

The Annual Quality Assurance Report

(Year – 2016-17)



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 (2016-17)

Part – A

AQAR for the year (for example 2013-14)

2016- 17

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. MHC0GN 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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B ⁺⁺	81%	2005-06	2011
2	2 nd Cycle	B	2.5	2012-13	5 yrs (oct-2018)
3	3 rd Cycle				
4	4 th 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 _____ submitted to NAAC on _____ (04/11/2015)
- ii. AQAR: 2014-15 _____ submitted to NAAC on _____ (02/12/2016)
- iii. AQAR: 2015-16 _____ submitted to NAAC on _____ (04/05/2017)
- iv. AQAR: 2016-17 _____ (DD/MM/YEAR)

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 (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

09

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

00

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

04

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

1. Vedic Literature : Present Perspective
2. NAAC Re-accreditation

2.14 Significant Activities and contributions made by IQAC

- Following the recommendation by NAAC Peer Team and preparing for upcoming re-accreditation in 2018
- Orientation programme for counseling of Sem-I students.
- 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.
- IQAC encouraged and motivated teachers to enhance and increase quality of teaching and research work.
- Faculties were encouraged to use ICT and to provide their services for BISAG lectures.
- Some faculty members were sent to Faculty Development Programme of KCG
- Organised a national seminar in Sanskrit
- Organised a national seminar on Preparation for NAAC Accreditation / Re-accreditation and SSR or RAR
- Farewell Programme for Sem-VI students
- Initiated certain new concepts of Social Service through Donation Activities
- Initiated a new concept for Development of Students through 'Vichar Vartul'.

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
<ol style="list-style-type: none"> 1. Review of syllabus 2. Orientation of new students 3. Implementation of Common academic calendar for all 4. Expert lectures for all departments 5. Remedial classes for the weak and the socially and economically challenged 6. Boosting research activities 7. Introduce Add-on course 8. National Level Seminar in Sanskrit 9. National Level Seminar on Preparation of SSR/RAR 10. Organise a State-Level Poetry Recitation Programme 11. To initiate some new way of Social Service 12. To initiate something for the Development of students in the areas other than routine academic programme 	<ol style="list-style-type: none"> 1. Reviewed and Suggestions made 2. Executed effectively 3. Executed uniformly 4. Executed on regular bases 5. Executed on regular bases 6. Executed on regular bases through motivation and guidance to both faculties and students 7. Executed 8. Executed 9. Executed 10. Executed 11. Dept. Of History in the college collected old clothes from the students of the college and distributed them among the people of slum area in the town. Executed successfully 12. College initiated a programme of 'Vichar Vartul' under the guidance of Dr. Zankhana B. Jani, a new entrant to the college. The institute could get four National Level speakers on various topics other than academic topics.

* 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	6	-	-	-
PG	7	-	-	-
UG	9	-	1	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	7	-	-	-
Others	3	-	-	4
Total	22	-	1	4
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.

Individual teachers 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.

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

-No-

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others (Part-time)
	31	13	16	-	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
	0	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

--

02

03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	16	160	31
Presented papers	15	140	11
Resource Persons	-	-	14

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 2016-17, 84 students got the certificate. The college has enabled more than 1631 students in this aspect till 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 on BISAG were recorded and catered to the 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

05 (BoS)

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. (Sem-VI)	910	47	246	116	00	44.94
M.A. (Sem-IV)	525	200	188	40	11	83.61

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	00
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	00
Summer / Winter schools, Workshops, etc.	05
Others	00

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	00	00	14
Technical Staff	00	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.
- 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*, *Shabdarnrut* and *Shabdsudha*. All these are with ISSN numbers.
- The college also publishes *Nishtha* without ISSN number. This magazine provides a chance to the faculties and students to express their ideas through creative works.
- 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 students and teachers of the sister institutes.
- Prof. R.S. Patel, Dr. B.N. Solanki and Dr. B. B. Chaudhari have been working on their UGC approved Minor Research Projects.

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	0
Outlay in Rs. Lakhs	0	0	3,30,000	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	51	20	03
Non-Peer Review Journals	00	00	00
e-Journals	00	00	00
Conference proceedings	00	14	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	2014-15	UGC	3,30,000	1,62,000
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	00	00	3,30,000	1,62,000

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	02	0	0	0
Sponsoring agencies	0	NGES	0	0	0

The College organised a National Seminar on Vedic Literature in Sanskrit and a one-day seminar on functions of IQAC and preparation for NAAC SSR/RAR.

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: **0.6 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
04	0	0	0	04	0	0

- Dr. B. M. Desai, Dr. G. P. Shrimali, Dr. B. B. Chaudhari and Dr. P. N. Vyas got recognitions as Ph.D. guides during 2016-17.

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	43	State level	08
National level	0	International level	0

3.22 No. of students participated in NCC events:

University level	0	State level	0
National level	5	International level	0

3.23 No. of Awards won in NSS:

University level	-	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	-
National level	01	International level	-

3.25 No. of Extension activities organized

University forum	0	College forum	11		
NCC	4	NSS	5	Any other	0

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

- Gujarati Department of our college under the auspices of Matrubhasha Samvardhan Kendra, Ahmedabad, runs 'Pustak Parab' - a programme which provides books to the readers in the town by setting up temporary outlets at public places. The readers are supposed to return the books after reading them. They are charged no fees for the book. During 2016-17, they could provide books to more than 100 people.
- History Department of this college displayed a new gesture during 2016-17 by becoming instrumental in providing clothes to the poor and the needy in the town. The department inspired the staff and students of the college to donate their old clothes. The media and people in general took notice of this work of our college.
- Psychology Department of the college provides free counselling to the people who might need help of a psychiatrist in the society. The department is trying to be helpful to the society by restoring mental health to such patients.
- Eco Club of the college has been actively maintaining the records and taking care of the plants and trees on the campus. Moreover, they have worked hard to count the types and number of

birds which are generally found on the campus. The number of types of birds found on our campus is 15.

- Students and teachers joined Clean India Movement i.e. Swachhh Bharat Mission initiated by Central Government of India.
- Celebration of National festivals like Independence Day, Republic Day etc.
- Free counselling to the students of external PG courses.
- Academic and Environmental awareness tours by departments.
- Mahila Cell of the college is working very hard on upliftment of girls not only from the college but also from outside. They teach them different skills like sewing, making Rakhi, embroidery, Mahendi etc so that they can be self-reliant.
- The college became instrumental in helping students above 18 years to get their Driving Licenses. The officials from RTO were invited to college for the guidance regarding safety measures while driving and also procedure of getting licenses without much trouble.
- Blood donation camp- Collection of 630 Bottle (11th July, 2017)
- AIDS Awareness programme.
- Participation in rallies for social awareness like Tree Plantation, Save water Campaign and Global warming awareness.
- Participation in all social reform programmes organized by different GOs and NGOs in Patan Area.
- Participation of NCC and NSS students to help 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.
- 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 Kansa village this year.

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	38	00	-	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.	592	233	NGES+UGC	825
Value of the equipment purchased during the year (Rs. in Lakhs)	60,64,538	9,06,453	NGES+UGC	69,70,991
Others	00	00	00	00

4.2 Computerization of administration and library

- * Administrative office and Library are fully computerized
- * Admission, Data Record of Students and Teachers, Accounts works, Preparation of Result, Result of Internal Exam, Official Correspondence etc. is computerized.
- * The Entire College Campus is having Wi-Fi connectivity.
- * In Library SOUL and INFLIBNET are used.
- * Nine Computers with Wi-Fi connectivity in Library are available for students.
- * 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	1186	1,36,418/-	495	49,482/-	1681	185900
Reference Books	1831	4,27,844/-	658	97192	2489	525036
e-Books	N List E brary					
Journals	37	26,035/-	01	500	38	26535
e-Journals	N-List					
Digital Database	-	-	-	-	-	-
CD & Video	518	Free	02	Free	520	Free
Others (UGC)	-	-	10	6824	10	6824

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	03	-	-	-	-	-	-	-
Total	108	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 has been made a routine.
- Information about the use of ICT in Library was given to all teachers and students.
- Classes for computer software and hard ware are run for students.
- Free of charge Internet access to the teachers in the staff room and for students in library

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	1.04640 lakh
ii) Campus Infrastructure and facilities	8.01813 lakh
iii) Equipments	1.35725 lakh
iv) Others (Students Welfare-1,48,108/- and Staff Welfare-17,981/-)	-
Total :	10.42178 lakh

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation and introduction of students to the activities like NCC, NSS, Sports activities, extracurricular activities like Cultural and Saptadhara Initiative of higher education department of Gujarat.
- Free training to girls in Tailoring, Embroidery, Mahendi, Beauty Parlour Skills, imitation jewelry making etc.
- Medical Facility made available to sports students. For serious injuries, MOUs made with eminent hospitals and doctors in the town.
- Students with best performance in sports, Cultural activities, NCC and NSS and Educational Achievements are felicitated in the annual Function of the College with Prizes and Certificate.
- Group insurance and Medical insurance to All Students and Teachers
- Banking Facility is made available in college campus for Students and Teachers. SBI has opened ATM booth, Bank of India has created a fee collection Unit on College Campus.
- Admission booklet form of college prospectus
- S.T. Bus and Railway Bus concession facilities made available in college.
- Photocopy & stationary center made available in College Campus also in college Library.
- The IQAC provides information about various scholarship/free-ship offered by Government and academic loan by nationalized bank for SC- ST, OBC and economically weaker students.
- The IQAC also encourages and guides students for various competitive exams like NET, SLET, GPSC, UPSC, GARDICHAIR exams.
- 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 year-KNOW YOUR LIBRARY.
- For students' Skill Development the College has made MOUs with HHH Company Bangaluru that runs 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)
3660	924	15	02

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	2645	57.70		1939	42.30

Last Year – 2015-16						This Year – 2016-17					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
827	897	92	2563	19	4414	819	861	93	2810	01	4584

Demand ratio 1 : 2 Drop out % : 5.58 At early level (Sem-I) only

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

- Coaching and counseling 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
- 187 students of the college participated in Pre Abhimanyu Award Seminar.
- Students also get benefit of Youth Forum organized by the H. N.G.Uni.
- Counselling for placement with the help of Employment office of Patan district.
- More than 400 students benefited.

No. of students beneficiaries

587

5.5 No. of students qualified in these examinations

NET	0	SET/SLET	02	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	01	UPSC	0	Others	0

5.6 Details of student counselling and career guidance:

- At the time of Admission and examination
- Career guidance provided in different subjects by placement Cell – Placement Seminar on 29th July, 2016 in which 100 students were registered.- Abhimanyu Award Exam 2016-17 in which 187 students appeared for exam out of which 02 students became winners in the university.
- 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.
- For Driving License with the help of RTO office, Patan.

No. of students benefitted

All

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
03	400	27	-

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	1017	53,08,250/-
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 14

Activities during the year

- Cleanliness drive in college campus
- Lecture on importance of cleanliness
- Plantation programme in collaboration with Eco Club of the college
- 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: 02

The college has installed a complaint box in the college. The students express their grievances through this facility. During the year 2016-17, there were two cases of grievances which were sorted out amicably. The details are as under:

- ➔ The average strength of the college is around 5000 students every year. The students had complained that they had to stand in a queue for hours in order to submit their term fees. A lot of time was wasted. In response to that problem of students, the college authorities convinced a bank to set up a counter on the campus to collect the fees. This has solved the grievance of the students.
- ➔ Some of the students had complained that they don't have enough space for reading in the library. In response to that problem, the college authorities allotted a special reading room with the capacity of 50 students

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 21st 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, 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.
- 05 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 other important 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 under Continuous Internal Assessment Programmes.
- Assignments and project work
- Seminars, Presentations
- Faculty Development Programmes

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 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.
- Feedback forms for students are integral part of evaluation of the institution in general.

6.3.4 Research and Development

- The Research Committee in college encourages research. Four Proposals for Minor Research Projects are sent to UGC by teachers.
- The college has initiated a tradition of organising a National Level Seminar by each department for two years. Followed by a national level seminar by Deptt. of English in 2015-16, Deptt. of Sanskrit organised under the guidance of IQAC a seminar on Vedic Literature during 2016-17.
- 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 of the college titled *Nishtha* with ISSN No. 22780289 is published by college.
- Three other journals with ISSN numbers are managed by different faculties of the 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.
- To cultivate among students an insight for research, students are guided to prepare research papers.
- The students of Economics Department prepare Economic Survey of a village every year. They carried out an economic survey of Kansa, a village nearby, during 2016-17.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

- The college has a rich library with more than 40,000 books, 38 journals, 162 periodicals and 520 CD/Video
- In the year 2016-17, 495 text books, 658 reference books, 01 journals and 02 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 is provided to the students even after college hours.
- 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 registration fee for participation in seminars, workshop etc.
- During the year 2016-17 teachers of our college attended 16 International Level, 160 National Level and 31 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.
- No new regular faculty members are recruited during 2016-17.
- The college management also appoints faculty and Non-Teaching staff on ad-hoc basis where regular teachers are not appointed by the government.

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"> • Group Insurance & Health Insurance for staff. • Life Insurance • Travel Loan for International Conference abroad • Study Leave • Maternity Leave to women staff • Loan facility Staff Credit Society • Banking ATM facility on campus
Non teaching	<ul style="list-style-type: none"> • Group Insurance, Health Insurance for staff. • Life Insurance • There is a provision of gratuity amount of half the period of service for Adhoc staff • Free Uniform • Loan facility through Staff Credit Society • Special pay scales for Ad-hoc staff with EPF & Gratuity benefits • Banking ATM facility on campus
Students	<ul style="list-style-type: none"> • Merit & Mean Scholarships & Freeships from Govt. • Group accident policy of Rs.100000/-is offered to all students by Gujarat govt. • Management pays for the insurance of Rs. 100000/- of all the students enrolled in the college • Coaching for Competitive Exams • Medical Insurance & primary Medical Centre at the Campus premises by College Management(NGES) • Concession in Medical Treatment Bill in Janta Hospital,Patan.

	<ul style="list-style-type: none"> • Skill based Career Oriented Programs • Entrepreneurship Development Programmes • Xerox facility at minimum rate is availed to the students in college library • Placement and Vocational Guidance facility • Internet facility • Books are given free of charge to BPL students • Soft skill training programme, Computer training totally free for BPL students and with meagre fees for other students
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6.5 Total corpus fund generated –

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	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
- Website completely redesigned and updated.
- Complete e-correspondence with the students.
- Work on modern sports facilities in progress.
- Launched free psychological counseling centre
- Donation of clothes to the needy in the society.
- New skill development programmes.

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

- Add-on programmes regarding core subjects introduced successfully.
- A national seminar on Vedic Literature in Sanskrit and a one-day national seminar on functioning of IQAC and preparation of NAAC SSR/RAR.
- The motto of service to the society is carried out in various ways. This year donation of clothes, free-of-charge skill development programmes for girls and women of the area and enriching library with the help of donations from faculty members are done.
- A new programme under ‘Vichar Vartul’ with an aim of all-round development of students is initiated successfully. The institute could get four national level speakers under this programme.
- Strengthened the college library with more books.
- AIDS awareness programme continues.
- Implementation of Academic Calendar is executed fully.
- Clean Campus, Green Campus, Safe Campus was given more concentration. Cleanliness, Plantation and safety measures were given priority.
- Research activities are promoted on regular bases. Two of the faculties on the staff are on the verge of completing their respective Minor Research Projects.
- Review of syllabus and orientation of students done satisfactorily.

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

- Each department in the college involves themselves with some special practice either academic or social. These practices involve the activities like English Proficiency Club, Research Training to Students, Awareness programmes about the preservation and maintenance of historical monuments of world heritage site and town, programmes to revive the popularity of Hindi as a subject, economic survey of surrounding village and training of co-operative activities, Eco Club activities,

Social service through individual and institutional donations, *Taratu Pustak* (Floating Book)– A mobile library for the people of the town, women empowerment programmes by Women’s Cell of the college etc. The institution proposes to present following activities as the Best Practices during the year 2016-17.

(1) English Proficiency Club

(2) Social Service through Individual and Institutional Donations

** 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
- ‘Save Petrol Day’ celebrated in college
- Use of power saving LED 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, experienced, techno-savvy, dedicated Staff.
- Rich Alumni & economically sound Management to boost the progress of the college
- Research oriented ICT equipped infrastructure
- One of the best libraries in the University
- Resources for job oriented training
- Unique records in Sports & Cultural Activities in H N G University.

Weakness

- Weaker background in English
- Majority of students belonging to rural areas
- Remoteness of villages causing irregularity of students
- Unfair education policy and irrelevant syllabi at earlier classes
- Exam and result oriented attitude proving to be hindrance

Opportunity

- Rural students with raw talent can easily be groomed by proper training.
- Better chances of preparing a quality mass

- Jobs in teaching profession at various levels, competitive exams, translation, proof-reading, editing etc. can be availed
- Opportunities in the field of research related to history, archaeology, co-operative banking, commerce etc.
- To produce good human beings and thereby prepare healthy society.

Challenges

- To inculcate positivity towards English in students
- To guide students towards utility of humanities
- Prepare students for the main stream world of competition
- Make the students knowledge oriented rather than exam oriented
- Create job opportunities through suggestions to authorities
- Limited time to teach as well as reach the students
- Bring the students to 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
- 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

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Academic Calendar : 1st Semester (2016-17)

June-15	: College Opens.....
June-15 to 17	: Academic Planning by Departments
June 21	: IQAC meeting of Members
June 22	: IQAC meeting with Faculty members
June 22	: IQAC meeting with Non-Teaching Staff
June-22	: Teaching Starts in Sem-III & Sem-V
June-28,29	: Welcome & Orientation Programme for Freshers B.A. Sem-I
July-3	: Teaching Starts in M. A. Sem-III & B. A. Sem-I
July-5	: Celebration of the First Day of Ashadh by Sanskrit Deptt.
July, 09	: IQAC meeting with Students
July 11	: Blood Donation Camp
July -15	: A Seminar on Awareness for Driving Sense and Need for Driving License
July-16 to 18	: Unit-I Unit Test Sem-III & V in all departments Teaching Starts in M. A. Sem-I
July- <u>Third Week</u>	: Departmental activity -Book Exhibition, etc. (any one programme) by Each Department
July 25	: Programme for Registration at Employment Exchange
July 26	: Eco Club Orientation Programme
August - First Week	: Women Cell Programmes Rangoli, Cooking, Mahendi, Lecture on Health by Doctor and Women Empowerment Programmes
August-4 to 6	: Unit-I Unit Test in B. A. Sem-I & M. A. Sem-III
August 5	: A Programme of <i>Vichar Vartul</i>
August - Second Week	: Elocution Competition Career Guidance lecture Placement-Cell
August-12	: Patriotic Song Competition
August 15	: Celebration of Independence Day
August 15	: IQAC meeting of Members
August 16	: IQAC meeting with Faculty members
August – 17	: Elocution Competition
August-19	: Tree Plantation by NCC Cadets

August 25 to 27	: Unit-II Test in all Departments
September-1	: Guest Lecture in Sociology
First Sunday (Sept.)	: IQAC meeting with Alumni
September - 5	: Celebration of Teacher's Day
September, 8	: Book Exhibition by Library
September <u>Second Week</u>	: One day Classroom Seminar in all departments
Second Sunday (Sept.)	: IQAC meeting with Parents' Association
September 14	: Thalassemia Check-up Camp
September 15-17	: Unit-III Test in all Classes in all Departments
September 21	: Preliminary Exam B.A. Sem-I, III, IV, M.A.
October- <u>13 to 27</u>	: University Exam (B.A. Sem-III & IV)
Oct. 27 to Nov.09	: Diwali Vacation
❖	NCC, NSS & Sports activities as per their schedule.

Academic Calendar : 2nd Semester (2016-17)

Nov.-11	: College Reopens.....
Nov. 11 to 26	: University Exam B.A. Sem-I & PG
November, 28	: Beginning of Second Term Teaching
November, 29	: IQAC meeting of Members
November, 30	: IQAC meeting with Faculty members
November, 30	: IQAC meeting with Non-Teaching Staff
November, 28-30	: Teaching Sem-IV & VI resumes
December, 2 to 7	: Workshop by Mahila Cell – Chocolate making, Dress Designing, Making Best out of Waste, Lecture on <u>Women's Rights</u> by lawyer
December 7 to 9	: Shibir on Archeology and Fine Arts
December, 15-17	: Unit-I Test for all classes
December, 19	: IQAC meeting with Students
December, 27-29	: Allotting the Assignment to students
January 6, 2017	: A State Level <i>Kavisammelan</i> of renowned poets
January 9-11	: Unit-II Test for all classes
January 11	: A Lecture on Career Counseling by Experts
January, 17-19	: Digital India Workshop

January 23	: A <i>Vichar Vartul</i> Lecture by Mr. Philip
January Third <u>Week</u>	: Departmental activity Guest Lecture Reading Workshop in library from all departments.
January 26, 2017	: Celebration of Republic Day
February 6, 2017	: IQAC meeting
February 11	: Sanskrit National Seminar on Vaidic Literature
February Second week	: Education Tour
February 13	: IQAC meeting of Members
February 14	: IQAC meeting with Faculty members
February- 18-20	: Unit- II Test for all classes
February 19	: Celebration of Mother Tongue Day
Third Week February	: Arrangements for Job Fair
March 2	: Annual Day and Prize Distribution Function
March 20	: Preliminary Exam Begins
End of March	: IQAC National Level Seminar on NAAC Preparation
March 31	: University Exam for B.A. Sem-IV & VI begins
April 04	: University Exam for B.A. Sem-I & M.A. begins
April, 27 to June 14	: Summer Vacation
❖	NCC, NSS & Sports actives as per their schedule

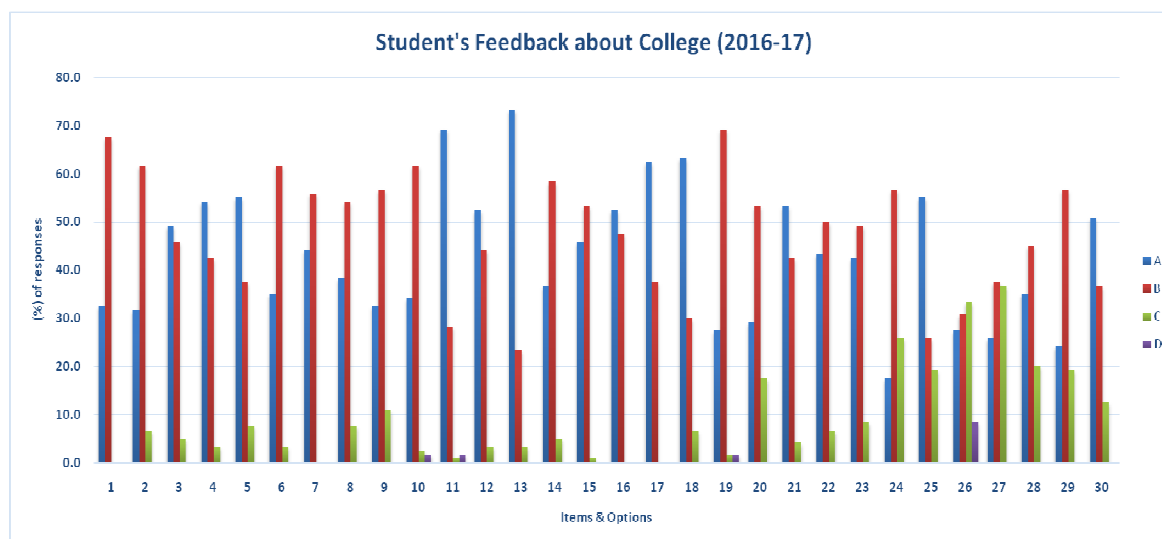
Feedback Analysis

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 120 students of outgoing batch of Sem-VI (2016-17) 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, more than 95% of students are wholly satisfied with it. Nearly 90% students feel that this curriculum can be helpful for preparation of UGC, NET/JRF, SLET etc. Only 7% students consider the curriculum fair but not a single student is dissatisfied with the quality and applicability of the curriculum.
- Nearly 50% of the students are fully satisfied by the internal examination system while 45% the whole group consider it to be good. Merely 5% of the students consider the system to be fair. Nobody from the students has disagreed with the examination system.

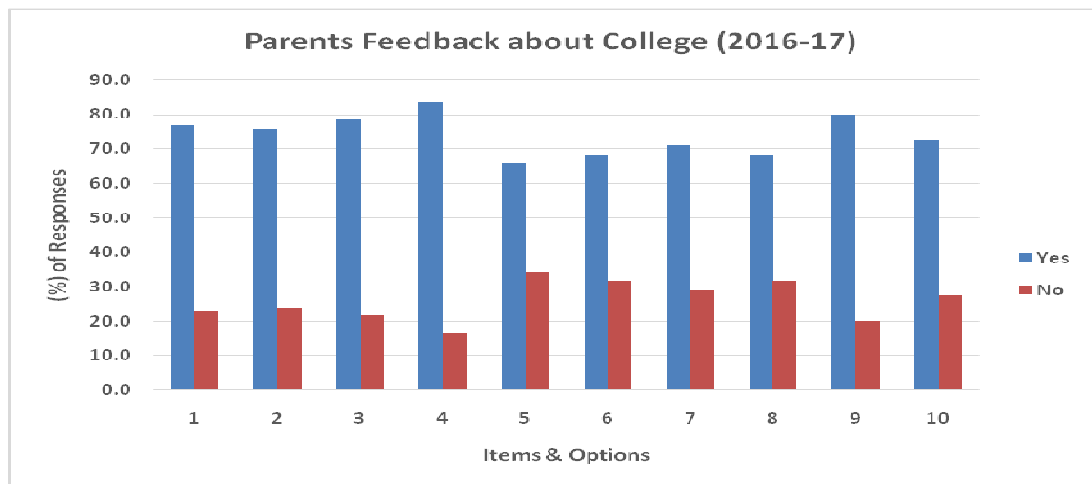
- As ours is a rural college belonging to backward area of Gujarat, more than 95% of the students feel need for special coaching in English and Communication Skill and also computer and internet communication technology skill.
- The college is one of the oldest institutes in the area. Infrastructure of the college is unique in its own way. Nearly 100% 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.
- The college believes the importance of research activities in the college. Therefore, students are given training regarding research and also exposure at national level seminars. The students' rating of the question 'Promotion to research in curriculum' is a reflection of the effort of the college. Nearly 40% students rate it to be 'excellent' whereas more than 50% of the students consider it to be good.
- Students believe that cleanliness aspect of this exceptionally huge building needs to be focused. Nearly 60% students are satisfied with the cleanliness in rooms and toilets whereas 33% of students consider the facility to be fair. Only 7% of the students are not satisfied with the facility available in the college.
- The college has an up-to-date drinking water facility. The students are satisfied with it.
- 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, 120 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.



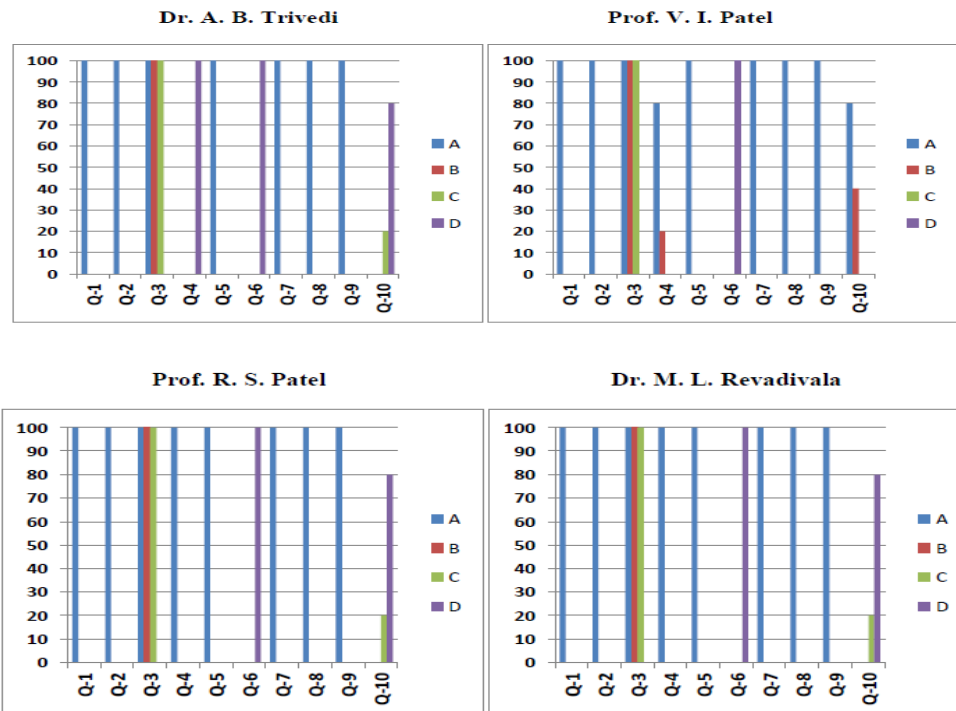
- Out of total 120 members, 77% of the parents believe that ours is a better institute than the other institutions in this area for education and development of their ward.
- According to 76% of the parents, the facilities available in the college are adequate.
- As far as the safety and security of the students is concerned, nearly 80% 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 84% of the parents. It proves that college has a sound base for research activities too.
- Nearly 66% 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 almost 70% 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, more than 71% of them believe that they found up-gradation in the personality of their children and their positive attitude towards softskills.
- Nearly 70% 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.
- 82% of the parents are fully satisfied with the progressive measures being introduced during recent years. More than 72% of parents believe that the changes introduced in the college in recent years are progressive.

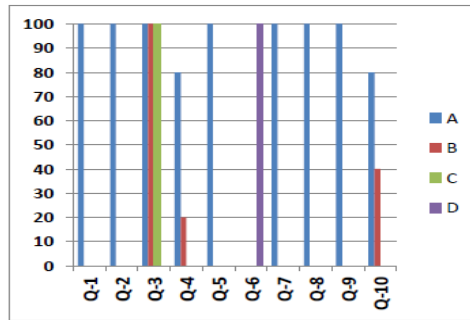
(iii) Feedback on Teachers

- Shree and Smt. P. K. Kotawala Arts College, Patan has a staff of 34 members belonging to 10 departments. The college has a system of getting feedback about teachers from students. IQAC prepared a feedback form consisting of 10 questions focusing on teaching power, command over language, study material, use of multimedia, syllabus completion, co-curricular activity and practical work, class taking ratio and support in preparation for conference/seminar projects etc. The IQAC collected feedbacks from average 100 students from all the departments. The result and analysis of the feedback about different departments are as under.

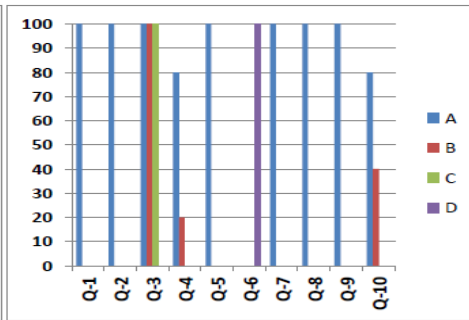
- **Department of English**



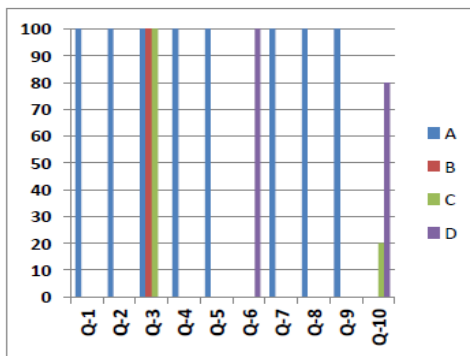
Dr. P. N. Vyas



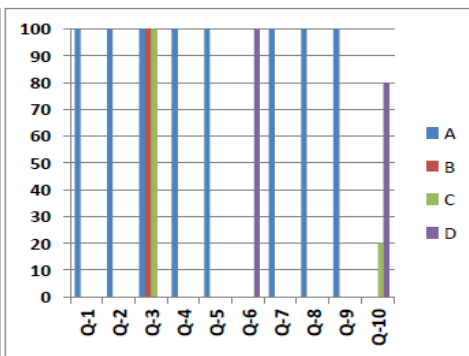
Dr. Z. B. Jani



Prof. J. P. Gohil



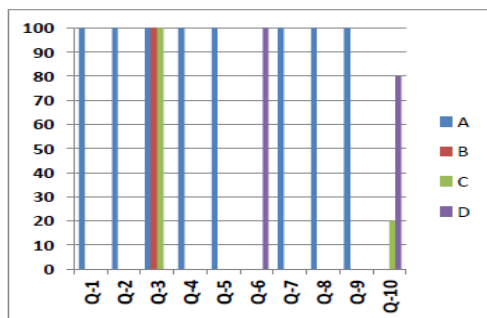
Dr. A. A. Pathak



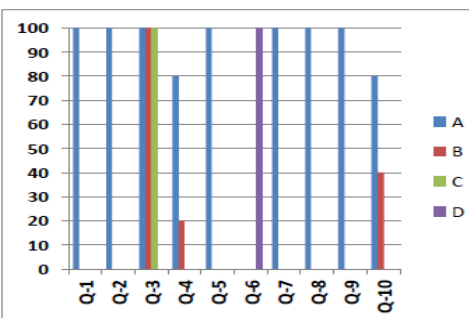
Department of English is headed by Dr. A. B. Trivedi. As far as teaching power and command over language is concerned, all the members of the department are proving 100% excellent. They have been using multi-media for teaching and providing reference books and lecture notes to the students. All the eight faculty members are rated between excellent and good in the quality of study material provided. Almost all the members see to it that the syllabus is completed satisfactorily. All the members support the students in co-curricular activity and practical work wherever necessary. The faculty members support students in preparation for conference, seminar and small projects. The average class taking ratio of the faculty members of English department is 80%.

- **Department of History**

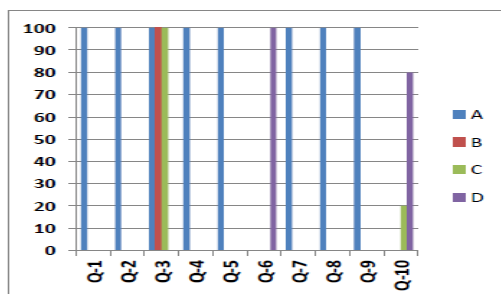
Dr. L. S. Patel



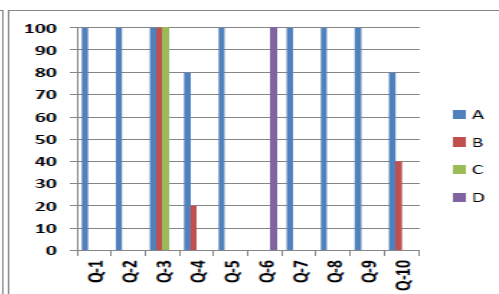
Dr. G. P. Shrimali



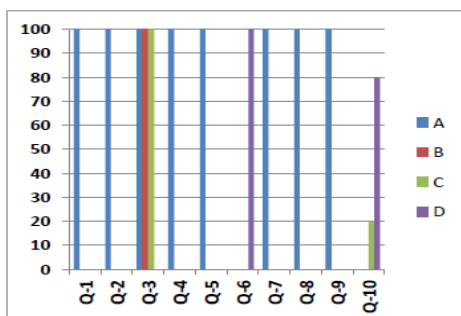
Dr. D. K. Soni



Dr. S. N. Bakotra

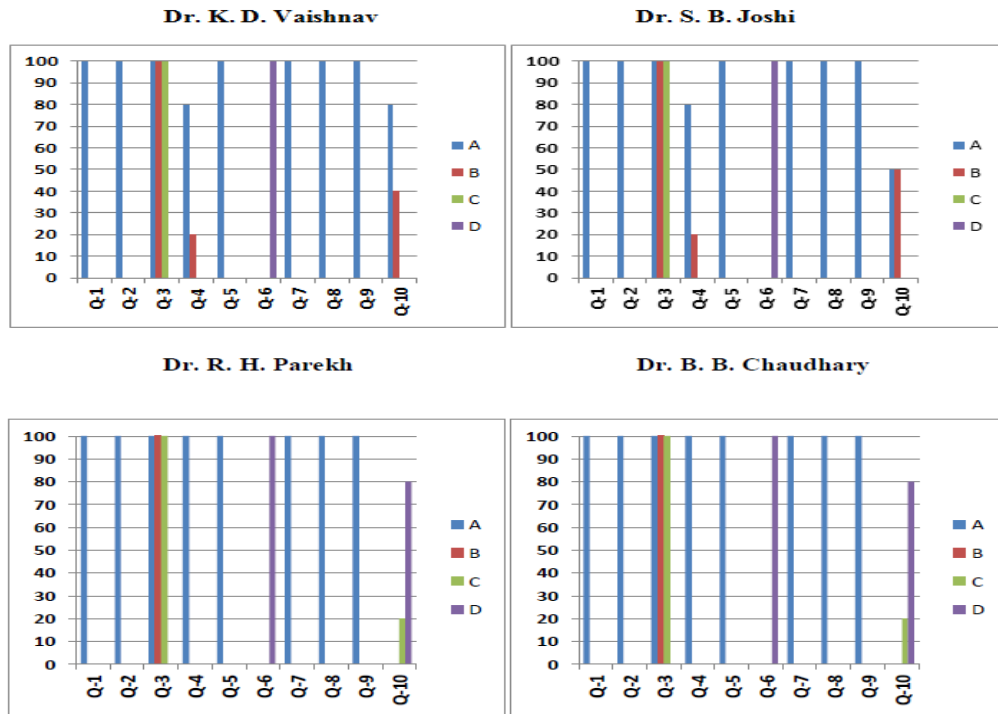


Dr. M. A. Agrawal



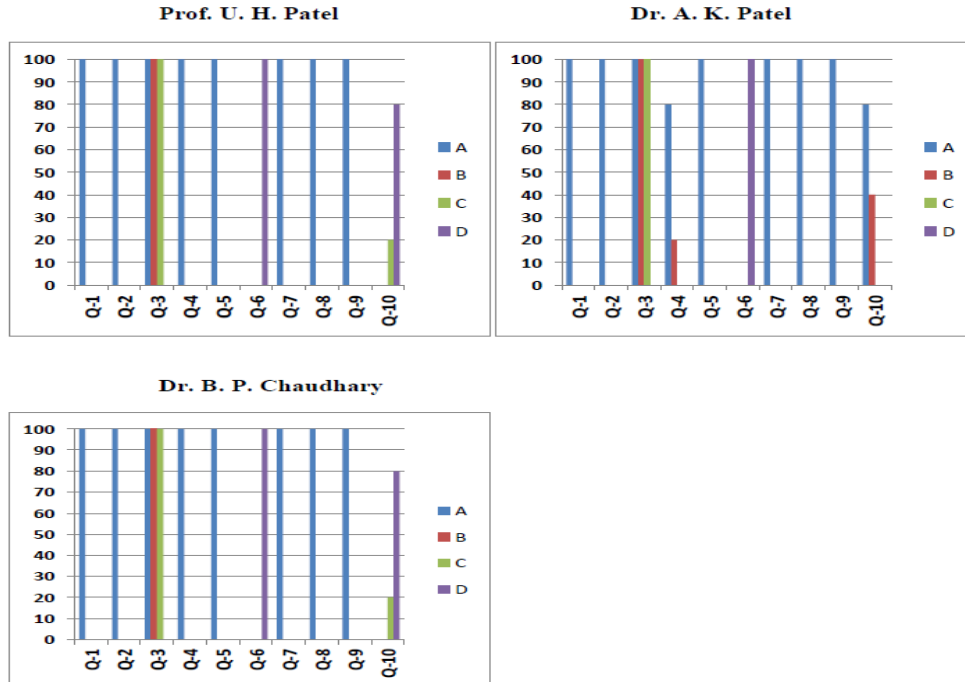
After English, the Department of History is the largest one in the college. This department is headed by Dr. L. S. Patel. As far as teaching power and command over language is concerned, all the members of the department are proving 100% excellent. They have been using multi-media for teaching and providing reference books and lecture notes to the students. Out of five faculty members, two members are rated excellent whereas three members are rated 'good' in the quality of study material provided. Almost all the members try their best to complete the syllabus satisfactorily. All the members support the students in co-curricular activity and practical work wherever necessary. All the members support students in preparation for conference, seminar and small projects. The average class taking ratio of the faculty members of History department is more than 90%.

- Department of Sanskrit



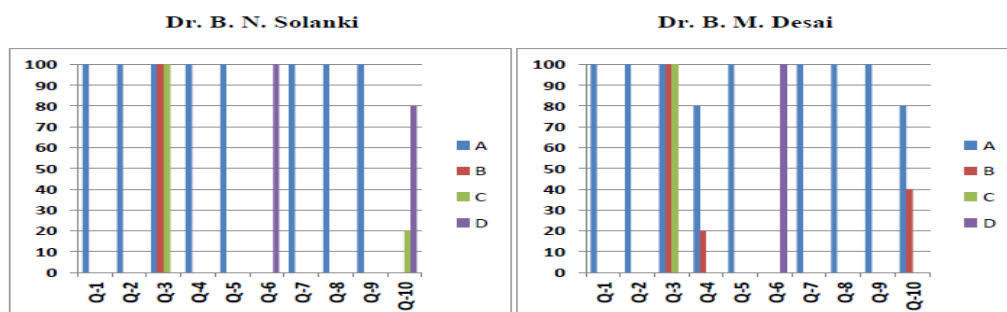
Department of Sanskrit is the third largest department in our college. This department is headed by Dr. K. D. Vaishnav. As far as teaching power is concerned, all the four members of the department are excellent and but command over language is more than 80% perfect. They have been using multi-media for teaching and providing reference books and lecture notes to the students. Out of four faculty members, two members are rated between excellent and good whereas two members are rated 'good' in the quality of study material provided. Except Dr. S. B. Joshi, all the members try their best to complete the syllabus satisfactorily. The college authorities have warned Dr. S. B. Joshi to be particular in engaging classes. All the members support the students in co-curricular activity and practical work wherever necessary. All the members support students in preparation for conference, seminar and small projects. The average class taking ratio of the faculty members of History department is more than 90%.

- Department of Economics

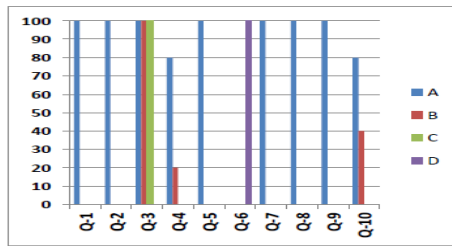


Department of Economics consists of three regular members. This department is headed by Mr. U. H. Patel. As far as teaching power is concerned, all the three members of the department are excellent and command over language is more than 80% perfect. They have been using multi-media for teaching and providing reference books and lecture notes to the students. Out of three faculty members, two members are rated excellent while one member is rated 'good' in the quality of study material provided. All the members see to it that their syllabus is completed satisfactorily. All the members support the students in co-curricular activity and practical work as per their convenience. All the members support students in preparation for conference, seminar and small projects. The average class taking ratio of the faculty members of Economics department is more than 100%.

- Department of Gujarati



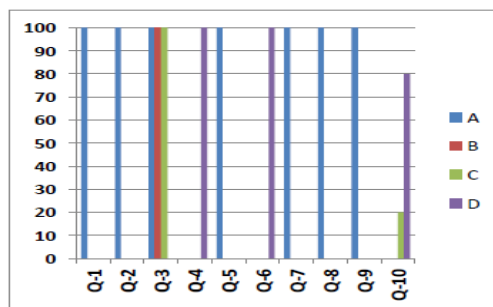
Dr. P. M. Chavda



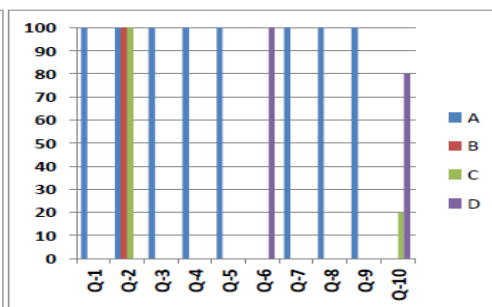
Department of Gujarati consists of three regular members. This department is headed by Dr. B. N. Solanki. As far as teaching power is concerned, all the three members of the department are excellent and command over language is more than 80% perfect. They have been using multi-media for teaching and providing reference books and lecture notes to the students. Out of three faculty members, one member is rated excellent while two members are rated 'good' in the quality of study material provided. All the members see to it that their syllabus is completed satisfactorily. All the members support the students in co-curricular activity and practical work as per their convenience. All the members support students in preparation for conference, seminar and small projects. The average class taking ratio of the faculty members of Gujarati department is more than 100%.

- Department of Psychology

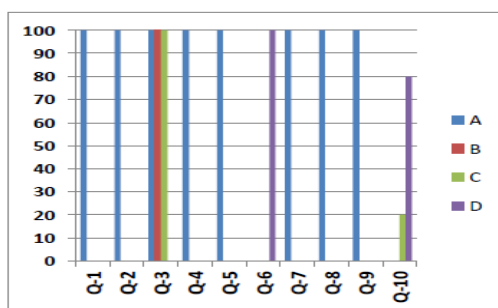
Prof. C. S. Patel



Dr. U. J. Goswami

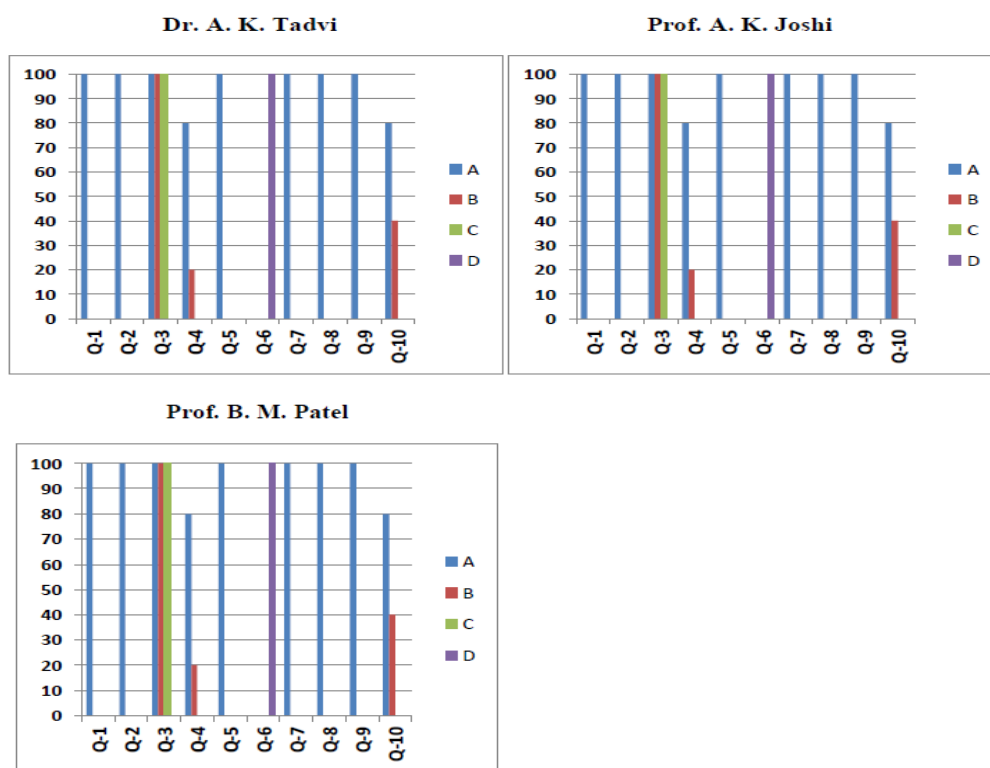


Dr. P. D. Barot



Department of Psychology also consists of three regular members. This department is headed by Shri C. S. Patel. As far as teaching power is concerned, all the three members of the department are excellent and command over language is 100%. They have been using multi-media for teaching and providing reference books and lecture notes to the students. All the three faculty members are rated excellent in the quality of study material provided. All the members see to it that their syllabus is completed satisfactorily. All the members support the students in co-curricular activity and practical work as per their convenience. All the members support students in preparation for conference, seminar and small projects. The average class taking ratio of the faculty members of Psychology department is more than 90%.

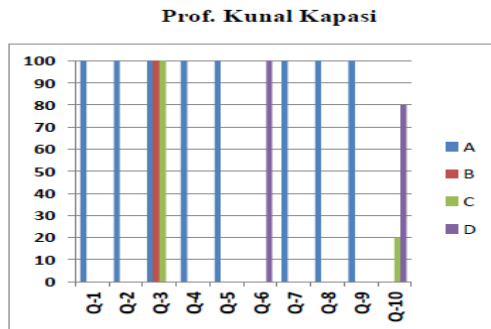
- Department of Hindi



Department of Hindi also consists of two regular full-time members and one part-time member. This department is headed by Dr. A. K. Tadvi. As far as teaching power is concerned, all the three members of the department are excellent and command over language is 100%. They have been using multi-media for teaching and providing reference books and lecture notes to the students. All the three faculty members are rated good in the quality of study material provided. All the members try their best to get their syllabus completed satisfactorily. All the members support the students in co-curricular

activity and practical work as per their convenience. All the members support students in preparation for conference, seminar and small projects. The average class taking ratio of the faculty members of Hindi department is more than 85%.

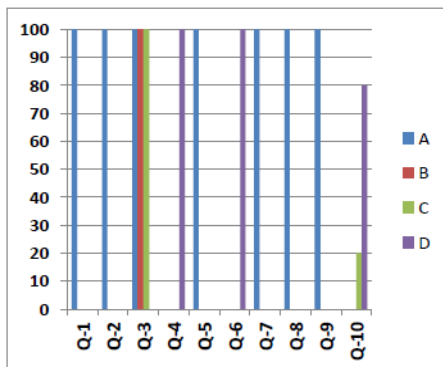
- Department of Prakrit



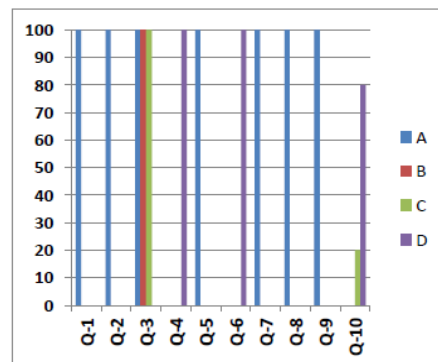
Department of Prakrit is a one man department of a regular full-time member. This department is headed by Kunal Kapasi. As far as teaching power is concerned, Mr. Kapasi is excellent and his command over language is 100%. He has been using multi-media for teaching and providing reference books and lecture notes to the students. He is rated excellent in the quality of study material provided. He sees to it that the whole syllabus is completed satisfactorily. Mr. Kapasi supports the students in co-curricular activity and practical work as per their convenience. He also supports students in preparation for conference, seminar and small projects. The average class taking ratio of the faculty members of Prakrit department is 80%.

- Department of Sociology

Prof. H. J. Rao



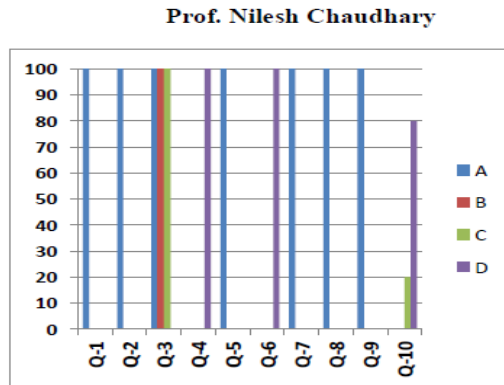
Smt. M. H. Rao



Department of Sociology is a department of a two full-time members. This department is headed by Hiren Barot. As far as teaching power is concerned, Mr. Barot is excellent and his command over language is 100%. He has been using multi-media for teaching and

providing reference books and lecture notes to the students. He is rated excellent in the quality of study material provided. He sees to it that the whole syllabus is completed satisfactorily. Mr. Barot supports the students in co-curricular activity and practical work as per their convenience. He also supports students in preparation for conference, seminar and small projects. The average class taking ratio of the faculty members of Sociology department is 80%.

- Department of Geography



Department of Geography is a one man department of an ad-hoc full-time member. As far as teaching power is concerned, Mr. Nilesh Chaudhary is excellent and his command over language is 100%. He has been using multi-media for teaching and providing reference books and lecture notes to the students. He is rated excellent in the quality of study material provided. He sees to it that the whole syllabus is completed satisfactorily. Mr. Chaudhary supports the students in co-curricular activity and practical work as per their convenience. He also supports students in preparation for conference, seminar and small projects. The average class taking ratio of the faculty members of Geography department is 80%.

BEST PRACTICE - I

Best Practice No. 1:

1. Title : English Proficiency Club

2. Goal: In the time of global community and decreasing distance between human beings from different corners of the world, an Indian cannot lag behind in connecting himself with the world. The most important power that can establish connection between the Indians and the people of other nationality is nothing but the knowledge and usage of English as a medium of expression. In India, people of north Gujarat are far behind compared to the other states of the country, as far as the knowledge of English is concerned. The rate of higher education among the students of this part of the state is also very low. Therefore it is a necessity to take initiatives to inculcate positive attitude towards English among the students first of all and thereby bring such students near main stream users of English. The aims of several initiatives undertaken by the College were:

- To create awareness among the students about the need English in present scenario.
- To provide an opportunity to students to be actively using English.
- To encourage the students towards proficiency of English

3. Challenges:

- Poor and remote background of the students
- Lack of quality teaching at primary and secondary level of schools.
- To make the students understand the importance of English.
- Anti-English whims among the students belonging to certain hardliner thinking

4. The Practice:

Several initiatives were undertaken to meet the above mentioned goals:

- Observing the interest level of students towards English at the initial stage
- Convincing the students towards the learning of something other than routine syllabus
- Gradually introducing simple to tougher usage of English through listening, reading writing and speaking.
- Introduce tougher usage of English through the activities like Elocution Competition, Essay competition, Poetry recitation, Literature Quiz etc..
- Positively pressurising the students to increase their usage of English among friends as well as with the teachers.

- Provide them the exposure to modern English through international sports, films, drama, compeering etc.
- Encouraging good students with certain mementos

5. Evidence of Success:

- Some raw students at initial level pass out with reasonable proficiency in English.
- Students are benefitted in their efforts of cracking competitive exams of all kinds.

6. Problems Encountered and Resources Required:

- No financial problems were encountered in undertaking measures to establish this new way of learning English.
- Initially, it was tough to attract the students to this class but later on everything eased out.

Best Practice No. 2:

1. Title: Social Service through Individual and Institutional Donations

2. Goal: In the modern world of cut-throat competition, the utmost need is to uplift and support the weak in the society and to bring them in the mainstream of the modern world. They need to have equal chances to compete with the other masses of the society. Respective Governments of different states and even the Centre are taking measures to help such weaker sections of the society. But their efforts, sometimes, fall short to reach in each and every corner of such a vast country with second highest population in the world. In such a situation, it is imperative to take initiatives to help such weaker groups of the society with certain basic requirements like clothes for all and school kits for little children. The students are the best representatives to inculcate this change into the society. The aims of several initiatives undertaken by the College were:

- To draw attention of the students, staff and thereby the community towards poor conditions of the week.
- To provide an opportunity to the week and involve them in collective march of the society towards progress.
- To encourage other groups of the society to be a partner on this path of development.

3. Challenges:

- It is difficult to convince modern students for such philanthropic exercise.
- It is equally difficult to convince people to accept such help.

4. The Practice:

- Several steps have been taken to meet the above mentioned goals:
- The students and teachers of the college were requested to donate their old clothes

- They were also asked to collect old clothes from people of the society.
- Some teachers with a team of students went to the slum areas with all the clothes in a vehicle.
- The college, under the leadership of History department, started a philanthropic task of distributing clothes to the poor and slum dwellers.
- Similarly, the teachers of the college donated the money of counselling for such activities.
- The principal and other members of college spent Rs. 20000/- and bought more than 100 school bags with basic stationery like notebook, pencil, ruler, slat etc.
- These kits were distributed to one government school in a slum area of Patan.

5. Evidence of Success:

- More than 1000 people of slum area are given clothes.
- More than 100 school going children received school kits.

6. Problems Encountered and Resources Required:

- No financial problems were encountered in carrying out all the activities mentioned above.
- No major problem was faced in availing these donations from the students, teachers and society. On the contrary, people from the society appreciated this activity of the college and promised to participate in such activities in future as well.