

# **Annual Quality Assurance Report**

(Year – 2014-15)



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

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*Document revised by: Dr. Ganesh Hegde, Assistant Adviser and B. S. Ponnudiraj, Assistant Adviser, NAAC*

## 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)

2014- 15

#### 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 <sup>st</sup> Cycle	B <sup>++</sup>	81%	2005-06	2011
2	2 <sup>nd</sup> Cycle	B	2.5	2012-13	5 yrs (oct-2018)
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :DD/MM/YYYY

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 : (AQAR for the year 2013-14 submitted on 04 -11- 2015)
- 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	---		
University with Potential for Excellence	---	UGC-CPE	---
DST Star Scheme	---	UGC-CE	---
UGC-Special Assistance Programme	---	DST-FIST	---
UGC-Innovative PG programmes	---	Any other ( <i>Specify</i> )	---
UGC-COP Programmes	---		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	07
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	00
2.8 No. of other External Experts	01
2.9 Total No. of members	14
2.10 No. of IQAC meetings held	12

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

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Study of NAAC Peer Team Report.
- Considering priority items for implementation of NAAC Peer Tam recommendations.
- Applied for a Research Centre to the Registrar of HNG University, Patan as recommended by the Peer Team.
- Wrote request letter to the Executive Director, North Gujarat Education Society (College Management) for a Central Guest House on College Campus. The Executive Director responded positively.
- New Paper in Clinical Psychology in the Dept. Of Psychology has been introduced from this year 2014-15 as recommended by the Peer Team.
- Orientation programme for counseling of Sem-I students.
- Farewell Programme for Sem-VI students.
- IQAC encouraged and motivated teachers to enhance and increase quality of teaching and research work. All teachers are given training in use of computers for Teaching, Testing and preparing result sheets for Internal Exams.
- All examination and administrative work is fully computerised.
- 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.
- All faculty members were sent to Faculty Development Programme of KCG

## 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><b>(1) Curricular Aspect</b></p> <ul style="list-style-type: none"> <li>• Introduction of new certificate courses.</li> <li>• Review of the syllabus of existing certificate Courses.</li> <li>• Introduction of new paper of Clinical Psychology for students of Psychology.</li> <li>• Starting new UG programme B.A. in Sociology</li> </ul>	<ul style="list-style-type: none"> <li>• Required changes were made.</li> <li>• All Departments were asked to modify their Certificate Courses to make them more relevant and useful.</li> <li>• New paper of Clinical Psychology introduced for students of Psychology.</li> <li>• Applied for New programme, B.A. in Sociology</li> </ul>
<p><b>(2)Orientation of new students</b></p>	<p>Students got acquainted with all curricular and extra – curricular activities in the very first week. It benefited all.</p>
<p><b>(3) Common academic calendar for all departments.</b></p>	<p>Uniformly all departments could organise Unit tests and other departmental activities like class room seminars.</p>
<p><b>II Teaching learning and evaluation</b></p>	<ul style="list-style-type: none"> <li>• Encouraged students’ participation in teaching activity-making it two way learning.</li> </ul>
<p>(1) Improvisation of Teaching Learning Process.</p> <p>(2) Training teachers for ICT based teaching method.</p> <p>(3) Organising expert lectures in all departments</p> <ul style="list-style-type: none"> <li>• Remedial classes for weak &amp; distinguished student.</li> </ul>	<ul style="list-style-type: none"> <li>• Unit wise distribution among the faculties according to their expertise. Perfect planning of teaching each unit.</li> <li>• Use of PPT and e-material. Every teacher was trained to prepare study material in PPT form for class room presentation.</li> <li>• Lectures were supplemented by assignments, classroom seminars, group discussion, Quiz, exhibition etc.</li> </ul>



<ul style="list-style-type: none"> <li>To aim at Continuous evaluation of students:</li> <li><b>Evaluation</b></li> </ul> <p>(4) Unit Tests in all departments</p>	<ul style="list-style-type: none"> <li>Expert lectures were arranged in English, Hindi, Gujarati, Sanskrit and History departments.</li> <li>Remedial Classes were successfully organised by English, Gujarati, Sanskrit and History departments.</li> <li>Continuous evaluation by assignments, Term Papers, Unit tests, quiz competition, practical journal in Psychology.</li> <li>MCQ Test in OMR pattern introduced for testing in Foundation Compulsory English as innovation.</li> <li>Preliminary exams were conducted before final exams.</li> <li>Revision through paper solution.</li> <li>Unit Tests resulted in to :             <ol style="list-style-type: none"> <li>(1) Completion of syllabi</li> <li>(2) Better preparation for regular exams by students</li> <li>(3) Identifying the slow learners and bright students for special attention.</li> <li>(4) Improvement in students' attendance in classes.</li> </ol> </li> </ul>
<p><b>III Research Consultancy and extension:</b></p> <ul style="list-style-type: none"> <li><b>Research:</b> <ul style="list-style-type: none"> <li>➤ Enhancing quality research work and creation of research culture among teachers and students.</li> </ul> </li> <li>Publishing Research Journal 'Nishtha' with ISSN22780289</li> </ul>	<ul style="list-style-type: none"> <li>Provided motivation and guidance for research through experts. Motivational guidance lecture on Minor/Major Research Projects by experts was organized for teachers.</li> <li>Students were encouraged for Minor Research Projects.</li> <li>Students prepared research papers .</li> <li>Research journals were prescribed.</li> <li>Research Journal 'Nishtha' with ISSN 22780289 was started. Second issue published in 2014</li> </ul>

<p><b>IV: Infrastructural :</b></p> <ul style="list-style-type: none"> <li>➤ Planning to have a Reading Room facility for students after college hours.</li> <li>➤ Providing Wi-Fi connectivity in the remaining areas of the college campus.</li> <li>➤ Providing Banking facility within the Campus.</li> <li>➤ Providing photocopier and other facilities in the campus.</li> </ul>	<ul style="list-style-type: none"> <li>• Construction of New Reading Room completed.</li> <li>• New Furnished Reading Room made available to students during and after college hours.</li> <li>• Wi- Fi connectivity made available in the campus.</li> <li>• SBI has started its ATM booth in the Campus.</li> <li>• Indian Bank started its fees collection counter in the campus.</li> <li>• Facilities for photocopying, binding, printing etc. made available in the campus.</li> </ul>
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Plan of Action	Achievements
Orientation of new students	As in every year, a three day Orientation Programme made the students acquainted with various activities of the college – Educational and Extracurricular activities. <input style="float: right;" 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. Research proposals of three teachers were approved for Minor Research Project by the UGC.

\* 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 the 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 drawbacks and advised to correct mistakes.
- IQAC held meetings with the staff members and decided to implement the suggestions

## Part – B

- 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		
PG	6	0		
UG	7	0		
PG Diploma	0	0		
Advanced Diploma	0	0		
Diploma	0	0		
Certificate	4	0	4	
Others				4
<b>Total</b>	<b>22</b>	<b>0</b>	<b>4</b>	<b>4</b>
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. Some of our College Teachers have contributed to the framing of the new syllabus in subjects like Hindi, Sanskrit, History, Gujarati etc. Our Principal Dr. L. S. Patel being the Dean of Arts Faculty greatly contributes to syllabus change in the H.N.G University..

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

No.

– II

## 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
24	05	17	0	2

2.2 No. of permanent faculty with Ph.D.

16

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
1	11	1	0	0	0	0	0	0	11

2.4 No. of Guest and Visiting faculty and Temporary faculty

04

07

03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	18	83	68
Presented papers	14	65	34
Resource Persons	2	5	2

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

- SCOPE examination for English with Cambridge Certification is run by English Department. Total 200 students got the certificate.
- English Proficiency Club is run by the Department of English for improvement of English language skills of students.
- Dept. Of Sanskrit organises Sanskrit Sambhashan (Spoken Sanskrit) classes.
- Economic Survey of one village every year is conducted by the Dept. of Economics.
- Small research projects are given to students in Psychology Dept. They prepare research papers.
- 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
- Use of recorded CDs as teaching aid in all subjects.

- Free computer training for all students in software and hardware.
- Laptops have been provided to all teaching staff members.
- All the departments are 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: Lectures of experts from different institutions on BISAG were recorded for the benefit of students.
- All departments implemented 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.
- Teachers contribute from their P.G. remuneration to students' Book fund.

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

200
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) MCQ, OMR

3
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- In Foundation Comp. English MCQ, OMR was introduced in College exam. Bar coding is implemented in University Exam at Degree level.

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
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2.10 Average percentage of attendance of students

> 80%
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## 2.11 Course/Programme wise distribution of pass percentage:

Change figures for 2015

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Fail %
B.A. in English	218	06 (2.75%)	86 (39.44%)	24 (11.00%)	00 (%)	102 (46.78%)
B.A. in Sanskrit	82	11 (13.41%)	22 (26.82%)	11 (13.41%)	00 (%)	38 (46.34%)
B.A. in Gujarati	128	07 (5.46%)	39 (30.46%)	16 (12.73%)	00 (%)	66 (6.93%)
B. A. in Hindi	34	03 (8.82%)	08 (23.52%)	05 (14.70%)	00 (%)	18 (52.94%)
B. A. in Psychology	95	08 (8.42%)	33 (34.73%)	12 (12.63%)	00 (%)	42 (44.21%)
B. A. in History	197	14 (7.10%)	92 (46.70%)	14 (7.10%)	00 (%)	77 (39.08.26%)
B. A. in Economics	57	02 (3.5%)	20 (35.08%)	12 (21.05%)	00 (%)	23 (40.35%)
M.A. in Sanskrit	30	14(46.66%)	10(33.33%)	00	00	06 (20.00%)
M.A.in English	64	05(7.81%)	47(73.43%)	02(3.12%)	00	10 (15.62%)
M.A. in Gujarati	79	25(31.64%)	42(53.16%)	04(5.06%)	00	08 (10.12%)
M.A. in Hindi	28	04(14.28%)	21(75.00%)	01(3.57%)	00	02 (7.14%)
M.A. in History	84	63 (75%)	20(23.08%)	01(1.19)	00	00
M.A. Psychology	54	30(55.55%)	22(40.74)	00	00	00

## 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 nine 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.

IQAC insists that every faculty attend minimum two National level Seminars , presents minimum two research papers in two papers in National / International level Seminars and publishes minimum two papers during the academic year in journal with ISSN.

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 Knowledge Consortium of Gujarat organized FDP	18 Teachers attended a 7day training programme.
Summer / Winter schools, Workshops, etc.	KCG organised 3 day workshop : 35 teachers benefitted
Others	Computer Training for Teaching and administrative Staff was organised by the college. 25 teachers benefitted.

### 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

## – 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 are 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 and 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, very rich computerized 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.
- The College organised KCG (Knowledge Consortium of Gujarat) sponsored Faculty Development programme for MRP. Total 35 teachers from various colleges participated. Total 35 Proposals for MRP were prepared.
- Research proposals of Prof. R.S. Patel, Dr. B.N. Solanki, Dr. R.H. Parekh and Dr. B.B. Chaudhari are approved by the U.G.C.

#### 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	3	5	4	3
Outlay in Rs. Lakhs	2,29091	5,45500		2,70,000/

3.4 Details on research publications

	International	National	Others
Peer Review Journals	14	65	29
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	05	UGC	5,45,500	200,000/-
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	04	00	5,45,500 /-	2,00,000/-

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	1	1	0	0
Sponsoring agencies	0	Self financed	KCG	0	0

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

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year: The College has linked with Tata Institute of Social Sciences, Mumbai for enhancement of skills and Personality Development of students. Similar MOU has been made with HHL, Bangalore for improvement of English and Skill development of our students.

3.15 Total budget for research for current year in lakhs: 0.2 lakhs

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
0	0	0	0	2	0	2

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 of Academic Council. Prof. Dr. R. H.Parekh and Dr. U.J.Goswami were felicitated by the college for their excellent services.

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	100	State level	4
National level	0	International level	0

3.22 No. of students participated in NCC events:

University level	55	State level	1
National level	3	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	1
National level	0	International level	0

3.25 No. of Extension activities organized

University forum	2	College forum	5		
NCC	2	NSS	8	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,
- Celebration of Teachers' Day, Swami Vivekanand birth anniversary.
- Clean India , Swachchh Bharat Mission students and teachers joined Clean India Movement
- Academic and Environmental awareness tours by departments.
- Provided motivation to students for participation in various competitions, seminars, workshops and all the college, inter college and inter University level activities at local level, State level and National level.
- NCC and NSS unit were strengthened.
- Traffic Awareness week celebration in collaboration with Patan Police by College NCC and NSS Units.
- Demo lecture on self defence for Girls students by College Women Cell
  - Expert lectures on Domestic violence by eminent lawyer for Girls by Women Cell.
  - Expert lecture by Gynaecologist on Women Health Problems by Women Cell
  - Rifle shooting training for girls in collaboration with Patan Police.

- Counselling to needy students.
- Expert lecture for personality development, communication skills.
- One expert lecture every year in one Department under University Lecture Scheme. This year English department organised University Lecture by Dr. Jagdish Joshi, Director of Academic Staff College, Gujarat University.
- Three teachers applied for Ph.D. Guide ship

### **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..
- Our NCC and NSS students help Patan police in traffic awareness programmes.
- NSS and NCC students participated in tree plantation and environment awareness programmes organised by our college and other institutions and NGOs in Patan.
- The 68<sup>th</sup> Independence Day celebration of the State was organised on our college ground. Our NSS volunteers and NCC cadets rendered their services.
- Our Students and Teachers organised Blood Donation camp and donated blood.
- 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 during their Annual Shibir.
- Students of Economics Department make Economic Survey of Runi village this year.
- Many of our Students also help teaching work in primary schools of their Villages.

## - 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	03	Management	25
Laboratories	03	00	00	03
Seminar Halls	01	01	UGC	02
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	4,45,673	84,200(Sports) 70,931(Psychology lab) 9,380(office equipment)	UGC	6,10,184
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/-	130	14963/-	741	89698/-
Reference Books	361	1,10,175/-	491	107484/-	852	217659/-
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	08	06	00	12	00	00
Added	07	00	02	02	00	00	07	05
Total	105	02	10	08	00	12	07	05

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

- Under faculty development programme, special computer training for teachers was organized.
- Information about the use of ICT IN Library was given to all teachers and students, and training for Students and teachers of all departments was 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

0.5691/lakh

ii) Campus Infrastructure and facilities

0.11850/-lakh

iii) Equipments

215538

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

1,66,089/-

**Total :**

4,75,667/-



**- 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 Jewelry 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 Medi claim insurance.
5. 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.
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. First aid Medical services available in college. For serious injuries, MOUs made with eminent hospitals and doctors in the town
8. ATM center facilities of State Bank of India is available in the college campus.
9. Xerox & stationary center made available in College Campus. Photocopying facility made available in college Library.
10. 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.
11. The IQAC also encourages (and provides information about various competitive exams like NET,SLET, GPSC, UPSC ,GARDICHAIR exams.
12. Internet facility is available to students in Library and DELL lab.
13. Career guidance and placement cell organises various carrier placement activities.
14. Book exhibition is held in library once in year-KNOW YOUR LIBRARY.
- 15 . Concession passes facility for ST Buses for commuting students is made available in college
16. For students' Skill Development the College has made MOUs with HHH Company Bangaluru and Tata Institute of Social Sciences which run programmes for skill development and personality development of students.

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

- The 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
3351	719	25	0

**Note :** Ph.D. Students are registered with the University and our teachers who are Ph.D. Guides are registered as their guides.

### (b) No. of students outside the state

5

### (c) No. of international students

0

Men	No	%	Women	No	%
	2081	58.48		1477	41.55

Last Year – 2013-14						This Year – 2014-15					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
859	672	76	1939	03	3558	853	823	93	2300	1	4070

Demand ratio 1 : 2

Dropout % : 14.50 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. Our students are also getting benefit of the Gardi Chair coaching in H.N.G.uni.
- Students also got benefit of YouthForum organized by the H. N.G.Uni.
- They also attended a Workshop organized by Employment office of Patan district.
- More than 600 students benefited.

### No. of students beneficiaries

633

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.
- 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

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
01(Vodafone)	65	27	27
Indian Army	7	7	7

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 women empowerment classes in beauty parlour skills, embroidery, mahendi, are run
- Girls were given rifle shooting training.
- For social awareness against female feticide, 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	1669	8476916/-
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

## - VI

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

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

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

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

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

Yes, MIS is used for

- Admission, Merit List and Enrolment of students,
- General Register of students.
- Admission fees and other fees.
- Category wise total of students.
- Subject wise total of students.
- Trial Certificates and other Certificate
- Scholarships Data of students.
- Maintaining Record of University Results.

#### 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 in 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.
- Class room Seminars for students are integral part of teaching.
- Research Scholars are given extra facilities in library.
- Interdisciplinary lectures are organized.
- Regular feedbacks are short from students to enhance the quality of teaching and learning.
- 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

- 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 maintains 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. Patan
- 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 2014-15, 633 text books, 50 reference books, and 4 journals were added.
- The library has wi-fi connectivity and 10 computers, 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 created 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 software. It has 65 periodicals, newspapers, magazines etc. There are 10 computers with Wi fi connectivity. Seven 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 for 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 (2014-15) teachers of our college attended 14 International Level, 65 National Level and 29 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 staffs 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 (2014-15) the college had appointed 17 Non-Teaching and 05 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 Brochure 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 to all the rules and regulation of Hemchandracharya North Gujarat University and the guideline of Reservation policy prescribed by government.

#### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>• Group Insurance &amp; Health Insurance for family.</li> <li>• Life Insurance</li> <li>• Travel Loan for International Conference abroad</li> <li>• Study Leave</li> <li>• Maternal Leave women staff</li> <li>• Staff Credit Society</li> <li>• EPF facility &amp; Gratuity on retirement</li> <li>• Banking ATM facility on campus</li> </ul>
Non teaching	<ul style="list-style-type: none"> <li>• Group Insurance, Health Insurance for family.</li> <li>• Life Insurance</li> <li>• Free uniform</li> <li>• loan facility Staff Credit Society</li> <li>• EPF benefits &amp; Gratuity on retirement</li> <li>• Special pay scales for Ad-hoc staff with EPF &amp; Gratuity benefits</li> <li>• Banking ATM facility on campus</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Merit &amp; Mean Scholarships &amp; Freeships from Govt.</li> <li>• Group accident policy of Rs.100000/-to all students offered by Gujarat govt.</li> <li>• Coaching for Competitive Exams</li> <li>• Medical Insurance &amp; primary Medical Centre at the Campus premises by College Management(NGES)</li> <li>• Concession in Medical Treatment Bill in Janta Hospital, Patan.</li> <li>• Skill based Career Oriented Programs</li> <li>• Entrepreneurship Development Programmes</li> <li>• NSS / NCC activities</li> <li>• Saptadhara</li> <li>• placement and Vocational Guidance facility</li> <li>• internet facility</li> <li>• UDISHA &amp; BISAG online Expert Lectures etc.</li> <li>• Soft skill training programm, Computer training totally free for BPL students and with meagre fees for other students</li> </ul>

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 donations 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.

## - 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.
- Solid waste management system.

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

This was the year after the NAAC Peer Team Visit for the Reaccreditation. 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. We also decided to start a new paper in Psychology as recommended by the Team. One more additional Programme, B.A. in Sociology is also to be started.

- 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
- Clean Campus, Green Campus, Safe Campus was given more concentration. Cleanliness, Plantation and safety measures were given priority.

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

- 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. Special efforts for woman empowerment with special programmes for girls students.
- In addition to this every department has its own Best Practise

*\*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 add to the reading facilities during and after college hours.

*Prof. A.B.Trivedi*

*Prin. Dr. L. S. Patel*

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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**Academic Calendar : 1<sup>st</sup> Term  
Year : 2014-15**

- 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 : 2<sup>ed</sup> Term**  
**Year : 2014-15**

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

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