

# **The Annual Quality Assurance Report**

(Year – 2015-16)



Name of the Institution

**Shri & Smt. P. K. Kotawala Arts College,  
Patan**

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# The Annual Quality Assurance Report (AQAR) of the IQAC (2015-16)

## Part – A

AQAR for the year (*for example 2013-14*)

2015- 16

### I. Details of the Institution

1.1 Name of the Institution

Shri & Smt. P. K. Kotawala Arts College, Patan

1.2 Address Line 1

NGES Campus

Address Line 2

Rajmahel Road

City/Town

Patan

State

Gujarat

Pin Code

384265

Institution e-mail address

artspatan@yahoo.co.in

Contact Nos.

02766-220483

Name of the Head of the Institution:

Dr. Lalit S. Patel

Tel. No. with STD Code:

02766-220483

Mobile:

0 98240 75478

Name of the IQAC Co-ordinator:

Dr. M. L. Revadivala

Mobile:

0 9925306361

IQAC e-mail address:

artspatan@yahoo.co.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

GJCOGN12616

**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)

N.A.

1.5 Website address:

www.patanarts.org

Web-link of the AQAR:

[http://www.patanarts.org/?page\\_id=1092](http://www.patanarts.org/?page_id=1092)

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B <sup>++</sup>	81%	2005-06	2011
2	2 <sup>nd</sup> Cycle	B	2.5	2012-13	5 yrs (oct-2018)
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

27-09-2006

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

- i. AQAR : 2013-14 \_\_\_\_\_ (04/11/2015)  
ii. AQAR: 2014-15 \_\_\_\_\_ (02/12/2016)  
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 Status Grant-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 (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

-----

1.11 Name of the Affiliating University (for the Colleges)

Hemchandracharya North Gujarat.  
University, Patan

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-CE	---
UGC-Special Assistance Programme	---	DST-FIST	---
UGC-Innovative PG programmes	---	Any other ( <i>Specify</i> )	---
UGC-COP Programmes	---		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	06
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	01
2.9 Total No. of members	14
2.10 No. of IQAC meetings held	14

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  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  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Proceeding through implementation of NAAC Peer Team recommendations.
- Orientation programme for counseling of Sem-I students.
- Farewell Programme for Sem-VI students
- IQAC encouraged and motivated teachers to enhance and increase quality of teaching and research work. All teachers are given training in use of computers for Teaching, Testing and preparing result sheets for Internal Exams.
- It prepared Academic calendar and ensured its implementation
- Prepared Plan of action and ensured the execution of the plan by monitoring the activities done by various committees through regular meetings with concerned committee members.
- Faculties were encouraged to use ICT and to provide their services for BISAG lectures.
- Motivated teachers and students for Minor Research Projects.
- Some faculty members were sent to Faculty Development Programme of KCG
- Organised a national seminar in English

## 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. Review of syllabus	1. Reviewed and Suggestions made
2. Starting new UG programme B.A. in Sociology	2. Executed
3. Orientation of new students	3. Executed effectively
4. Application of Common academic calendar for all	4. Executed uniformly
5. ICT training for all the teachers	5. Executed
6. Expert lectures for all departments	6. Executed on regular bases
7. Remedial classes for the weak and the socially and economically challenged	7. Executed on regular bases
8. Boosting research activities	8. Executed on regular bases through motivation and guidance to both faculties and students
9. Introduce Add-on course	9. Planned but not executed
10. National Level Seminar in English	10. Executed

\* Attached the Academic Calendar of the year as **Annexure- i**

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The statutory body i.e. Management studied the report and approved it with certain suggestions. All the suggestions were paid attention to and required changes were made to improve the quality.



## Part – B

### Criterion – I

#### I. 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	5	1	-	-
PG	6	1	-	-
UG	9	1	1	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	4	0	4	-
Others				4
<b>Total</b>	<b>24</b>	<b>3</b>	<b>5</b>	<b>4</b>
Interdisciplinary				
Innovative				

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG-10 + PG-7 = 17
Trimester	0
Annual	0

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

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

\* Attached the analysis of the feedback in the Annexure-ii

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

Yes. Syllabus is framed by University. Some of our College Teachers have contributed to the framing of the new syllabus in different subjects. During the year 2015-16 the lengthy syllabus of Paper-609 (B.A. Sem-VI) was reduced to moderate size keeping in view the

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

Yes. A new class of B.A. Sociology (Sem-I) is started on self-finance basis

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others (Part-time)
32	08	22	-	02

2.2 No. of permanent faculty with Ph.D.

23

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
7	5	1	0	0	0	0	0	8	5

2.4 No. of Guest and Visiting faculty and Temporary faculty

05      02      03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	22	138	23
Presented papers	22	120	13
Resource Persons	-	-	02

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

- Making students well-versed in English through SCOPE examination with Cambridge Certification. During 2015-16, 123 students got the certificate. The college has enabled more than 1600 students in this aspect upto now.
- English Proficiency Club for improvement of English language skills of students.
- Sanskrit Sambhashan (Spoken Sanskrit) classes by Dept. of Sanskrit.
- Economic Survey of one village every year by the Dept. of Economics.
- Study projects to students in Psychology Department.
- Student seminar and debates
- Encouragement to students to participate and present research papers at National Level seminars
- Live Demonstration in useful matters like safety measures in the use of LPG for girls are organised by the Women Cell.
- Use of ICT in teaching and testing.
- Teaching through audio-visual aids like films, documentaries, videos etc.
- Inspirational lectures by the alumni of the college twice a year.
- Expert lectures: Lectures of experts from different institutions on BISAG were recorded for the benefit of students.

- Unit wise evaluation programme for continuous assessment of students
- Special attention paid to slow learners and advanced learners.
- Study materials in form of soft copy/PPT presentation/hard copy etc.
- Special provision of more books for poor students from library.
- Free of charge computer classes for BPL students
- Use of IFLIBNET and SOUL in the library
- Special facilities for physically challenged students.
- Teachers contribute from their P.G. remuneration to students' Book fund.
- Open closet library for students.

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

180

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

Assignments/Seminar/Unit Test

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

> 75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
B.A.	848 (M-526) (F-322)	39 (M-18) (F-21)	213 (M-105) (F-108)	145 (M-93) (F-62)	06 (M-06) (F-00)	47.52
M.A.	326 (M-113) (F-193)	96 (M-23) (F-73)	142 (M-57) (F-85)	19 (M-09) (F-10)	19 (M-07) (F-12)	84.66

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

Contribution:-

- IQAC prepares formal teaching plan with the help of Heads of all Departments. This plan is then delivered to teachers and students for implementation.
- IQAC sees to it that the teachers and learners get required infrastructure to support the teaching learning process.

- All teachers are supposed to present minimum two research papers at National / International level Seminars/ workshops/ symposiums and get two papers published in journal with ISSN every year.
- Freedom to purchase/ recommend books to any student or teacher for college library.

Monitoring:-

- Periodic assessment of teaching learning process is done by collecting monthly reports from the teaching staff about the coverage of syllabus during that particular month. Teachers are instructed to maintain diaries.
- Feedbacks are taken from students to review the performance of teachers.
- All the students are required to submit assignments in each paper.
- Project works are given at higher classes.

Evaluation:-

- Academic evaluation is carried out by the Principal and HODs through the feedback obtained from students. IQAC analyses the feedback taken for follow up actions.

#### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	04
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions Knowledge Consortium of Gujarat organized FDP	02
Summer / Winter schools, Workshops, etc.	04
Others	01

#### 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	10	13	00	14
Technical Staff	01	00	00	00

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Availability of Research Guides in six subjects i.e. History, English, Gujarati, Hindi, Sanskrit and Physical Education for M. Phil. and Ph.D.
- Notifications of research project from various funding agencies are brought to the notice of teacher in order to enable them to apply for the project.
- Four faculties from the staff were encouraged to apply for Minor Research
- Teachers are sent to the seminars and programmes related to research
- The problems faced by researchers are paid attention to and sincere efforts are made to solve them.
- The college publishes Research Journals named *Nishtha*, *Shabdlok*, *Shabdamrut* and *Shabdsudha*. All these are with ISSN numbers.
- Rich computerized library with INFLIBNET facility caters to the need of the researchers.
- Special library facility is given to Ph.D. and M.Phil. Scholars belonging to our institute as well as other institutes in surrounding areas.
- Library facilities extended to Senior Citizens, retired staff members, interested citizens and sister institute students and teachers.
- Research proposals of Prof. R.S. Patel, Dr. B.N. Solanki, Dr. R. H. Parekh and Dr. B. B. Chaudhari are approved by the U.G.C. and they have been working on it.
- Five other faculty members have applied for Minor Research Projects too.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	3	0	1
Outlay in Rs. Lakhs	1,89,500/-	4,70,000/-	0	60,909/-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	29	23	02
Non-Peer Review Journals	00	00	00
e-Journals	00	00	00
Conference proceedings	00	00	00

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	00	00	00	00
Minor Projects	00	00	00	00
Interdisciplinary Projects	00	00	00	00
Industry sponsored	00	00	00	00
Projects sponsored by the University/ College	00	00	00	00
Students research projects <i>(other than compulsory by the University)</i>	00	00	00	00
Any other(Specify)	00	00	00	00
Total	04	00	00	00

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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	0	1	0	0	0
Sponsoring agencies	0	NGES	0	0	0

The College organised a National Seminar on Women empowerment and one 3 day KCG sponsored FDP

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year: Old linkages and collaborations have been renewed/retained.

3.15 Total budget for research for current year in lakhs: **1.2 lakhs**

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	4	0	1

- Dr. L. S. Patel, the Principal is providing his services as Dean of Arts Faculty and was nominated in the E.C. of H. N. G. University.
- Dr. A. B. Trivedi was nominated as Member of Academic Council.
- Dr. M. L. Revadivala and Dr. D. K. Soni got recognitions as Ph.D. guides during 2015-16.
- Dr. A. K. Tadvi is awarded the Best Research Scholar Prize at college level.

3.18 No. 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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  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  International level

3.25 No. 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:

- Celebration of National festivals like Independence Day, Republic Day etc.
- Celebration of Teachers' Day, Swami Vivekanand Birth anniversary.
- Clean India, Swachhh Bharat Mission. Students and teachers joined Clean India Movement
- Academic and Environmental awareness tours by departments.
- Provided motivation to students for participation in various competitions, seminars, workshops and all the college, Inter-College and Inter-University level activities at local level, State level and National level.
- NCC and NSS unit were strengthened.
- Traffic Awareness Week Celebration in collaboration with Patan Police by College NCC and NSS Units.



- Demo lecture on self defence for Girls students by College Women Cell
  - Expert lectures on Domestic violence by eminent lawyer for Girls by Women Cell.
  - Expert lecture by Gynaecologist on Women Health Problems by Women Cell
  - Rifle shooting training for girls in collaboration with Patan Police.
- Counselling to needy students.
- Expert lecture for personality development, communication skills.
- One expert lecture every year in one Department under University Lecture Scheme. This year Gujarati department organised University Lecture by Dr. Bharat Pandya, Assistant Professor, M.S. University, Baroda.

### **Social Responsibility of Institution**

The institute arranged following programs for social service.

- Blood donation camp.
- AIDS Awareness programme.
- Participation in rallies for social awareness like Tree Plantation, Save water Campaign and Global warming awareness.
- Literacy campaign & Pulse Polio Immunization programme
- Participation in all social reform programmes organized by different GOs and NGOs in Patan Area.
- **Our NCC and NSS students help Patan police in traffic awareness programmes.**
- NSS and NCC students participated in tree plantation and environment awareness programmes organised by our college and other institutions and NGOs in Patan.
- The 68<sup>th</sup> Independence Day celebration of the State was organised on our college ground. Our NSS volunteers and NCC cadets rendered their services.
- Our Students and Teachers organised Blood Donation camp and donated blood.
- Participation of students and faculties AIDS awareness programme and Red Ribbon Programmes.
- In NSS Camp our students work for cleanliness drive, Spread literacy, Eradication of Addiction and also Annihilation of Superstition in Rural Area during their Annual Shibir.
- Students of Economics Department make Economic Survey of Sujaniapur village this year.
- Many of our Students also help teaching work in primary schools of their Villages.

## 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	34.7 acres	00	-	34.7 acres
Class rooms	25	13	NGES	38
Laboratories	03	00	00	03
Seminar Halls	02	00	00	02
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	581	11	NGES+UGC	592
Value of the equipment purchased during the year (Rs. in Lakhs)	53,85,838	6,78,700	NGES+UGC	60,64,538
Others	00	00	00	00

#### 4.2 Computerization of administration and library

1. Administrative office and Library are fully computerized
2. Admission, Data Record of Students and Teachers, Accounts works, Preparation of Result, Result of Internal Exam, Official Correspondence etc. is computerized.
3. The Entire College Campus is having Wi-Fi connectivity.
4. In Library SOUL and INFLIBNET are used.
5. Nine Computers with Wi-Fi connectivity in Library are available for students.
6. All data like accession register/book borrowing register/ membership/ OPAC etc. are computerized in Library.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	741	89,698/-	445	46,720/-	1186	1,36,418/-
Reference Books	852	2,17,659/-	979	210185/-	1831	4,27,844/-
e-Books			N List Ebrary		N List Ebrary	
			28	FREE	28	FREE
Journals	26	20710/-	11	5,325/-	37	26,035/-
e-Journals	N-List	0	N-List	0	N-List	0
Digital Database	-	-	-	-	-	-
CD & Video	471	Free	47	Free	518	Free
Others (New Papers and Periodicals)			152	21171	152	21171
UGC Research Project			183	83500.5	183	83500.5

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	105	02	10	08	00	12	07	05
Added	-	-	-	-	-	-	-	-
Total	105	02	10	08	00	12	07	05

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

- Under faculty development programme, special computer training for teachers was organized.
- Information about the use of ICT in Library was given to all teachers and students, and training for Students and teachers of all departments was organized in the Library
- Classes for computer software and hard ware are run for students.

1. All Teachers were given free training in computer operating in Basic, MS Office, Internet and the use of SOUL and INFLIBNET in Library.
2. Computer Training Classes for students are run free of charges for the BPL Students and with college with nominal fees for other students.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT Computer maintenance	1.35215 lakh
ii) Campus Infrastructure and facilities	3.48743 lakh
iii) Equipments	4.67094 lakh
iv) Others (Students Welfare-1,48,108/- and Staff Welfare-17,981/-)	2.71913 lakh
<b>Total :</b>	<b>12.22965</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students are oriented to join NCC, NSS, and Sports activities
- Encouragement for participation in extracurricular activities like Cultural and Saptadhara Initiative of higher education department of Gujarat.
- Girls are provided free training in Tailoring, Embroidery, Mahendi, Beauty Parlour Skills, imitation jewelry making etc.
- Medical Facility made available to sports students. For serious injuries, MOUs are made with eminent hospitals and doctors in the town
- All Students and Teachers are covered under Group insurance and Medi-claim insurance.
- An SBI ATM booth for students and a Bank of India Unit for fee collection are set up on College Campus.
- IQAC has prepared admission booklet form of college prospectus which gives information about student support services available to them in college campus.
- S.T. Bus and Railway Bus concession facilities made available in college.
- Xerox & stationary center made available in College Campus. Photocopying facility made available in college Library.
- Government assistance like various scholarships/free-ship and academic loan by nationalized banks are made available to SC- ST, OBC and economically weaker students.
- The information and guidance about various competitive exams like NET, SLET, GPSC, UPSC etc. are availed to the students.
- Internet facility is available to students in Library and DELL lab.
- Career guidance and placement cell organises various carrier placement activities.
- Book exhibition is held in library once in a year-KNOW YOUR LIBRARY.
- Proficiency Club in English aims at developing better consciousness of English among the students through one week Proficiency Week.
- For students' Skill Development the College has made MOUs with HHH Company Bangaluru and Tata Institute of Social Sciences which run programmes for skill development and personality development of students.

#### 5.2 Efforts made by the institution for tracking the progression

- The departments continuously observe the students' attendance in the class, their participation in extra-curricular activities and performance in internal exam throughout the year.
- The data is collected at the end of each semester and analysed by the teachers and professional analysts conjointly.

- On the bases of analysis of data, proper suggestions are given to students and their parents during parent-teacher meeting.
- Average students were identified and remedial classes were arranged for them to improve their results.
- The tracking of institutional progress is based on getting regular feedback from all the stakeholders.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others(M.Phil)
3495	919	20	18

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	2572	58.48		1842	41.55

Last Year – 2014-15						This Year – 2015-16					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
853	823	93	2300	1	4070	827	897	92	2563	19	4414

Demand ratio 1 : 2      Dropout % : 14.50 At early level (Sem-I) only

5.4 Student support mechanism for coaching for competitive examinations (If any)

- Students are guided for competitive exams like GPSC, Panchayat Seva, Police Department etc. Our students are also getting benefit of the Gardi Chair coaching in H.N.G.University
- Students also get benefit of Youth Forum organized by the H. N.G.Uni.
- The students are also given exposure to the experts of different fields.
- More than 600 students benefited.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="0"/>	SET/SLET	<input type="text" value="0"/>	GATE	<input type="text" value="0"/>	CAT	<input type="text" value="0"/>
IAS/IPS etc	<input type="text" value="0"/>	State PSC	<input type="text" value="0"/>	UPSC	<input type="text" value="0"/>	Others	<input type="text" value="0"/>

#### 5.6 Details of student counselling and career guidance:

- At the time of Admission
- Career guidance provided in different subjects by placement Cell
- Girl students were counseled by Women Cell for women empowerment
- Students were counseled for their personal problems, grievances and motivation for better performance
- GPSC exam Guidance
- Our teachers render their services in the Gardi Chair of the University which runs classes for Competitive exams, and NET/SLET exams
- Students are encouraged to participate in Gardi Chair Abhimanyu Award Test (University Level Test of GK). 118 students participated in it.
- Our student Chaudhary Shamal Kanabhai won the first prize in that test.

No. of students benefitted

118
-----

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Techno Career Tips Pvt. Ltd., Ahmedabad	112	-	-

#### 5.8 Details of gender sensitization programmes

- Women empowerment and gender sensitization are the most priority concerns of our college.
- Save Girl child, Stop Female foeticide, Women Empowerment Programmes etc. are regularly organized in the college.
- There are an anti-ragging and Anti Sexual Harassment cells active in the college.
- The Women Cell conducted various awareness programs on gender equity, gender integration, female health related awareness problem, sexual harassment, legal help for ladies, orientation programme for girl students.
- For women empowerment classes in beauty parlour skills, embroidery, mahendi, chocolate making, cooking etc. are run
- Girls are given training in horse riding and rifle shooting. 80 students of the college benefitted with it in 2015-16.
- For social awareness against female foeticide, sexual harassment, dowry and women rights debates, rallies, lectures by experts etc are organised by college.

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

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	20	20,000/-
Financial support from government	1608	1,06,55,670/-
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

## 5.11 Student organised / initiatives

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 13

Activities during the year

- Cleanliness drive in college campus
- Lecture on importance of cleanliness
- Plantation programme in collaboration with Eco Club of the college
- Youth Leadership Training Shibir, Modasa
- Rally for AIDS awareness
- Free medical check-up camp

- Village cleanliness during NSS camp
- Voter awareness, Save Girl Child
- Eradication of addiction
- Abolition of Superstitious thinking
- Free cattle treatment in the village
- Economic social survey of the village
- Awareness and practice of Yoga on World Yoga Day
- Heritage Rally
- Rally on Gandhi Jayanti

5.13 Major grievances of students (if any) redressed: 0



## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

**Our Vision :** To attain excellence of students in academic world and prepare them to face the challenges of 21<sup>st</sup> century world, to inculcate in students the skills and values necessary to succeed in real life and above all to make them responsible citizens and real human beings with compassion and love.

**Our Mission :** To help promote education by providing opportunities and creating an academic environment along with sports, cultural and social activities for the overall development of learner's personality.

#### 6.2 Does the Institution have a Management Information System

- Yes
- Yes, the institution has a management information system.
- The college publishes annual audited account report for the information of the management.
- It also publishes annual magazine, highlighting the academic and extra-curricular activities of the institute.

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

##### 6.3.1 Curriculum Development

- Follows the syllabus prescribed by Hemchandracharya North Gujarat University religiously. Normally University updates the syllabus of each subject every three years.
- Many of our faculty members are regular members of Boards of Studies (BoS). Suggestions of IQAC are put up in the BoS of university through these members. Some teachers who are members of BUTR, AC and such bodies, contribute directly to curriculum development.
- Individual teachers also send their suggestions to University for curriculum development and changes in syllabi. These suggestions have resulted into change of syllabus in English Core Compulsory Paper-610. That change has come into effect during 2016-17.

##### 6.3.2 Teaching and Learning

- Departmental planning of workload, academic and extra-curricular programmes
- Preparing Academic Diary by the Faculty members
- Individual planning of lessons with focus on timely completion of syllabus
- Expert lectures, educational tours, surveys, interdisciplinary lectures etc.
- Remedial classes for weak and slow learners
- Motivation for rank holders

- Extra facilities for fast learners in library
- ICT enabled training and provision for ICT tools
- Unit tests and Continuous Internal Assessment Programmes.
- Assignments and project work
- Seminars, Presentations
- Faculty development program
- Feedback forms for students are integral part of teaching.

### 6.3.3 Examination and Evaluation

- College examination committee holds Internal Exams as per the norms of the University.
- Confidentiality of examination process i.e. paper drawing, printing, conduction of examination, evaluation
- Regular assessment of the students through Unit Tests
- Display of Internal Evaluation Results on college notice board and our college website.
- Transparency in examination through on demand reassessment by Students
- Feedbacks from the stakeholders about examinations and evaluation are thought over and implemented if possible.

### 6.3.4 Research and Development

- The Research Committee in college encourages research. Four Proposals for Minor Research Projects were sent to UGC by teachers.
- To inculcate research attitude among students, Economic Survey of one village is done every year by the students of economics.
- Live telecast of educational programmes by Higher Education Department of Gujarat.
- The research scholars are provided Books, Journals, equipments etc. instead of seed money.
- Research journal Nishtha with ISSN No. 22780289 is published by college.
- The Research cell regulates all the academic, sponsored, collaborative research projects and consultancy works in the college. The objective of the Research Cell varies from the advancement of theoretical knowledge to development of new technology to solve practical problems.
- The Research Cell in collaboration with IQAC organises workshops / lectures on research projects. One such lecture of Dr. D. C. Patel was organised by the Cell.
- To cultivate among students a sight for research, students are guided to prepare research papers.
- Our Economics students prepare Economic Survey of a village every year.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

#### **Library**

- The college has a rich library with more than 40,000/- books, 26 journals, 65 periodicals and 471 CD/Video
- In the year 2015-16, 445 text books, 979 reference books, 11 journals and 47 CD/Video were added.
- The library has wi-fi connectivity and 10 computers, 7 for students' use. There is SOUL and INFLIBNET facility in the library.
- Photocopy facility is available for Students.
- Reading room facility for students even after college hours is being created and is on the verge of completion.
- Institute has BISAG seminar Halls equipped with internet and projector with seating capacity of 150-200 people, Teaching Faculty Common room, Administrative Office, Class rooms, Girls common room, DEL LAB, Psychology Laboratory, Library, Internet and Wi-Fi facility is available in the entire building.

### 6.3.6 Human Resource Management

- Teachers are given enough scope for development in their respective fields/subject.
- Teachers are given special leave and other facilities for research.
- Required books/ magazines /periodicals, equipments are purchased for staff and research scholars in the College.
- Teachers are given leaves and D.A. and registration fee for participation in seminars, workshop etc.
- During the year 2015-16 teachers of our college attended 20 International Level, 106 National Level and 22 State Level Seminars/Workshops.
- Teachers are sent for Faculty Development Programme, Refresher Courses and Orientation Courses.

### 6.3.7 Faculty and Staff recruitment:

- Faculty is recruited as per Government guidelines and UGC rules.
- 07 new regular faculty members are recruited during 2015-16.
- 01 senior faculty in English is added to the staff on the bases of Sur-Plus policy of Government of Gujarat.
- The college management also appoints faculty and Non-Teaching staff on ad-hoc basis where regular teachers are not appointed by the government.
- This year (2015-16) the college had appointed 17 Non-Teaching and 04 Teaching staff on ad-hoc basis.

### 6.3.8 Industry Interaction / Collaboration

- As such there is no direct industry interaction for Arts Colleges. But Call centres and certain BPOs visit the college for recruitment.
- Our students of Psychology are regularly taken for a visit to Kanoriya Center for Medical Education, Gandhinagar every year.
- The Sanskrit and Prakrit department have collaboration with Patan Jain Mandal and Bhartiya Vidyabhavan for studies in ancient manuscripts on Bhojpatra.

### 6.3.9 Admission of Students

- The Admission Committee is formed under the Chairmanship of the Principal.
- It comprises of SC, ST, OBC and OPEN representatives in it
- Admission procedure is totally transparent, purely merit based, as per Government rules.
- SC, ST, OBC – quota as per rules is maintained.
- For UG admission the college adheres to all the rules and regulation of Hemchandracharya North Gujarat University and the guideline of Reservation policy prescribed by government.

### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"><li>• Group Insurance &amp; Health Insurance for staff.</li><li>• Life Insurance</li><li>• Travel Loan for International Conference abroad</li><li>• Study Leave</li><li>• Maternal Leave women staff</li><li>• Loan facility Staff Credit Society</li><li>• Banking ATM facility on campus</li></ul>
Non teaching	<ul style="list-style-type: none"><li>• Group Insurance, Health Insurance for staff.</li><li>• Life Insurance</li><li>• There is a provision of gratuity amount of half the period of service for Adhoc staff</li><li>• Free Uniform</li><li>• Loan facility Staff Credit Society</li><li>• Special pay scales for Ad-hoc staff with EPF &amp; Gratuity benefits</li><li>• Banking ATM facility on campus</li></ul>

Students	<ul style="list-style-type: none"> <li>• Merit &amp; Mean Scholarships &amp; Freeships from Govt.</li> <li>• Group accident policy of Rs.100000/-to all students offered by Gujarat govt.</li> <li>• Management pays for the insurance of Rs. 100000/- of all the students enrolled in the college</li> <li>• Coaching for Competitive Exams</li> <li>• Medical Insurance &amp; primary Medical Centre at the Campus premises by College Management(NGES)</li> <li>• Concession in Medical Treatment Bill in Janta Hospital,Patan.</li> <li>• Skill based Career Oriented Programs</li> <li>• Entrepreneurship Development Programmes</li> <li>• Xerox facility at minimum rate is availed to the students in college library</li> <li>• Placement and Vocational Guidance facility</li> <li>• Internet facility</li> <li>• Books are given free of charge to BPL students</li> <li>• Soft skill training programme, Computer training totally free for BPL students and with meagre fees for other students</li> </ul>
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6.5 Total corpus fund generated

87, 67, 589/-

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	State KCG	No	No
Administrative	Yes	Mahendra Shah and Company, Ahmedabad.	No	No

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

- The college has rich alumni.
- The alumni provide moral support and expertise in different fields.
- Since the college does not ask for funds or financial support, prizes in the annual function are sponsored by the alumni.
- The alumni also financially support women cell activities in college.
- The alumni give free services and concession to college in various fields like Gym, music classes.

6.12 Activities and support from the Parent – Teacher Association

Parent teacher Association provides valuable inputs. It also helps in planning of various activities like the Parents' Day and College Annual Day. Valuable suggestions of parents regarding college administration and students' difficulties are made during the meeting of the Association.

6.13 Development programmes for support staff

- College organises regular meetings with the support staff. It also organises lectures by experts and sends staff members for training scheduled by Government and by University.
- The support staff members are given soft skill training every year, especially of Computer Operative Skills to make the administration smooth, effective, accurate and time-saving for the students and the institute as well.

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

- The entire College Campus is declared "NO Plastic Zone".
- "Clean Campus, Green Campus is the slogan implemented by all institutes on our Campus.
- Tree plantation is regularly done by the NSS, NCC students and volunteers of Nature Club.
- Trees/plants are adopted by students and some teachers.

- The whole campus has joined the cleanliness drive of Government of India. Students and teachers voluntarily support this drive.
- Debates, essay competitions, are organised for awareness among students.
- Energy conservation – Strict measures in using the electricity and encouraging saving the current attitudes among staff and students.
- Water harvesting–Installed in various places inside the campus and developed water tank in the botanical garden. Rain water is stored.
- E-waste management –Strict procedures are followed where the e-waste management is taken care by the management and housekeeping systems.

## 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.

- Special care availed to the physically challenged
- Re-designing and updating website.
- Work on modern sports facilities in progress.
- Launched new skill development programmes.
- Green campus, plastic free campus.
- Cleanliness awareness boosted up
- Solid waste management system.

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

- College has been religiously pursuing recommendations of the NAAC Peer Team.
- Five teachers have applied for MRPs to UGC. Four teachers are pursuing their MRPs.
- Skill development programmes for students for the development of computer skills and English language skills are being carried out successfully.
- A new Reading room is provided to the students for reading facilities during and after college hours. The adjoining room of library is spared for this additional reading room.
- Strengthened the college library with more books.
- AIDS awareness programme continues.
- Applied for UG course in Sociology.
- Clean Campus, Green Campus, Safe Campus was given more concentration. Cleanliness, Plantation and safety measures were given priority.

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

- Strengthen the measures to maintain the environment
- Nurturing vocational skills like sewing, embroidery, mahendi, beauty parlour skills, preparation of bakery items, horse-riding, shooting etc. for self-employment and women empowerment by Women Cell

*\* Attached the details of Best Practice in annexure iii*



#### 7.4 Contribution to environmental awareness / protection

- Promoting environment awareness through rallies, debates, essay competitions etc.
- Tree plantation programme every year by NCC and NSS
- ‘No Petrol Day’ celebrated in college
- Use of power saving CFL lights for conservation of energy
- Strict e-waste management and housekeeping systems for eco-friendly campus
- Special care is being taken of trees on campus in general and botanical garden in particular for maintenance of Green Campus

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**

- A premier institute with highest number of students in North Gujarat.
- A wide variety of courses for students – Highly Qualified Staff.
- Unique records in Sports & Cultural Activities in H N G University.
- Rich Alumni & economically sound Management to boost the progress of the college

##### **Weakness**

- Weaker background of the students
- Students losing interest in arts

##### **Opportunity**

- Rough diamonds to be shaped and polished
- Better chances of preparing a quality mass
- Better technology to reach students quickly

##### **Threat**

- Limited time to teach as well as reach the students
- Limited availability of students in the class
- Technology becoming a hindrance rather than a help

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

The College has the following plans for the next year:

- To continue following all possible recommendations of the NAAC Peer Team.
- To strengthen the skill development programme for students for the development of computer skills and English language skills among students.
- To form discussion group for development of faculty of expression among the students
- Organise Annual Health Check-up of all employees
- Initiate new methods of social service

- Introduce Add-on courses in every subject
- Start a Counselling centre in Psychology to extend the service to the society
- Organise a State-Level Poetry Recitation Programme
- Digitalise study material for the easy access to the students
- Organise job fair
- Organise a National Seminar in Sanskrit

*Dr. M. L. Revadivala*

*Prin. Dr. L. S. Patel*

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

**Academic Calendar : 1<sup>st</sup> Semester (2015-16)**

June-15	: College Opens.....
June-15 to June 18	: Academic Planning by Departments
June-20	: Teaching Starts in Sem-III & Sem-V
July-1, 2	: Orientation Programme for Freshers of B. A. Sem-I
July 8, 2015	: IQAC meeting
July-13	: Teaching Starts in M. A. Sem-III & B. A. Sem-I
July-15 to 18	: Unit-I Unit Test Sem-III & V in all department Teaching Starts in M. A. Sem-I
July- <u>Third Week</u>	: Departmental activity -Book Exhibition, etc. (any one programme) by each Department
August-5 to 8	: Unit-I Unit Test in B. A. Sem-I & M. A. Sem-III
August - Second Week	: Elocution Competition Career Guidance lecture Placement-Cell Patriotic Song Competition
August – 14	: Programmes by History Department Save Girl Child, Save Environment, Public Awareness
August 15, 2015	: Celebration of Independence Day
August 21	: Thalassemia Check-up Camp
August 24	: Blood Donation Camp
August 25 to 28	: Unit-II Test in all Departments
September - First Week	: Women Cell Programmes Rangoli, Cooking, Mahendi, Lecture on Health by Doctor and Women Empowerment Programmes
September - 5	: Celebration of Teacher's Day
September <u>Second Week</u>	: One day Classroom Seminar in all departments
September-13	: Alumni Association Meet
September 15-18	: Unit-III Test in all Classes in all Departments
September 20	: Parents' Association Meet
September 22	: Environment Awareness Programme
October- <u>12</u>	: College Internal Test
November 9 to 29	: Diwali Vacation
❖	NCC, NSS & Sports actives as per their schedule.

## Academic Calendar : 2<sup>nd</sup> Semester (2015-16)

Nov.-30	: College Reopens.....
December. <u>First Week</u>	: Declaration of Internal Results
December 7, 2015	: University Exam B.A. Sem-III & V
December 29, 2015	: University Exam B.A. Sem-I, M.A. Sem-I & III
January, 2016 Third Week	: Teaching resumes
January, 2016 Fourth Week	: Counseling camp. - Psychology/Placement Lecture on <u>Women's Rights</u> by lawyer
January 26, 2016	: Celebration of Republic Day
January, 29-30	: Unit-I Test for all classes
February- <u>First Week</u>	: Departmental activity Guest Lecture Reading Workshop in library from all departments.
February 6, 2017	: IQAC meeting
February Second week	: Education Tour
February 13, 2017	: One Day Seminar on Higher Education
February- 18-20	: Unit- II Test for all classes
February 19, 2016	: Celebration of Mother Tongue Day
February 25-27, 2016	: Lalitkala Shibir
March 2, 2016	: Annual Day and Prize Distribution Function
March 3, 2016	: Preliminary Exam Begins
March 26-28, 2016	: Archeological Research Workshop
April 4, 2016	: University Exam for B.A. Sem-IV & VI begins
April 25, 2016	: University Exam for B.A. Sem-I & M.A. begins
April, 27 to June 14, 2016	: Summer Vacation
❖	NCC, NSS & Sports actives as per their schedule

### Feedback Analysis

The college has formal and informal mechanisms to obtain feedbacks from students and other stakeholders through various committees.

- Feedback through questionnaire from the students
- Suggestions from faculties through periodical meetings
- Feedback from parents, alumni and other stakeholders through annual meetings and through questionnaire

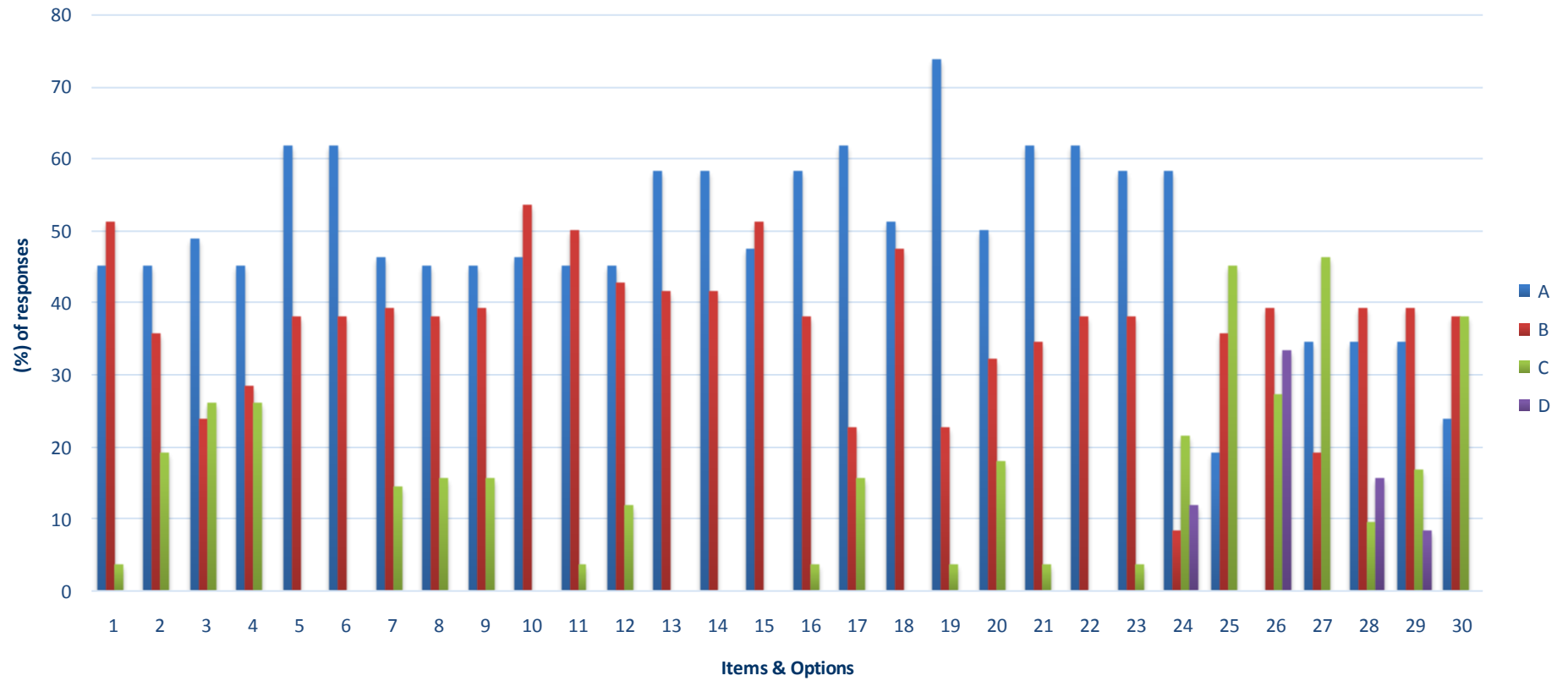
The ideas and suggestions obtained from the faculty

#### (i) Students' Feedback

The general feedback of 84 students of outgoing batch of Sem-VI (2015-16) on college presents a balanced scrutiny of the curriculum, infrastructure, and amenities in the college, scope for development of students etc. The detailed interpretation of the analysis is mentioned hereunder.

- As far as the quality and applicability of the curriculum is concerned, nearly 90% of students are wholly satisfied with it. Nearly 70% students feel that this curriculum can be helpful for preparation of UGC, NET/JRF, SLET etc. Only 11% students consider the curriculum fair but not a single student is dissatisfied with the quality and applicability of the curriculum.
- Nearly 75% of the students are fully satisfied by the internal examination system while the remaining group considers it to be fair. Nobody from the students has disagreed with the examination system.
- As our is a rural college belonging to backward area of Gujarat, almost all the students feel need for special coaching in English and Communication Skill and also computer and internet communication technology skill.
- The college is one of the oldest institutes in the area. Infrastructure of the college is unique in its own way. More than 85% of the students are fully satisfied with the infrastructural facilities like Class rooms, black boards, white boards and multi-media, laboratories in psychology, computer and language, play-ground, girls' room etc.
- Students believe that cleanliness aspect of this exceptionally huge building needs to be focused. Only 60% students are satisfied with the cleanliness in rooms and toilets.
- The college has an up-to-date drinking water facility. The students are satisfied with it.

## Student's Feedback about College (2015-16)

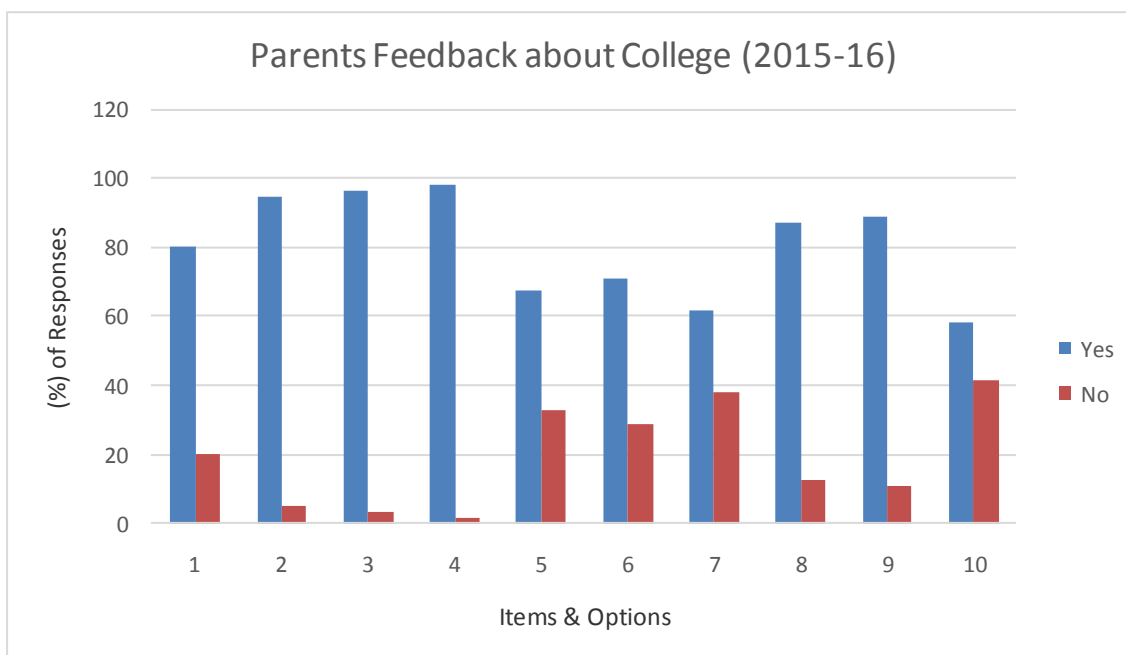


- Library, being the heart of the college, our institute is very cautious about its strength and facilities. The same effort is reflected in the responses of the students. Nearly 90% of the students rate all the questions related to library between 'excellent' and 'good'. These questions include the topics like qualitative and quantitative availability of seminal texts, reference books, journals, periodicals, magazines, internet connectivity and access, reading room facility and also other library activities like seminars, quiz, awards etc. The remaining 10% of the students consider it to be fair but not a single student rates any of these facilities among 'poor'. The quality of library has made 85% of students rate it to the most appropriate place for research activities.
- Like library, sports and cultural activities are also major factors responsible for overall development of students. The activities like field training, field tour, educational excursion, participation in cultural events, and participation in sports events, sports facility and equipments are rated excellent or good by nearly 90% of the students.
- Students have been at the centre of our institute. So the institute is very careful regarding the problems of students. That is the reason why more than 85% of the students are satisfied with the activities of Students' Grievance Cell, Anti-ragging cell and Placement Cell of the college.
- Similarly the attitude and service of the administrative office during admissions, concession pass process and identity card process is satisfactory to the majority of the students.

(ii) **Feedback from Parents**

As mentioned earlier, the college takes feedback from the parents by getting the feedback forms filled up manually. During the meeting with Parents' Association, 55 members of the association filled up the forms and extended their opinions. The findings of the feedback are presented hereunder in the form of a chart. The analysis of the feedback is as under.

- Out of total 55 members, 80% of the parents believe that ours is a better institute than the other institutions in this area for education and development of their ward.
- According to 90% of the parents, the facilities available in the college are adequate.
- As far as the safety and security of the students is concerned, 96% of the parents are fully satisfied with the safety and security measures observed by the institute.
- The facilities available in our college are unique in its own way. This is the opinion of 98% of the parents. It proves that college has a sound base for research activities too.



- Nearly 70% of the parents are satisfied with the co-operation of administrative staff during the process of admission, generation of concession pass etc.
- As ours is a rural area, it is difficult to bring the parents to the college for meeting with authorities and teachers. Yet 71% of parents believe that the teaching staff is easily approachable and they can converse with them regarding the education of their ward.
- Parents are careful about the personality development and soft skills among their children. Out of this group of parents, 62% of them believe that they found up-gradation in the personality of their children and their positive attitude towards softskills.
- Nearly 90% of the parents are satisfied with the syllabus catered to their children and also about the timely results of internal examination held by the college.
- 80% of the parents are fully satisfied with the progressive measures being introduced during recent years.



## BEST PRACTICE - I

### Best Practice No. 1:

#### **1. Title: Strengthen Measures to Preserve Environment**

**2. Goal:** In the wake of Infrastructural development, the state of Gujarat is losing its green prosperity. Moreover, North Gujarat region can be called an area of desert. The western belt of North Gujarat is dominated by dry areas with no vegetation. Some areas always face the condition of severe drought. Facility of enough pure water is still a dream for such neighbouring areas of our town Patan. Moreover sufficient supply of electricity is also a huge problem. Therefore it is imperative to take initiatives to conserve energy and proactively preserve environment. The aims of several initiatives undertaken by the College were:

- To create awareness among the students, staff and community about the need to preserve environment.
- To provide an opportunity to students to be actively involved in preserving the environment.
- To create awareness among the students, staff and community about the ways to save energy

#### **3. Challenges:**

- Though the No Plastic initiative has been undertaken, during the rainy season the use of plastic bags is sometimes inevitable to preserve important documents/books
- Though the use of plastic bags and glasses can be regulated, the use of other plastic material like pens, chairs, etc. cannot be avoided.

#### **4. The Practice:**

Several initiatives were undertaken to meet the above mentioned goals:

- Monitoring the consumption of energy.
- Notice placed adjacent to the switch boards with a request to switch off fans and lights when not required.
- Gradually replacing tungsten bulbs as well as incandescent tube lights with CFL energy saving lights.
- Regular checking of the facilities by the staff during the working hours to ensure that fans, lights and other equipment are switched off when not in use.

- Sensitizing and appealing to learners to help the College in the energy conservation drive.
  - Regular check of the taps to ensure that water is not wasted.
  - Instead of bouquets, saplings are offered to welcome guests who visit the campus.
  - The College had undertaken a tree plantation drive in neighbouring areas and has received a letter of appreciation from them.
  - The College has undertaken the “No Plastic” initiative in the campus.
  - To make arrangements with the Municipality for effective disposal of e-waste.
- Constraints/limitations:

#### **5. Evidence of Success:**

- The College received a letter of appreciation from the Executive Director of the campus for the tree plantation drive.
- The College received a letter of appreciation from the Forest Department for the tree plantation drive.
- As a result of continuous practice, the garden and campus of the college has a lot of new plants coming up and growing remarkably.

#### **6. Problems Encountered and Resources Required:**

- No financial problems were encountered in undertaking measures to conserve energy and to preserve environment
- There were some problems regarding the pipe line of water supply, but the Eco Club handled the issue positively and get a new line installed in place.

#### **Best Practice No. 2:**

##### **1. Title: Nurturing Skills of Women Empowerment**

- 2. Goal:** In the modern world of equal opportunity for men and women, the utmost need is to uplift the women to a level so that they can provide healthy competition to the male counterpart. The State of Gujarat has been lagging behind in the matter of development of women because it has more or less remained a backward state uptill the advent of 21<sup>st</sup> century. Moreover, the Northern part of Gujarat is covered either by desert or hilly areas of the Aravallis. The poverty is so dominating a force that education, development and empowerment of women have been a far off thought. Therefore it is imperative to take initiatives to guide such deprived half of the society to a path of progress. The students are the best representatives to inculcate this change into the society. The aims of several initiatives undertaken by the College were:

- To create awareness among the students, staff and community about the need to women empowerment.
- To provide an opportunity to girl students to be actively involved in this mammoth task.
- To suggest plans for women empowerment among the students, staff and community

### **3. Challenges:**

- It is difficult to bring the students to such training classes after their regular class.
- The students from our town turn up in big number but the strength of girl students from remote villages still need to be guided positively.

### **4. The Practice:**

- Several steps have been taken to meet the above mentioned goals:
- Regular classes of sewing, embroidery are organised by the institution.
- A certificate course on Beauty Parlour Skills is run by the college
- A short-term course on Preparation of Bakery Items is held every year.
- Special training of shooting and horse-riding is offered to the interested girl-students once a year.
- In order to make the girl students economically independent, the college has been training the students in preparation of Rakhi bands.
- Training of Chocolate Making and Cooking is conducted on regular bases.
- A lecture was organised on safety measures to be taken by the housewives in case of accidents.

### **5. Evidence of Success:**

- More than 50 girl students have started making their livelihood on the bases of the skills developed in this programme.
- There are ten students of this class who have professionally started their service to the society in the form of Beauty Parlours.

### **6. Problems Encountered and Resources Required:**

- No financial problems were encountered in carrying out all the activities mentioned above.
- The major problem that the institute encounters is the availability of students for this class. As this classes are generally held in the morning, it difficult to attract more students from the society. Moreover, the students of the college are more interested in grafting their careers instead of mastering this additional arts.