> • We have a good repo with the industries. • Various industries are coming to our institute for campus placement and number of students are placed off campus in industry. • Our M. Sc. Students are going in various industries for internship in the final semester.
Human Resource Management	<ul style="list-style-type: none"> • As our institute is affiliated institute the appointment of staff is done by government of Gujarat, However vacant post which are not filled in short time are temporary filled by the management by part time or visiting faculties. • We select qualified and competitive candidate for all the academic and administrative post. • We have a mechanism of highering candidate approved by university norms.
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> • College has well equipped and library. Our library is semi-automated. • Library committee regularly seeks the demands of books from the department and faculties and they purchase the books as per the demand. • ICT equipment are procured as per the need and maintained. • Physical infrastructure is mentioned and repaired as per the requirement regularly. • Instruments are purchased as per the need of the syllabus. • Sophisticated instruments and maintained and follows the standard operational protocol for it. • AMCs are given for the maintenance of instruments and computers and other equipment for proper maintenance.
Research and Development	<ul style="list-style-type: none"> • Our institute is open and always encourages the faculty for research and development. • Faculties are encouraged for paper publication in scientific journal. • Faculties are encouraged and always allowed to attend seminar, conferences and workshop, Faculty development programmes, refresher courses and orientation programmes. • Faculties are encouraged to join Ph. D. programme who are not Ph. D. one of our faculty is continuing his Ph. D.
Examination and Evaluation	<ul style="list-style-type: none"> • Our University has adopted two tier of evaluation system Internal evaluation of 30 marks of each course and 70 Marks of external evaluation

system. • Internal evolution is based on continues evaluation system where student get 15 marks on the bases of their attendance, seminar, quiz, assignment and project work and rest of the 15 marks on the bases of written examination. • External examination schedule is given by university. • For free and fair examination our all the classroom are equipped with CCTV cameras and the monitoring of CCTVs are done by university as well as from the principal office. • We declare our internal marks on the college notice board and if any student have any complain or unsatisfaction about his result they are allowed to see their paper with proper mechanism that ensure the transparency and lawful examination system of our institute.

Teaching and Learning

• For Teaching and learning all the departments of the institute prepare their academic plan in the beginning of the term. The academic plan of all the department are submitted to the IQAC and IQAC along with the Principal monitors that the system movies along with the academic plant. • All the faculties are keeping record of their day to day academic activity in diary and at the end of the term diary has to be submitted to the principal. • As per the syllabus of university various curricula activities are organized by the department and college together. Our faculties use modern methods of teaching and learning along with the traditional systems. They frequently use ICT tools, chart, PPT, group discussion, class seminar and lot different methods.

Curriculum Development

• As our institute is affiliated institute with Shri Govind Guru University, Godhra the syllabus is designed and implemented by university. • Number of our faculty are in the syllabus committee. Faculty gives their opinion and suggestions to the member of BoS and Syllabus committee of university personally and help in the curriculum development.

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

E-governace area	Details
Planning and Development	<ul style="list-style-type: none"> • The Principal of the institute is a liaison between the Staff-Students and the Management. • Infrastructure

requirements (Academic, Research, Physical) for the institute are conveyed to the management and the principal looks that they are fulfilled in required time. • The HOD and Sr. faculties of each department leads the academic and administrative work of the concerned department. • The HoDs and Sr. faculties are given total academic freedom by the principal. • The Principal constitutes different committees at the beginning of each academic year for the smooth functioning of Administrative, Academic, Extracurricular and Research activities like IQAC, Admission Committee, Time-Table Committee, Library Committee, Grievance Redressal Committee, Cultural Committee, Sports Committee, Examination Committee, Research Committee, Saptdhara, Career Counseling Cell, College Women Development Cell, NSS, NCC

Administration	NA
Finance and Accounts	Tally is used for the finance and account management.
Student Admission and Support	• Techsis, Student information System software is used for admission and support. • In the library we use soul 2.0 software developed by Infilbnet.
Examination	• Socrative and Google form are used for the quiz and MCQ based examination in internal evaluation. • Microsoft Excel is used for marksheet preparation and data analysis of result of the student.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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staff

No Data Entered/Not Applicable !!!

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	19/11/2018	09/12/2018	21
Refresher Course	1	09/07/2018	29/07/2018	21
Refresher Course	1	01/12/2018	21/12/2018	21

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
20	3	11	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>The Welfare measures provided by the institute for teaching and non-teaching staff are as under: Group insurance scheme like GSLI by the government for all permanent employees Various leaves are available to teaching and non-teaching staff are vacation leave, Casual Leave, Earned Leave, Medical Leave, Maternity and Paternity Leave. EPF [Employee Provident Fund] for Self-Financed staff. Accommodation facility for Teaching and non-teaching in staff quarters. There is a Registered Co-Operative Credit Society on the Campus, directed and managed by the staff. This credit society provides various services like deposit and loan to its shareholders up to a</p>	<p>The Welfare measures provided by the institute for teaching and non-teaching staff are as under: Group insurance scheme like GSLI by the government for all permanent employees Various leaves are available to teaching and non-teaching staff are vacation leave, Casual Leave, Earned Leave, Medical Leave, Maternity and Paternity Leave. EPF [Employee Provident Fund] for Self-Financed staff. Accommodation facility for Teaching and non-teaching in staff quarters. There is a Registered Co-Operative Credit Society on the Campus, directed and managed by the staff. This credit society provides various services like deposit and loan to its shareholders up to a</p>	<p>Grievance Redressal Cell takes care of the complaints of the students as well as staff.</p>

limit. Gratuities, Pension and all other such Government welfare schemes and measures are given to the staff First Aid Facility on the campus Additional Facility of the Central Library, computer and laboratory are provided to teachers conducting research. Duty Leave is granted to teachers to participate and present papers in seminars. Grievance Redressal Cell takes care of the complaints of the students as well as staff. Medical reimbursement Scheme: refunds the medical expenditure of employees and their dependents. Complete support and assistance is provided to the faculty for pursuing higher studies and Research Projects Leave Travel Concession: Subject to rules and regulations, the travelling expenditure of the employees to any place in India is refunded. Accidental Death Policy Insurance Scheme for all staff members as well as all the students on the campus Faculty members are encouraged to take up/join self-development programs and higher education.

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6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

There is a mechanism of checking, rechecking and crosschecking of accounts by the Accountant, Office Superintendent, Administrative Coordinator and Principal periodically. Besides, an arrangement is made by the management for internal audit of the account by C.A. firm, Amin Parikh Sons., Vadodara. In the case of spending of UGC grant, there is IQAC, Finance Committee and Library Committee. It finalizes the purchase of necessary equipment and books of the Institute. The state government periodically also does an external audit. The grant of state government is finalized only after the audit.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the

year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management	731642	Academic and physical development and maintenance
No file uploaded.		

6.4.3 – 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	Nil	Yes	Internal
Administrative	Yes	Amin Parikh Sons CA firm	Yes	Vadodara Jilla Kelavani Mandal

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

Parents are invited in the annual function of the college. Parents gives their valuable suggestions to the principal and management. One meeting of parent teacher association was organized each year.

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

Nil

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

The college is continuously trying to improve and make the needful changes to overcome the weakness which was indicated by the previous peer team visit in 2015. The college has ascertained to adopt a couple of measures to bring in innovations and qualitative amendments. Taking into account the suggestions of the previous NAAC peer team, the following measures were implemented. • Value inculcation in students is carried out by lectures, activities, field visits and social outreach programs. • The College promotes research, and in association with several academic institutes brings out numerous research publications. • A new green ground was developed to make the campus green.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women Cooperative Society Training Programme	27/08/2018	01/09/2018	75	Nil
Organization of motivational lecture for preparation of interview	30/01/2019	30/01/2019	130	90
Poetry Writing	08/01/2019	08/01/2019	4	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

- We had organized no vehicle day in the college and encouraged to use of public transport facilities by faculty teaching and non-teaching staff and student to save the fuel once in a month.
- We encourage the faculty and student for car pulling and sharing of transport facilities.
- We have mechanism to immediately switch off all the light and fans of the class rooms to save the energy as soon as the lecture of academic session is over.
- We had used "Explore Dabhoi" programme to sensitize the student about nearby places of heritage importance and visited the places by cycle to sensitize student about environment.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	Nil
Ramp/Rails	Yes	1
Braille Software/facilities	No	Nil
Rest Rooms	Yes	310
Scribes for examination	Yes	1
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of	Number of	Date	Duration	Name of	Issues	Number of
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	initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community			initiative	addressed	participating students and staff
2019	2	1	09/01/2019	01	Explore Dabhoi	To explore the heritage of Dabhoi and importance of Vadhavana Wetland	145

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

Title	Date of publication	Follow up(max 100 words)
Code of conduct	12/06/2018	http://www.dabhoicollege.org/code20of20conduct.pdf

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

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

- Swachata Programme was organized on 5th October in college campus
- To develop the green campus New ground is created.
- Tree plantation programme was organized to make the campus green.
- Online quiz is conducted to save paper
- No vehicle day is celebrated to save fuel and save environment.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

- Development of one rain water harvesting lake.
- Development of green ground to make the camps green and live.
- Adoption of one village and carryout various social activities in the adopted village.

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

<http://www.dabhoicollege.org/Best%20Practice%20of%202018%20-19.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The vision and mission of the college is to empower the people of the area through the knowledge and wisdom. The institution had provided the knowledge to number of the student of the area who are now leading to their families coming from the poor Tribble zone and economically backward class and rural area of the central Gujarati. Our student had organized a very innovative programme in collaboration with NSS and NCC cadets "Ek Mutthi Anaj: Food for hunger"

programme in which we had collected grains from the society and made a kit of grain and it was distributed among 1400 poor and needy families. Our college adopt one village for three years. Since last two years we had adopted Vadaj village Nr. Dabhoi. In which NSS candidates frequently visited the village and carried out various social activities like Cleanliness, Water conservation awareness, Sarv Siksha abhiyan, Providing food and tools for the needful student of the village. We carried out vayasn mukti (Deaddiction programme) awareness programme and Beti Bachao (Save Girl Child) awareness programme.

Provide the weblink of the institution

<http://www.dabhoicollege.org/Best%20Practice%20of%202018%20-19.pdf>

8.Future Plans of Actions for Next Academic Year

The college is number of vision and planning for the next academic year as follows:

- To develop research temperament among the teacher and motivate for Ph. D. guideship.
- To improve the campus facilities for sports and academic.
- To organize national or state level seminar or workshop programme to encourage teacher and student.
- Encourage the sports and cultural activities in the college.
- To develop relationship and sign MoUs with industries for placement and industrial training of the PG student.