

The Annual Quality Assurance Report

(Year – 2013-14)



Name of the Institution

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

Contents

	Page Nos.
1. Introduction 4
2. Objective 4
3. Strategies 4
4. Functions 5
5. Benefits 5
6. <i>Composition of the IQAC</i> 5
7. The role of coordinator 6
8. Operational Features of the IQAC 6
9. Monitoring Mechanism 7
10. The Annual Quality Assurance Report (AQAR) of the IQAC 8

Part – A

11. Details of the Institution 9
12. IQAC Composition and Activities 12

Part – B

13. Criterion – I: Curricular Aspects 14
14. Criterion – II: Teaching, Learning and Evaluation 15
15. Criterion – III: Research, Consultancy and Extension 17
16. Criterion – IV: Infrastructure and Learning Resources 20
17. Criterion – V: Student Support and Progression 22
18. Criterion – VI: Governance, Leadership and Management 24
19. Criterion – VII: Innovations and Best Practices 27
20. Abbreviations 29

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year (for example 2013-14)

2013-2014

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:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCogn 18879)

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)

1.5 Website address:

Web-link of the AQAR:

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

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 _____ (DD/MM/YYYY)
ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial 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	<input type="text" value="---"/>		
University with Potential for Excellence	<input type="text" value="---"/>	UGC-CPE	<input type="text" value="---"/>
DST Star Scheme	<input type="text" value="---"/>	UGC-CE	<input type="text" value="---"/>
UGC-Special Assistance Programme	<input type="text" value="---"/>	DST-FIST	<input type="text" value="---"/>
UGC-Innovative PG programmes	<input type="text" value="---"/>	Any other (<i>Specify</i>)	<input type="text" value="---"/>
UGC-COP Programmes	<input type="text" value="---"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="07"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="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

1. Preparation for NAAC Reaccreditation.
2. Preparing Proposals for Major/Minor Research Projects.

2.14 Significant Activities and contributions made by IQAC

- Preparation for NAAC Reaccreditation.
- 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.
- 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.
- Made all preparations for the NAAC Reaccreditation Cycle 2
- Helped all departments in preparing their evaluative reports

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
<p>(1) Curricular Aspect</p> <ul style="list-style-type: none"> • Introduction of new certificate courses. • Review of the syllabus of existing certificate courses. 	<p>Required changes were made.</p>
<p>(2) New syllabus of core subjects for Semester -V & VI.</p>	<p>New syllabus was implemented from June-2013 designed by HNGU.</p>
<p>(3) Orientation of new students</p>	<p>Students got acquainted with all curricular and extra – curricular activities in the very first week. It benefited all.</p>
<p>(4) Common academic calendar for all departments.</p>	<p>Uniformly all departments could organise Unit tests and other departmental activities like class room seminars.</p>
<p>II Teaching learning and evaluation</p>	<ul style="list-style-type: none"> • Encouraged students’ participation in teaching activity-making it two way learning.
<p>(3) Improvisation of Teaching Learning Process.</p> <ul style="list-style-type: none"> • Remedial classes for weak & distinguished student. 	<ul style="list-style-type: none"> • Unit wise distribution among the faculties according to their expertise.
	<ul style="list-style-type: none"> • Use of PPT and e-material. Every teacher was asked / trained to prepare study material in PPT form for class room presentation.
	<ul style="list-style-type: none"> • Lectures were supplemented by assignments, classroom seminars, group discussion, Quiz, exhibition etc.
	<ul style="list-style-type: none"> • Expert lectures were arranged.

<ul style="list-style-type: none"> • Evaluation <p>(4) Unit Tests in all departments</p>	<ul style="list-style-type: none"> • Remedial Classes were successfully organised by English, Gujarati, Sanskrit and History departments. • Continuous evaluation by assignments, Term Papers, Unit tests, quiz competition, practical journal in Psychology. • Preliminary exams were conducted before final exams. • Revision through paper solution. • Unit Tests resulted in to : <ol style="list-style-type: none"> (1) Completion of syllabi (2) better preparation for regular exams for students (3) Identifying the slow learners and bright students for special attention.
<p>III Research Consultancy and extension:</p> <ul style="list-style-type: none"> • Research: Enhancing quality research work and creation of research culture. <p>Starting a Research Journal with ISSN22780289</p>	<ul style="list-style-type: none"> • Provided motivation and guidance for research through experts. Motivational guidance lecture on Minor/Major Research Projects by experts was organized for teachers • Students were encouraged for Minor Research project. • Students prepared research papers and presented on the BISAG, all Gujarat educational telecast network of Govt. of Gujarat • Research journals were prescribed. • Research Journal ‘Nishtha’ with ISSN 22780289 was started. First issue published in 2013

<p>IV: Infrastructural :</p> <p>Planning to have a Reading Room facility for students after college hours.</p> <ul style="list-style-type: none"> • Providing Wi-Fi connectivity in the remaining areas of the college campus. • Providing Banking facility within the Campus. • Providing photocopier and other facilities in the campus. 	<ul style="list-style-type: none"> • Construction of New Reading Room is in full swing. • Wi- Fi connectivity made available in the campus. • SBI has started an ATM booth in the Campus. • Indian Bank is to start its fees collection counter in the campus • Facilities for photocopying, binding, printing etc. made available in the campus.
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Plan of Action	Achievements
Orientation of new students	Three day orientation programme made the students acquainted with various activities of the college – Educational and Extra curricular activities. <input checked="" type="checkbox"/>
Unit tests	For periodical regular assessment unit tests were implemented.
Motivating students and Teachers for Research	Students and Teachers were motivated. Five teachers prepared their Research proposals. Students also prepared and presented their research papers.

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

Management studied the report and suggested some changes which were incorporated

- The AQAR was placed before college management.
- The Management approved the plan of action after detailed discussion with Chair person and Co-coordinator.
- Merits and demerits were identified.
- IQAC was suggested to overcome certain demerits and advised to correct mistakes.
- IQAC held meetings with the staff members and decided to implement the suggestions

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	0	0	0
PG	6	0	0	0
UG	7	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	4	0	4	0
Others	0	0	0	4
Total	22	0	4	4
Interdisciplinary				2
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG-7 + PG-6 = 13
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)

**Please provide an analysis of the feedback in the Annexure (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. Syllabus in PG English and Sanskrit are updated by University. Some of our College Teachers have contributed to the framing of the new syllabus in subjects like Hindi, Sanskrit, History, Gujarati etc.

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
23	04	19	0	0

2.2 No. of permanent faculty with Ph.D.

12

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	11	0	0	0	0	0	0	0	6

2.4 No. of Guest and Visiting faculty and Temporary faculty

07	07	04
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	7	63	40
Presented papers	6	42	7
Resource Persons	0	4	0

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

- Laptops were provided to all teaching staff members.
- All the departments were provided with LCD projector, Wi-Fi Connection, Printers, pen drive, and other facilities to facilitate the use of ICT in teaching learning process.
- Expert lectures of experts from different institutions on BISAG were recorded for the benefit of students.
- All departments maintained continuous student evaluation programme to evaluate the progress of students through Unit Tests.
- Special attention paid to slow learners and advanced learners.
- Teachers provided study materials in form of soft copy/PPT presentation/hard copy to students.
- Audio-visual material like films, video clippings, audio CDs etc. used by teachers.
- Special provision for giving more books to poor students from library.
- Totally free computer classes for BPL students and with meagre fees for all other students.
- Use of IFLIBNET and SOUL in the library
- Special facilities for Physically challenged 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)

0

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

0

5

1

2.10 Average percentage of attendance of students

> 80%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Fail %
B.A. in English	161	16 (9.93%)	57 (35.04%)	33 (20.49%)	31 (19.25%)	24 (14.9%)
B.A. in Sanskrit	64	17 (26.56%)	20 (31.25%)	02 (30.25%)	21 (32.81%)	04 (6.25%)
B.A. in Gujarati	101	12 (11.88%)	39 (38.61%)	05 (04.76%)	38 (37.62%)	07 (6.93%)
B. A. in Hindi	43	06 (13.93%)	14 (32.55%)	02 (04.06%)	18 (41.86%)	03 (6.97%)
B. A. in Psychology	102	24 (23.52%)	41 (40.19%)	04 (03.92%)	27 (26.47%)	06 (5.88%)
B. A. in History	211	47 (22.27%)	80 (37.91%)	09 (4.26%)	66 (31.27%)	09 (4.26%)
B. A. in Economics	74	10 (13.51%)	31 (41.89%)	06 (8.10%)	18 (24.32%)	9 (12.16%)
M.A. in History	63	51	05	0	0	1

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.

Teachers are encouraged to make ICT enabled teaching learning. Each teacher is asked to prepare at least three lessons with the use of the ICT. All teachers are given compulsory training in the use of computer.

Students are also informed about the use of computers and internet available in the library where 9 computers are placed especially for students.

IQAC suggested teachers and students to set their goal and to try to develop required infrastructure to support the teaching learning process.

All teachers are given D.L., T.A., and registration fees for minimum two Seminars/ workshops/ symposiums in a year.

Any student or teacher of the college can purchase / recommend any useful book/s for the 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. If required, teachers are advised to overcome the defect. From students' oral / written feedbacks also teachers' performance, completion of syllabi etc. is known.

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	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	01
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	1. Non-Teaching Staff Training in RTI was organised in College. 2. Computer Training for Teaching and administrative Staff was organised.

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	13 Ad-hoc
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

- Institute has well organized research committee. This committee meets time to time to promote and enhance quality research culture and climate in college.
- Research guides available in five subjects, History, 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.
- Lectures by experts on Minor Research Project and different funding agency were organized in the college.
- IQAC collected information about various difficulties faced by research students and research guides of our institute and tried best to solve the difficulties.
- IQAC provided necessary help, guidance and support to teachers to avail themselves of faculty improvement programme.
- IQAC encouraged faculty to publish more research papers (in reputed journals) to attend more seminar/workshop/symposia at National and international level.
- The college publishes a Research Journal Nishtha with ISSN NO.22780289.
- The college has a computerized, very rich library and INFLIBNET facility.
- Special extra book lending to Ph.D. and M.Phil. scholars, extended to research scholars from any institution.
- Library facilities extended to Senior Citizens, retired staff members, interested citizens and sister institute students and teachers.
- Teachers: Prof. R. S. Patel, Prof. B. N. Solanki, Prof. K. D. Vaishnav and Prof. R. H. Patel prepared and sent their research proposals.

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	1	3	0	5
Outlay in Rs. Lakhs	0	0	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	00	40	20
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	04	UGC	3,70,000/-	2,06,591/-
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	3,70,000/-	2,06,591/-

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	0	0	1	0
Sponsoring agencies	0	0	0	0	0

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

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

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	2	0	0

Dr.L.S.Patel, the Principal became Dean of Arts Faculty and was nominated in the E.C. of H.N.G.Uni. Prof.A.B.Trivedi was nominated as Member off Academic Council. Prof. Dr. B. N. Solanki got Second Prize for short story writing for his short stories published in “Jalaram Jyot” during the years 2013-14 by Kamala shankar Pandya Foundation Trust Vadodara for Gujarati literature.He also got financial support from Gujarati Sahitya Akadamy for publication of his book.

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	50	State level	4
National level	7	International level	0

3.22 No. of students participated in NCC events:

University level	100	State level	9
National level	12	International level	0

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	2	College forum	3		
NCC	4	NSS	2	Any other	0

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,
- Academic and Environmental awareness tours.
- 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
- Expert lecture on Mental health by Neurologist Dr.Prashant Trivedi organised by Psychology Department.
- Counselling to needy students.
- Expert lecture for personality development, communication skills.
- One expert lecture every year in one Department under University Lecture Scheme.

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 and Global warming awareness.
- Literacy campaign & pulse polio immunization programme, water awareness programme.
- Participation in all social reform programmes organized by different GOs and NGOs in Patan Area.
- Voter awareness programme during the general assembly elections. Our college team won two prizes for ad film and song competition.
- Our NCC and NSS students helped 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.
- During the General Elections our students participated in various competitions like Skit, Ad film Making, Slogan writing organised by the state Government and secured first prize in Ad film making and song competition.
- Our Students and Teachers Participated in Blood Donation camps and donated blood.
- Our Students and Teachers Participated in AIDS awareness programme and Red Ribbon Programmes.
- In NSS Camp our students work for cleanliness awareness, Spread literacy, Eradication of Addiction and superstition in Rural Area
- Students of Economics Department make Economic Survey of one Village Every 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	00	00
Class rooms	22	01	Management and UGC	23
Laboratories	03	00	00	03
Seminar Halls	01	01	UGC	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		202		
Value of the equipment purchased during the year (Rs. in Lakhs)		1098473/-	UGC	
Others				

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. Seven Computers with wi-fi connectivity in Library are available for students.
6. All data like Book Register and Borrowing register etc. is computerized in Library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	611	74,735/-	633	75,306/-	1,244	1,50,041/-
Reference Books	361	1,10,175/-	50	20,847/-	411	1,31,022/-
e-Books	0	0	0	0	0	0
Journals	12	9,350/-	14	11,360/-	26	20,710/-
e-Journals	N-List	0	N-List	0	N-List	0
Digital Database	0	0	0	0	0	0
CD & Video	471	0	0	0	0	0
Others (New Papers and Periodicals)	65	18,207/-	0	0	65	18,207

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	98	02	00	05	00	12	00	00
Added	07	00	00	00	00	00	07	00
Total	105	02	00	05	00	12	07	00

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 organised in the Library
- Free computer classes for Students with BPL cards are run ,Computer classes for all other students with nominal fees are run
- 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

9176/-

ii) Campus Infrastructure and facilities

5,31,260/-

iii) Equipments

0.82524

iv) Others (Students Welfare-1,48,108/- and Staff Welfare-17,981/-)

1,66,089/-

Total :

8,13,145/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Students are oriented to join NCC, NSS, Sports activities and are encouraged for participation in extracurricular activities like Cultural and Saptadhara Initiative of higher education department of Gujarat.
2. Girls are motivated to join the women cell of the College which gives free training in Tailoring, Embroidery, Mahendi, Beauty Parlor Skills, Imitation Jewellery making etc.
3. Medical Facility made available to sports students, 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.
4. All Students and Teachers are covered under Group insurance and Mediclaim insurance.
5. Banking Facility is made available in college campus for Students and Teachers.
6. IQAC has prepared admission booklet form of college prospectus which gives information about (following/various) student support services available to them in college campus.
7. S.T. Bus and Railway Bus concession facilities made available in college.
8. First aid Medical services available in college. For serious injuries, MOUs made with eminent hospitals and doctors in the town
9. ATM center facilities of State Bank of India is available in the college campus.
10. Xerox & stationary center made available in College Campus. Photocopying facility made available in college Library.
11. 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.
12. IQAC also encourages (and provides information about various competitive exams like NET,SLET, GPSC, UPSC ,GARDICHAIR exams.
13. Internet facility is available to students in Library and DELL lab.
14. Carrier guidance and placement cell organises various carrier placement activities.
15. Book exhibition is held in library once in year-KNOW YOUR LIBRARY.
16. Concession passes facility for ST Buses for commuting students is made available in college.

5.2 Efforts made by the institution for tracking the progression

- The tracking of student progression is based on data collected by departments about student's performance in attendance during theory and practical work, Participation in extracurricular activities and performance in internal exam.
- On the basis of the 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 stakeholders.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3102	456	8	0

(b) No. of students outside the state

10

(c) No. of international students

0

	No	%
Men	2081	58.48

Women

No	%
1477	41.55

Last Year – 2012-13						This Year – 2013-14					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
851	481	59	1677	08	3068	859	672	76	1939	3	3558

Demand ratio 1 : 2

Dropout % : 16.40 at early level (Sem-I) only

5.4 Details of 5.4

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

- College organized coaching for competitive exams like GPSC, Panchayat Seva, Police Department etc.
- More than 300 students benefited.

No. of students beneficiaries

300

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance:

- At the time of Admission.
- At the time of examination.
- Career opportunities in respective subjects.
- Career guidance by placement Cell
- Girls students were counseled by Women Cell for women empowerment.
- Students were counseled for their personal problems, grievances and motivation for better performance.

No. of students benefitted

All students

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
04	200	40	27

5.8 Details of gender sensitization programmes

- Save Girl child, Stop Female feticide, Women Empowerment Programmes etc. are regularly organized in the college.
- There is also an anti-ragging cell in the college.
- Anti Sexual harassment Cell for girls is also active.
 - The women cell also works for women empowerment and gender sensitization programmes. 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 social awareness against female feticide, sexual harrssment, 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	1,156	62,16,628/-
Financial support from other sources	14	4044/-
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 Voter awareness, Save Girl Child
Superstition, Eradication of addiction

5.13 Major grievances of students (if any) redressed: 2

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 has a management Information System

Yes

- Daily Present- Absent report of staff and student
- The system is applied to all the departments
- 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

The college is not having the autonomous status; it follows the syllabus framed by Hemchandracharya North Gujarat University. Normally University updates the syllabus of each subject every three years.

Many of our faculty members are serving as a member of the Board of Studies of our University. IQAC delivers suggestions to these faculties based on informal feedbacks and suggestions received from various stakeholders for curriculum Development for course set-up and teaching methodology. They give their suggestions and recommendations in updating the curriculum as per the feedback given by the stakeholders. Our Principal is the Dean of Arts faculty, we can directly send our suggestions to him.

Some teachers who are members of BOS, BUTR, AC and such bodies, contribute directly to curriculum development. Teachers also send their suggestions to University BOS for curricular development and changes in syllabi.

6.3.2 Teaching and Learning

- Each department of college makes its lesson planning and academic planning.
- It is ensured that courses are completed each department.
- Educational tours, Surveys, Visits, Lectures by experts and scholars in various subjects are regularly organized.
- Unit Tests in all departments are arranged; slow learners are indentified and paid attention.
- Research Scholars are given extra facilities in library.
- Interdisciplinary lectures are organized.
- Classroom Seminars for students, feedback forms for students are integral part of teaching.
- The college has modern information and communication technology to enrich the teaching and learning experiences of the beneficiaries. The college has an adequate number of computer systems.
- College follows various methods for teaching and learning. Each core subject combination is supplemented amply by co-curricular and extra-curricular program. Learning with earning encourages the students to plan, probe, verify and experiment on a wide spectrum of issues, dialogue, discussion and debate.
- The CBCS System is quite challenging. The students were provided proper guidance through counselling to meet the challenges.

The following structure was adopted to obtain better output of teaching and learning.

- Regular classes as well as additional expert lectures
- Remedial classes for weak learners
- Motivation for rank holders
- ICT enabled training and provision for ICT tools
- Continuous Internal assessment programmes.
- Assignments and project work
- Seminars, Presentations
- Quality improvement program
- Faculty development program

6.3.3 Examination and Evaluation

- There is a College examination committee in the college.
- Internal Exams as per the norms of the University are arranged regularly.
- For Periodical assessment of the students Unit Tests are arranged.
- Internal Evaluation Results are declared regularly on college notice board and our college website.
- There is transparency in examination. Students can apply for verification, and reassessment.
- Unit Tests answer books are shown to students.
- To monitor examination and evaluation work, College has formed Examination committee. The committee arranges examination schedule for both theory and practical. It also communicates all the necessary information regarding internal and external examinations to faculty and student.
- It arranges all the facilities and manpower for successful organization of examination. It looks after paper drawing, printing, conduction of examination, evaluation and prepares results on time as well as maintaining confidentiality of examination process.
- It also seeks feedbacks from the stakeholders about examinations and evaluation so that required improvements can be implemented if possible.
- Evaluation process is transparent. Internal evaluation is done throughout semester in the form of internal examinations and assignments. External evaluation is done at the end of semester by HNGU. Results are declared on the internet through HNGU website. Students are allowed to request for rechecking of answer scripts within a stipulated period after announcement of the results. After rechecking records are updated with changes if any and the student are issued a revised mark sheet.

6.3.4 Research and Development

- For research activity there is a Research Committee in College. The Research Committee encourages research. Six Proposals for Minor Research Projects were sent to UGC by teachers. 3 Minor Research Projects are completed.
- To inculcate research attitude among students, Economic Survey of one village is done every year by the students of economics.
- 4 students of Psychology presented their research paper on BISAG, Live telecast of educational programmes by Higher Education Department of Gujarat.
- In arts research mostly books and journals are required so in place of seed money Books, Journals, Equipment etc. are provided to research scholars.
- Research scholars are free to buy any books/magazine of their need at college expenses.
- Research journal Nistha with ISSN no. 22780289 is published by college. Research and Development cell is an integral part of the activities of Shri & Smt. P.K.Kotawala Arts College.
- This 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 current research projects have also acted as the training ground for the young UG-PG students of this college. Research Cell helps teachers in applying for MRP. It also organises research 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 students of Psychology prepared such paper and presented on BISAG. Our Economics students prepare Economic Survey of a village every year.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The college has a rich library with about 40,000/- books. In the year 2013-14, 633 text books, 50 reference books, and 14 journals were added.
- The library has wi-fi connectivity and 10 computer, 7 for students' use. there is SOUL and INFLIBNET facility in the library.
- 471 Educational CDs and Videos are available in the library.
- Photocopy facility is available for Students.

Reading room facility for students even after college hours is being crated and is on the verge of completion.

Physical Infrastructure

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.

Library

Library committee suggest a list of books based on interaction with the students and faculty members. This list is forwarded to concerning authority for sanction and after getting approval books are purchased.

Library is enriched with more than 40000 printed book titles,12 journals,more than 471 CDs & videos. The library has N-LIST SOUL soft ware. It has 65 periodicals, Newspapers etc. There are 10 computers with Wi fi connectivity. 7 computers with wifi connectivity are for students' use.

6.3.6 Human Resource Management

- Teachers are given enough scope for development in their respective fields/subject.
- They are given permission further studies on demand.
- 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. Last year (2013-14) Teachers of our college attended 6 International Level, 57 National Level and 39 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.
- The college management also appoints faculty and Non-Teaching staff on ad-hoc basis where regular teachers are not appointed by the government.
- Faculty and staff recruitment is made as per the Government & UGC norms .
- When the State Govt. delays the NOC process for old/new vacancies as per the work-load, the College Trust, as per Govt. academic qualification recruitment process norms, appoints the Faculty as well as Staff not to let the college work suffer for the benefit of the students.
- This year (2013-14) the college had appointed 17 Non-Teaching and 07 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.
- Students of History Department visit Historical places 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

- There is admission committee for students' admissions on the University to guide students.
- The committee is formed as per the norms with SC, ST, OBC representatives in it.
- Admission procedure is totally transparent, based purely on merit as per University rules.
- SC, ST, OBC – quota as per rules is maintained.
- Our college follows the schedule decided by the university of HNGU, Patan which is announced in major newspapers and news channels, and the university website. The college also give publicity to the admission process through the college website, prospectus and notice boards The dates and course details for admission are announced in newspaper.It is also given in College Booklet given with Admission Form.
- An admission committee is formed comprising of faculty and office staff under the chairmanship of the Principal for the process of admission. The process of admission is monitored by admission committee. Transparency is maintained regarding admission to all the candidates of all categories.
- For UG admission the college adheres 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 family. • Life Insurance • Travel Loan for International Conference abroad • Study Leave • Maternal Leave women staff • Staff Credit Society • EPF facility & Gratuity on retirement • Banking ATM facility on campus
Non teaching	<ul style="list-style-type: none"> • Group Insurance, Health Insurance for family. • Life Insurance • Free uniform • loan facility Staff Credit Society • EPF benefits & Gratuity on retirement • 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/-to all students offered by Gujarat govt. • 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. • Skill based Career Oriented Programs • Entrepreneurship Development Programmes • NSS / NCC activities • Saptadhara • placement and Vocational Guidance facility • internet facility • UDISHA & BISAG online Expert Lectures etc. • Soft skill training programm, Computer training totally free for BPL students and with meagre fees for other students

6.5 Total corpus fund generated

7039580/-

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 declares 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?

- Principal has autonomy in administration while teachers are given freedom for suggestion for better administration through their appointments in various bodies of the University.

6.11 Activities and support from the Alumni Association

- The college has a 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. Last year (2013-14) a seminar on RTI was organised by our college for support staff.

- The support staff members were given soft skill training, especially of Computer Operative Skills to make the administration smooth, effective, accurate and time-saving for the students and the institute as well.
- One day workshop on leadership and motivation was organized to Create an idea environment which provided the opportunity to share ideas and experiences with other academic issues in a institute.

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 the students who have joined the NatureClub. Trees/plants are adopted by students and some teachers. Classroom cleanliness activity is done by students occasionally to create cleanliness awareness among them. Debates , essay competitions, are organised for awareness among students.

Initiatives taken by the college to make the campus eco-friendly

- **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.
- **Plantation**–For making green campus, Staff and students have planted trees in the campus and in the botanical garden. Moreover, NSS and NCC units provide their extension services in the campus and outside of the campus for tree plantation.
- **Hazardous waste management** – Effective housekeeping system is practiced where hazardous waste management is effectively taken care. The campus is more eco-conscious and it is declared as free plastic zone. Paper waste is discarded by fire.
- **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.

To enhance students' interest in learning computer skills the college appointed a computer instructor and started giving computer training to students and staff. This met with positive results.

- AIDS awareness programme continues.
- Re-designed website.
- Work on modern sports facilities is in progress.
- Launched new skill development programmes.
- Green, plastic free campus.

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

The college was due for NAAC Re-Accreditation, so it was decided to prepare for it. We could send the RAR in time. After the NAAC Peer Team visit we concentrated on examining the recommendations of the Peer Team. As per the recommendations of the NAAC Peer Team, the Computer Lab is furnished with Air conditioner. A letter for granting a Research Centre to our college is written to the HNG University. Similarly a written request has been sent to the College Management for a Common Guest House on the college Campus.

- AIDS awareness programme continues.
- Started a primary health care centre in order to provide first aid and other medical support to the students and staff.
- Strengthened the college library with more books.
- Applied for UG course in Sociology.
- Applied for UGC funded Minor research projects.
- AIDS awareness programs were conducted.
- Completed the work of Reading Room for Students

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

Sports and Cultural activity students are given special attention encouraged with special felicitation and prizes.

Special attention is paid to Physically challenged students.

Poor students and girls students are also given special attention. The girls students get employable skills in women Cell, while the poor students get free books and free computer training.

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

7.4 Contribution to environmental awareness / protection

College students organised environment awareness programmes like rallies, debates, essay competitions etc. Tree plantation programme is organised every year. To create environment awareness against pollution and Global warming days like 'No Petrol Day' are celebrated in college.

Energy conservation

In institution, we are using CFL at few places like seminar hall, auditorium, and computer laboratory for and power saver tube lights at other places which conserves energy.

- **E-waste management –**

Strict procedures are followed where the e-waste management is taken care by the management and housekeeping systems.

- **Plantation**—For making green campus, Staff and students have planted trees in the campus and in the botanical garden. Moreover, NSS and NCC units provide their extension services in the campus and outside of the campus for tree plantation.

- **Hazardous waste management –** Effective housekeeping system is practiced where hazardous waste management is effectively taken care. The campus is more eco-conscious and it is declared as free plastic zone. Waste is destroyed by appropriate treatment and paper waste is discarded by fire.

7.5 Whether environmental audit was conducted? Yes No

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

Shri & Smt. P.K.Kotawala Arts College, Patan is a premier institute in North Gujarat. It offers a wide variety of courses for students running 7 Core Compulsory and 8 Core Elective subjects. The college has a superior track record in sports and cultural activities to any other college in HNGUniversity. The College has a highly qualified, well experienced staff dedicated to the cause of education. The college has a very rich Alumni which includes dignitaries from all fields, Government officers, MPs, Police & Army officers, Professors, teachers, college & school principals, social workers and artists and journalists. They provide a considerable moral support and valuable guidance to students. Since all financial needs of college are provided by our Management, no financial contribution is demanded from them. However, the alumni sponsors all the prizes and raw material and some equipments for activities of College Women Cell.

8. Plans of institution for next year

The College has the following plans for the next year:

- To comply to all possible recommendations of the NAAC Peer Team.
- To see that the teachers who have not yet proposed for MRP prepare and send their proposals for MRPs.
- To strengthen the skill development programme for students for the development of computer skills and English language skills among students.
- To furnish the new Reading room for students to provide them reading facilities during and after college hours.

Prof. A.B.Trivedi

Prin. Dr. L. S. Patel

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

**Academic Calendar : 1st Term
Year : 2013-14**

- June-15** : College Reopens.....
- June-15 to June 19** : Academic Planning by Departments
- June-19** : Teaching Starts in Sem-III & Sem-V
- June-26, 27, 28** : Orientation Programme for New Students of B. A. Sem-I
- July-1** : 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- Third Week** : 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-15** : Celebration of Independence Day
- August-25to28 Fourth Week** : 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
- Second Week** : One day Seminar in all departments
- September-17,18,19** : Unit-III Test in all Classes in all Departments
- Third Week** : NAAC Peer Team Visit for Reaccreditation
- October- Third Week** : College Internal Test
- Nov. 1 to 21** : Diwali Vacation
- ❖ NCC, NSS & Sports actives as per their schedule.

Academic Calendar : 2nd Term

Year : 2013-14

Nov.-21	: College Reopens.....
Nov. <u>Third Week</u>	: Declaration of Internal Results
Dec.- <u>First Week</u>	: Unit-I Test, Placement Cell activity
Decemeber-22, 23, 24	: Unit-II Test
Decemeber-15 to 20, <u>Second Week</u>	: College Quiz by Placement Cell Counseling camp. - Psychology/Placement Lecture by <u>Women Cell</u> by lawyer
December- <u>Furth Week</u>	: Departmental activity Guest Lecture Reading Workshop in library from all departments.
January- 12 - 13	: Kite Festival and 'Save bird Message'
January- 21-22	: Unit- III Test Annual Function : Farewell to Final Year Students & Alumni meet Meet in all departments
January- 26	: Celebration of Independence Day
February <u>Second Week</u>	: Prelim Starts
March - <u>Second Week</u>	: Declaration of Internal Marks
<u>Third Week</u>	: University Exam
April	: University Exam
April, 24	: Summer Vacation
❖	NCC, NSS & Sports actives as per their schedule

