

AQAR of IQAC

Name of the college : D.N.P. Arts & Commerce College, Deesa
Name of the Affiliating University : Hemchandracharya North Gujarat University, Patan
Year of Report : 2016-2017

Section A

A plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement

➤ Formation of various committees by IQAC cell

1. Admission Committee

Objectives:

- (1) To distribute and collect the admission forms.
- (2) To guide the students in selecting faculty and subjects according to their aptitude and the record of the result.
- (3) To help the office administration in preparing the merit lists.
- (4) To help the students who want to change their choice of subjects after admission within a stipulated time limit.

2. NAAC Steering Committee

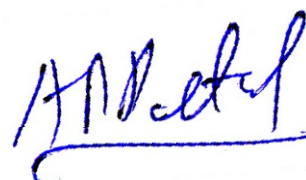
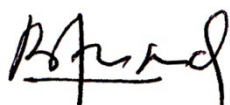
Objectives:

- 1) The committee will look after all the correspondence with NAAC office, Bangaluru.
- 2) The committee will also make the final report of the college activity.
- 3) The committee will present the final report at the farewell function of the college.
- 4) The committee will make SWOC (Strength, Weaknesses, and Opportunities & Challenges) analysis of the institutional activities.
- 5) The committee will also check the matters related to Accreditation on NAAC website.

3. Academic Affairs Committee

Objectives:

- (1) To prepare academic calendar and academic diary for the academic year.
- (2) To prepare academic timetable for the year.
- (3) To prepare class wise timetable.
- (4) To organize academic tour.
- (5) To invite educationalists/ scholars for general lectures.
- (6) To maintain good academic atmosphere in the college.



4. Examination Committee

Objectives:

- 1) To arrange all the necessary stationery, printing / photo copies of question papers etc. for two internal tests and retest.
- 2) To arrange block wise sitting arrangement for internal tests.
- 3) To set the date and timetable of the internal tests.
- 4) To dispatch the answer books to the concerned teachers.
- 5) To see that the results and internal marks are prepared in time.
- 6) To settle the exam related disputes / problems in a fair manner.
- 7) To handle the complaints of reassessment.

5. Grievances Redressal Cell

Objectives:

- 1) To collect suggestions and complaints from the suggestion box time to time.
- 2) To sort out the suggestions and grievances.
- 3) To consider the suggestions sympathetically and try to solve them in amicable manner.
- 4) To inform the concerned faculties or the principal about the students' grievances and ask to improve the shortcomings if there is any.
- 5) To create positive and healthy academic atmosphere in the college campus.
- 6) To keep harmonious relationship and co-operative atmosphere among teaching & non-teaching staff.

6. Cell Against sexual harassment, Girls' Counselling & Internal Complain Committee

Objectives:

- (1) To guide and counsel the girls of the college
- (2) To check and maintain basic amenities for female students.
- (3) To organize girls' oriented programmes
- (4) To arrange lectures to promote awareness among the female students.
- (5) To implement '**Vishakha Guidelines**' given by the supreme court of India (Mandatory).
- (6) To arrange lectures & training programme on self defense/safety.
- (7) To arrange lectures on diet and exercise.
- (8) To arrange lectures on educational opportunities.
- (9) To arrange lectures on cleanliness, health and fitness.
- (10) To arrange lectures on gender sensitivity and awareness about domestic violence, concept of family and mental health.
- (11) To arrange lectures on women's rights & laws.
- (12) To arrange lectures on great women of the world/of India as Role Models.
- (13) To arrange lectures on sex education.
- (14) To arrange lectures on child rearing and pre marriage Counseling.

7. Anti Raging & Discipline Committee

Objectives:

- (1) To check the identity card in the campus.
- (2) To take a general round on the college ground.
- (3) To make a list of students who indulge in disciplinary activities.
- (4) To frame out general rules and code of conduct for maintaining good discipline.
- (5) To arrange counseling lectures on public behavior.
- (6) To file anti raging affidavit on line by the students (Mandatory).
- (7) To follow and implement guidelines given by the supreme court of India.

8. N.S.S. Unit & Advisory Committee

Objectives:

- (1) To select interested students as N.S.S. volunteers.
- (2) To prepare the yearly timetable of the Unit activities.
- (3) To arrange N.S.S. camps.
- (4) To make students aware of their social and civic responsibilities.
- (5) To arrange various social, patriotic and national integrity programmes.
- (6) To collect funds for the victims of calamities, for the blind.
- (7) To arrange visit to renowned social services center.

9. College Wall-paper & Magazine 'BANAS VISION' Committee

Objectives:

1. To encourage students for creative writing.
2. To collect original creative articles, poems, stories etc from the staff and students.
3. To select good articles from the collection.
4. To prepare the wall-paper.
5. To display them on the notice board periodically.
6. To judge all the creative works of the students and declare the best three of them.
7. To publish the college magazine 'Banas Vision'.

10. Health & Hygienic Cell

Objectives:

1. To guide all the students for their physical or psychological problems.
2. To guide students to overcome psychological barriers.
3. To consult the physician in time of need.
4. To arrange programmes on health awareness for the students.
5. To take care of the First Aid Box.
6. To arrange Thalessemia Check-up programme for the newly admitted students.
7. To issue Health Card to all students.

11. Library Advisory Committee

Objectives:

- 1) To help the library staff in updating and arranging all books systematically.
- 2) 2.To make students aware of how to locate books by using the catalogues.
- 3) 3.To assist the library staff to keep books and the library neat and clean.
- 4) 4.To select new books and magazines for display.
- 5) 5.To purchase useful reference books and textbooks.
- 6) 6.To maintain a record of all books with their prices.

12. Alumni Association

Objectives:

- 1) The committee will keep the contact with the Alumni Association of the college.
- 2) The committee will help the Association to carry out its programmes in the institute.
- 3) The committee will inform the Alumni Association dignitaries about functions of the institute.

13. Research Committee

Objectives:

1. To organize lectures by expert to create awareness about the importance and need to undertake research.
2. To arrange lectures on different aspects of research as an academic discipline.
3. To arrange lectures through UGC Regional Center Authority to explain the various schemes of funding for research by teachers.
4. To organize lectures on how to prepare proposals for minor & major research projects of the UGC.
5. Give students research orientation.
6. To promote the research oriented attitude among students, post graduate students in particular.
7. To organize lectures on research methodology.
8. To avail literature of research for students & teachers

14. Sports & Adventure Committee

Objectives:

1. To arrange inter class sport events.
2. To give regular coaching of athletics to sports participants.
3. To arrange the programmes of physical fitness and health awareness.
4. To prepare Teams for various games and sports events.
5. To participate in inter college and inter university sports events.
6. To arrange district level 'KHEL MAHAKUMBH' for Mentally and physically disabled.
7. To arrange University level Sports Shibir.
8. To invite Sports Persons of State Level and National level to inspire students.
9. To arrange Tracking programmes of staff and students.

15. NCC Unit & Advisory Committee

Objectives:

1. To select cadets among newly enrolled students.
2. To organize and Monitor regular parade.
3. To participate in regional and national camps according to NCC norms.
4. To motivate cadets to participate in the Re-public parade.
5. To arrange community services programme. e.g. Blood donation Camp, Traffic awareness programme.
6. To take help of cadets to maintain discipline in college.
7. To reach out natural calamity and disaster.
8. To achieve goal of national integration.
9. To create awareness of civic sense among students.

16. Technology Upgradation Committee

Objectives:

- (1) To help and provide computers for the necessary administrative, library and NAAC activities.
- (2) To help and provide internet facilities to staff and students.
- (3) To check up E-mail communication (CHE, KCG, MHRD, UGC, GOVT. GUJ., HNGU etc.).
- (4) To help in arranging basic computer education for the staff.
- (5) To help in computerizing all the administrative works including library.

17. Cultural activity Committee

Objectives:

- (1) To select talented students for participating in various cultural activities.
- (2) To provide enough practice and training to the selected participants.
- (3) To prepare a team of students for University youth festival.
- (4) To arrange various cultural competitions among students.
- (5) To act as a team manager at different cultural events.
- (6) To invite judges for various competitions.

18. Placement Cell

Objectives:

- (1) To display the cuttings of advertisements of recruitments/ exams from different newspapers.
- (2) To arrange lectures on career advancement.
- (3) To guide students for personal interview.
- (4) To suggest books/ magazines/ reading materials this can promote their career.
- (5) To help the students in filling forms/ applications of various competitive examinations.

19. Media Cell

Objectives:

- (1) To prepare reports of various activities organized by the college
- (2) To publish these reports in the local newspapers.
- (3) To keep a record of any news or reports of the college that are published in the newspapers and make a file of them for future reference.
- (4) To see that the important college activities get good and impartial coverage both in daily newspapers and other media like T.V.
- (5) To invite media persons at important functions organized by the college

20. Saptadhara :

- a) Gyandhara
- b) Git Sangit Nrutyadhara
- c) Natyadhara
- d) Vyayam, Yog-Khel Kuddhara
- e) Sarjanatmak Abhivyakti dhara

21. Parents Association

Objectives:

- 1) To organize meeting of the members of the association.
- 2) To invite their grievances/suggestions.
- 3) To do follow up work.
- 4) To seek their supports in the college development

22. Information Cell

Information to be provided according to the right to information act 2005 if any one seeks information.

23. Poor Students' welfare Board

Objectives:

- 1) The Board is empowered to help poor and needy student of the college particularly-
- 2) Children of Widow, Divorcee and deserted women, widow and deserted female student, orphan students, in opinion of the board/ member student is extreme economically weak and deserves to be helped. The board is also empowered with discretion the help poor and needy students.
- 3) The eligible student will be helped to pay his or her college term fee and exam fees. If required the board can also recommend to help for books and study materials.
- 4) Students fail in University exam will not be considered eligible to get help.

➤ **Implementation of Academic Planner and follow Teaching plan for AY 2016-2017**

➤ **More ICT based teaching and learning is the major planning of this academic year.**

Section B

Details in respect of the following

Sr.No		
1	Activities reflecting the goals and objectives of the college	<p>1.Academic</p> <ul style="list-style-type: none">• Curriculum design by the affiliated university• Number of students got higher ranks with first class in their respective degree programmes <p>2. Training, Self development and Equity</p> <ul style="list-style-type: none">• Internship programme for students• Lectures on interview technique• Career oriented lectures for all stream• Academic visit at Gujarat Vidhansabha• Students participation in Seminar/workshop <p>3. Access to the disadvantaged</p> <ul style="list-style-type: none">• Poor student Welfare Board• UDAAN Girls Club <p>4.Community and National Development</p> <ul style="list-style-type: none">• NSS celebration Day• National voters day celebration• Boarder Visit• Blood Donation Camp• Run for unity programme <p>5.To preserve nature</p> <ul style="list-style-type: none">• Tree plantation• Plastic free campus Day celebration• No Vehicle Day Celebration• Environmental Science -A special paper of Elective Generic for sem III students. <p>6. Employment</p> <ul style="list-style-type: none">• Campus placement for the final year students• More than 100 students participated Employment fair organized by State Government Mehsana (Mega Job Fair)• Organized a career counselling programme by District Employment Office <p>7. Special Skill Development</p> <ul style="list-style-type: none">• Elocution• Painting & Drawing completion• Ragoli competition• Mehndi Competition• Best out of waste• Dish decoration

		<ul style="list-style-type: none"> • Drama • Dance • Mono Act • Mimicry • Sports day celebration 8. Community Services <ul style="list-style-type: none"> • Annual NSS Camp • Swine flu preventive Programme • Charity day celebration • Traffic management program by college NCC unit with the help of local police (Traffic awareness Programme)
2	New academic programme initiated (UG and PG)	B.A. Political science (self finance), B.Com English medium (self Finance)
3	Innovations in curricular design and transaction	CBCS and college adheres curriculum design and adopted by the affiliating university including evaluation process
4	Inter- disciplinary programmes started	Nil
5	Examination reforms implemented	As per the instructions of affiliated University, HNGU, Patan
6	Candidates qualified: NET/SLET/GATE etc.	Information not available
7	Initiative towards faculty development programme	Faculties were participate in the RC, OP, FDP Programmes organized by ASC, K.C.G. and other universities throughout the year
8	Total number of seminars/workshops conducted	Nil
9	Research projects a) Ongoing b) Completed	Nil
10	Patents generated, if any	Nil
11	New collaborated research programmes	Nil
12	Research grants received from various agencies	Nil
13	Details of research scholars	N.A.
14	Citation index of faculty members and impact factor	Nil
15	Honours/Awards to the faculty: National and International	Nil
16	Internal resources generated	Nil
17	Details of departments getting assistances/recognition under SAP, COSIST (ASSIST)/DST, FIST and other programmes	Nil
18	Community services	NSS, NCC, Blood Donation camp, Campus placement, Charity programmes, Flood relief camp, Thalessemia Test, Health awareness programmes
19	Teachers and officers newly recruited	Nil
20	Teaching-Non-teaching staff ratio	5.4:1

21	Improvements in the library services	E- Library
22	New books/ Journals subscribed and their value	1. Books : 891 Cost: 108679/- 2. Reference Book: 02 Cost: 1600/- 3. Other Books: 653 Cost: 79008/- 4. Journals :03 Cost : 610/-
23	Course in which student assessment of teachers is introduced and the action taken on students feedback	Feedback from final year students of B.A. & B.com and Action Taken Report displayed on institutional website.
24	Feedback from stakeholders	Oral Interaction with parents and alumni members by the Principal and Academic Affairs Committee.
25	Unit cost of education	<ul style="list-style-type: none"> • 6412.92 excluding salary component • 13815.87 including salary component
26	Computerization of administration and process of admissions and examination results, issue of certificate	<ul style="list-style-type: none"> • College adheres admission policy of affiliated university • Online admission system according to merit. • Reservation policies of the state Government are implemented strictly. • Statement of internal marks displayed on students notice board and institutional website and all queries are solved before submission in the university. • Pass out students are awarded Degree Certificate by the affiliating university after convocation.
27	Increase in the infrastructural facilities	<ul style="list-style-type: none"> • Construction of 7 new lecture rooms on 1st floor. • Construction of 2 lecture rooms in ground floor.
28	Technology upgradation	Nil
29	Computer and internet access and training to teachers, non-teaching staff and students	<ul style="list-style-type: none"> • Non - teaching staff members were sent for computer training programmes organized by commissioner of Higher Education at K.C.G., Ahmedabad and HNGU, Patan • Teaching faculty members were also appeared for CCC+ examination organized by SPIPA, Mehsana • Faculty members after teaching hours used to go B.C.A. College to learn Computer for the use of more ICT in teaching learning process. • Faculty members are also using Dell Lab of Our College during convenient hours.
30	Financial aid to students	<ul style="list-style-type: none"> • Poor student Welfare Board of the institute provided financial aids to poor and needy students of the college • Students belong to different reserve categories are benefited by the Scholarship according to the policy of Government of India & Government of Gujarat.

31	Activities and support from the Alumni Association	<ul style="list-style-type: none"> • The Alumni association provides moral support in the smooth functioning of Higher education • Organized annual meeting to collect suggestions. We tried to our best to implement them.
32	Activities and support from the Parent- Teacher Association	<p>Formation of new body of Parent- Teacher Association on 10th September 2016, following points were discussed in a very cordial and healthy atmosphere and unanimously arrived on certain decision to be implemented in the interest of students and institution.</p> <ul style="list-style-type: none"> • Cleanliness • Students daily attendance in every lecture • Arrangement of periodical test and feedback • Safety and security of students and girls in particular. • Arrangement of clean drinking water
33	Health services	<p>Health and hygienic cell of the college monitors and keeps the entire campus and building hygienic and also arranges health awareness programmes for the student and faculties.</p> <ul style="list-style-type: none"> • De-addiction programmes • Awareness and preventive measures for contaminated diseases were organized at campus. • Celebration of International Yoga day to keep all stakeholders healthy.
34	Performance in sports activities	<ul style="list-style-type: none"> • 107 students participated in different events at university level and 26 at national level • 05 students worn medals/awards at university level
35	Incentives to outstanding sports persons	Outstanding sports persons are facilitated with certificates and track suits in the form of incentives.
36	Students achievement and awards	<ul style="list-style-type: none"> • University champion in Softball for boys • University runners-up in Softball for girls • University level 3rd position in cross country running • University level 3rd position in Yogasan • District level first in Khel MahaKumbh Competition in Running (400 mts, 800 mts and 3000 mts) • Champion in “Rotract Vijay Padya” inter-college elocution Competition
37	Activities of the guidance and Counselling unit	<ul style="list-style-type: none"> • Career Counselling lecture on every working Saturday by Entry in service & Carer counselling committee from 11.15

		<p>am to 12.30pm for the students of all stream and alumni members.</p> <ul style="list-style-type: none"> • Entry in service & Career Counselling cell of the institute arranged Mock interviews and lectures on interview techniques for various competitive examinations. • Committee displays cuttings of job advertisement from employment news and other daily news papers on regular basis on career corner.
38	Placement services provided to students	<ul style="list-style-type: none"> • Entry in Service and Career counselling Committee arranged campus placement for the outgoing batches of UG & PG for B.A., B.Com, M.A. & M.com • 27 students were placed at different Co operative offices and banks • Students were encouraged to participate in internship and project works for practical knowledge. 36 students of B.Com did internship programme of one week with Banaskantha mercantile co operative bank, Palanpur
39	Development programmes for non-teaching staff	Training for non- teaching staff were arranged for online submission of application forms for scholarship, Admission and Cashless fee collection process.
40	Good practices of the institution	<ol style="list-style-type: none"> 1. Poor Student Welfare Board 2. ICT methods of Teaching 3. Wall paper & Magazine committee 4. Research Committee 5. International Yoga day celebration 6. Parent's Association meeting 7. Book fair for students 8. Educational visit for students. 9. Tree plantation 10. Charity Programmes 11. Open library concept (Vanche Gujarat) 12. Students placement

41	Linkages developed with National/ International, academic/ research bodies	<p>List of functional MOU with different Bodies:-</p> <ol style="list-style-type: none"> 1. Bhansali Trust Sanchalit Gandhi Lincoln Hospital, Deesa (20 June 2012 to 20 June 2017) 2. Banaskantha Jilla Sahkari Sangh, Palanpur (20 June 2012 to 20 June 2017) 3. Shri Nagardas Jethalal Doshi Sarvajanic Trust, Sanchalit Maniba Granthalay, Deesa (22 Dec 2015 to 22 Dec 2020) 4. Rotary Club , Deesa (01 Jan 2016 to 01 Jan 2021) 5. Indian Red Cross Society, Deesa (15 Dec 2016 to 15 Dec 2021) 																
42	Action Taken report on the AQAR of the previous year	<p>ATR of 2016-2017</p> <table border="1" data-bbox="815 891 1471 1406"> <thead> <tr> <th data-bbox="815 891 951 965">Sr. No.</th> <th data-bbox="951 891 1129 965">Decision</th> <th data-bbox="1129 891 1313 965">Action Taken</th> <th data-bbox="1313 891 1471 965">Remarks</th> </tr> </thead> <tbody> <tr> <td data-bbox="815 965 951 1115">1</td> <td data-bbox="951 965 1129 1115">Purchasing of ICT equipments</td> <td data-bbox="1129 965 1313 1115">Personal Computer, Scanner, Printer</td> <td data-bbox="1313 965 1471 1115"></td> </tr> <tr> <td data-bbox="815 1115 951 1189">2</td> <td data-bbox="951 1115 1129 1189">Orientation for freshers</td> <td data-bbox="1129 1115 1313 1189">7th July</td> <td data-bbox="1313 1115 1471 1189"></td> </tr> <tr> <td data-bbox="815 1189 951 1406">3</td> <td data-bbox="951 1189 1129 1406">Feedback from students</td> <td data-bbox="1129 1189 1313 1406">Analysed and displayed on institutional website</td> <td data-bbox="1313 1189 1471 1406"></td> </tr> </tbody> </table>	Sr. No.	Decision	Action Taken	Remarks	1	Purchasing of ICT equipments	Personal Computer, Scanner, Printer		2	Orientation for freshers	7 th July		3	Feedback from students	Analysed and displayed on institutional website	
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1	Purchasing of ICT equipments	Personal Computer, Scanner, Printer																
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43	Any other relevant information the institution wishes to add.	<p>NOTE:-The post of regular principal remained vacant from 2010 to march 2017 so the officiating principal neither took any initiatives nor took strong decision for the effective functioning of IQAC though the cell tried its level best. In spite of this fundamental limitation the cell carried out the following activities.</p> <ul style="list-style-type: none"> • Green initiatives in the campus • Online admission process • Online fee collection as a part of cashless system • Increase more basic amenities in girls room, staff room, administrative blocks and library. • Better waste management system • Celebration of World Environment Day 																

	<ul style="list-style-type: none"> • Remedial Classes for weak students • Teaching Elective Generic – Environment Sciences in all classes of semester III • All efforts are made to make administrative staff more sensitive and students centric with transparency. • Encourage students and faculties to use library as resources place. • Keep Constant, academic, monitoring and auditing throw Academic Affairs Committee
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Section C Outcomes achieved by the end of the year

Course/ Programme wise distribution of pass percentage:

Title of the program	Total no. of students appeared	Division				
		Distinction	I	II	III	Remarks
BA Sem-I	1530	96	108	306	208	
BA Sem-II	1179	18	59	118	198	
BA Sem-III	1261	00	56	232	137	
BA Sem-IV	1028	06	89	324	112	
BA Sem-V	868	01	58	256	245	
BA Sem-VI	622	15	108	176	98	
BCom Sem-I	1261	11	222	52	40	
BCom Sem-II	910	16	79	208	47	
BCom Sem-III	787	23	79	196	27	
BCom Sem-IV	578	19	98	179	24	
BCom Sem-V	551	08	62	137	26	
BCom Sem-VI	532	07	78	43	05	
MA Sem-I	30	00	12	08	03	
MA Sem-II	24	01	12	07	04	
MA Sem-III	191	01	24	24	07	
MA Sem-IV	63	10	32	02	12	
MCom Sem-I	85	00	17	28	10	
MCom Sem-II	70	03	25	24	04	
MCom Sem-III	98	04	18	47	29	
MCom sem-IV	105	06	31	15	24	

Off-Campus and In-Campus interviews and appointment of students

- More than 100 students participated Employment fair organized by State Government Mehsana (Mega Job Fair) around 30nwere got job offers at different places
- In-Campus

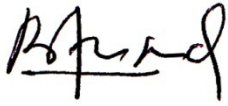
27 students were placed at different Co orporative offices and banks

Name and contact number of the employers

- Riya Hyundai Mo. - 8200199211
- ICICI Bank Mo. – 9913887414
- Axis Bank Mo. – 8980804661
- Tannu Motors (Maruti Suzuki) Mo. - 9727709177

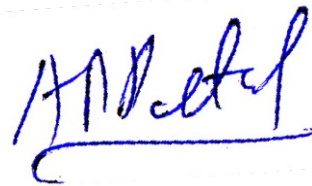
Section D: Plans of the college for the next year

- To get Assessment and Accreditation from NAAC with a higher grade
- To generate both internal and external sources for the research projects and encourage faculties for the same purpose
- Recruitment of both Teaching and Non- teaching post lying vacant
- Encourage faculties to get Research oriented degree
- Organize National/ International/State level seminars, workshop, conferences
- Establish more linkage and MOUs with corporate and industries for the placement of the students
- Technological upgradation of the institute according to the requirement
- Any other suggestion from stakeholders on situational requirement and needs.



(Prof. Tejas B. Azad)

Co ordinator, IQAC



(Dr. Amrutlal P. Patel)

Chairperson, IQAC