

The Annual Quality Assurance Report

(Year – 2017-18)



Name of the Institution

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

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The Annual Quality Assurance Report (AQAR) of the IQAC (2017-18)

Part – A

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

2017- 18

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. Lalitkumar S. Patel

Tel. No. with STD Code:

02766-220483

Mobile:

0 98240 75478

Name of the IQAC Co-ordinator:

Dr. Mukund L. Revadivala

Mobile:

0 9925306361

IQAC e-mail address:

artspatan@yahoo.co.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

GJCOGN12616

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

N.A.

1.5 Website address:

www.patanarts.org

Web-link of the AQAR:

<http://patanarts.org/institutional-data/assessment-credentials/>

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

27-09-2006

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

- i. AQAR : 2013-14 _____ submitted to NAAC on _____ (04/11/2015)
- ii. AQAR: 2014-15 _____ submitted to NAAC on _____ (02/12/2016)
- iii. AQAR: 2015-16 _____ submitted to NAAC on _____ (04/05/2017)
- iv. AQAR: 2016-17 _____ submitted to NAAC on _____ (28/12/2017)

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="09"/>
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="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="17"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="10"/>	Faculty	<input type="text" value="04"/>
	Non-Teaching Staff	<input type="text" value="02"/>	Students	<input type="text" value="02"/>
			Alumni	<input type="text" value="01"/>
			Others	<input type="text" value="01"/>

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.	<input type="text" value="3"/>	International	<input type="text" value="0"/>	National	<input type="text" value="3"/>	State	<input type="text" value="0"/>	Institution Level	<input type="text" value="0"/>
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(ii) Themes

1. Psychology
2. Gazal : Roop and Rang
3. Anart Gujarati Adhyapak Sangh Seminar

2.14 Significant Activities and contributions made by IQAC

- Preparing for upcoming re-accreditation in 2018
- Orientation (Induction) programme for counseling of UG and PG entrants.
- Preparation of Academic Calendar and ensured its implementation
- Prepared Plan of Action and ensured the execution of the plan by monitoring the activities done by various committees through regular meetings with concerned committee members.
- IQAC encourages and motivates teachers to enhance quality of teaching and research work.
- Thalassemia check-up camp for the first year students. 462 students got themselves examined in this check-up programme.
- Blood donation camp- Collection of 630 Bottle (11th July, 2017)
- Installation of Sanitary Pad Dispensing Machine in the Girls room
- Inspiring faculty members for Faculty Development Programme of KCG
- Organised a national seminar in Psychology
- Organised a National Seminar in collaboration with Gujarati Deptt. on *Gazal : Roop ane Rang*
- Encouraged and supported Gujarati Deptt. for the seminar by Gujarati *Anart Adhyapak Sangh*
- Farewell Programme for Sem-VI students
- Continued with the concept of Social Service through Donation Activities during natural calamity of flood in Banaskantha District of Gujarat
- Development of Students through activities like ‘Vichar Vartul’, ‘Vanchan Vartul’(i.e. Readers’ Club)
- Visits to heritage sites and people involved in social activities

2.15 Plan of Action by IQAC/Outcome

The plan of Action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Review of syllabus	1. Reviewed and Suggestions made
2. Orientation(Induction) of new students	2. Executed effectively
3. Implementation of Common academic calendar for all	3. Executed uniformly
4. Expert lectures for all departments	4. Executed on regular bases
5. Remedial sessions for the Slow learners	5. Executed on regular bases
6. Boosting research activities	6. Executed on regular bases through motivation and guidance to both faculties and students. It can be noticed in the

<p>7. Continue with Add-on course</p> <p>8. Introduce classes for slow learners and advanced learners</p> <p>9. National Level Seminar in Psychology</p> <p>10. National Level Seminar on Gazal writing</p> <p>11. Organise a University-Level Meet of Gujarati Teachers' Association</p> <p>12. To contribute for Social Service</p> <p>13. To initiate something for the Development of students in the areas other than routine academic programme</p> <p>14. The celebration of Gandhi Week in an innovative manner.</p>	<p>presentations made in the seminars and publications done by the faculties as well as the students.</p> <p>7. Executed</p> <p>8. Executed</p> <p>9. Executed</p> <p>10. Executed</p> <p>11. Executed</p> <p>12. Almost everybody from the college collected clothes, edibles, utensils, tents etc. for the flood affected people of Banaskantha district and played a satisfying role for their rehabilitation.</p> <p>13. The programmes like 'Vichar Vartul' and 'Vanchan Vartul' (Readers' Club) have been popular among the students. Different issues have been discussed in this activity.</p> <p>14. Executed successfully. The students were shown four different films presenting different perspectives of the personality of Gandhiji. Discussions were initiated after every film.</p>
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* Attached the Academic Calendar of the year as **Annexure- i**

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

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

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	6	-	-	-
PG	7	-	-	-
UG	7	-	1	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	8	-	-	-
Others (Short Term Courses)	2	-	-	4
Total	30	-	1	4
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG-8 + PG-7 = 15
Trimester	0
Annual	0

1.3 Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

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

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

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

The teachers are supposed to follow the changes introduced by the university bodies. No change has been introduced by the university this year.

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

-No-

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others (Part-time)
31	12	17	-	02

2.2 No. of permanent faculty with Ph.D.

23

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	5	0	0	0	0	0	0	0	5

2.4 No. of Guest and Visiting faculty and Temporary faculty

	05	05
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	11	03
Presented papers	06	86	02
Resource Persons	-	-	14

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

- Making students well-versed in English through SCOPE examination with Cambridge Certification. During 2017-18, 88 students got the certificate. The college has enabled more than 1719 students in this aspect till now.
- English Proficiency Club for improvement of English language skills of students.
- Sanskrit Sambhashan (Spoken Sanskrit) classes by Dept. of Sanskrit.
- Economic Survey of one village every year by the Dept. of Economics.
- Study projects to students in Psychology Department.
- Student seminar and debates
- Encouragement to students to participate and present research papers at National Level seminars
- Live Demonstration in useful matters like safety measures in the use of LPG for girls are organised by the Women Cell.
- Use of ICT in teaching and learning.
- Teaching through audio-visual aids like films, documentaries, videos etc.
- Direct exposure to the writers and poets through seminars and workshops
- Inspirational lectures by the alumni of the college twice a year.
- Expert lectures on BISAG were recorded and catered to the students.

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

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

180

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

Assignments/Seminar/Unit Test

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

09 (BoS)		
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2.10 Average percentage of attendance of students

> 75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
B.A. (Sem-VI)	829	55	203	59	00	38
M.A. (Sem-IV)	308	106	122	07	24	84

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

Contribution:-

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

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

Monitoring:-

- Periodic assessment of teaching-learning process is done by collecting monthly reports from the teaching staff about the coverage of syllabus through academic diary at the end of a particular month.
- Feedbacks are taken from students to review the performance of teachers.
- All the students are required to submit assignments in each paper.
- Project works are given at higher classes

Evaluation:-

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

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	00
UGC – Faculty Improvement Programme	28
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	04
Staff training conducted by the university	00
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	01
Others	00

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	19	00	19
Technical Staff	00	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

- Availability of Research Guides in six subjects i.e. History, English, Gujarati, Hindi, Sanskrit and Physical Education for M. Phil. and Ph.D.
- Notifications of research project from various funding agencies are brought to the notice of teacher in order to enable them to apply for the project.
- Teachers are sent to the seminars, workshops and conferences
- The problems faced by researchers are paid attention to and sincere efforts are made to solve them.
- The college publishes Research Journals named *Nishtha*, *Shabdlok*, *Shabdamrut* and *Shabdsudha*. All these are with ISSN numbers.
- Rich computerized library with INFLIBNET facility caters to the need of the researchers.
- Special library facility is given to Ph.D. and M.Phil. Scholars belonging to our institute as well as other institutes in surrounding areas.
- Library facilities extended to Senior Citizens, retired staff members, interested citizens and students and teachers of the sister institutes.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	01	0	0
Outlay in Rs. Lakhs	0	1,35,000	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	37	02
Non-Peer Review Journals	00	00	00
e-Journals	00	00	00
Conference proceedings	08	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	02	UGC	135000	00
Interdisciplinary Projects	00	00	00	00
Industry sponsored	00	00	00	00
Projects sponsored by the University/ College	00	00	00	00
Students research projects <i>(other than compulsory by the University)</i>	00	00	00	00
Any other(Specify)	00	00	00	00
Total	02	00	135000	00

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	00	02	01	00	00
Sponsoring agencies	00	00	00	00	00

The College organised a National Seminar on 'Psychology and Everyday Life in Psychology' and a one-day seminar on 'Gazal : Roop and Rang' in Gujarati. There was a State Level workshop by Gujarati Adhyapak Sangh held at our college.

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

3.13 No. of collaborations International National Any other

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

3.15 Total budget for research for current year in lakhs:

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
01	00	00	00	01	00	00

- Dr. K. D. Vankar got recognitions as Ph.D. guides during 2017-18.

3.18 No. of faculty from the Institution who are Ph. D. Guides
 and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC: University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Gujarati Department of our college under the auspices of Matrubhasha Samvardhan Kendra, Ahmedabad, runs 'Pustak Parab' - a programme which provides books to the readers in the town by setting up temporary outlets at public places. The readers are supposed to return the books after reading them. They are charged no fees for the book. During 2017-18, they could provide books to more than 100 people.
- Psychology Department of the college provides free counselling to the people who might need help of a psychiatrist in the society. The department is trying to be helpful to the society by restoring mental health to such patients.
- Eco Club of the college has been actively taking measures for the maintenance of environment. They have carried out a programme of Tree- Plantation. Moreover, rallies for social awareness like Tree Plantation, Save Water Campaign and Global warming awareness are carried out successfully.
- One faculty, on behalf of the college, along with 08 students under Swami Vivekanand Free Evening School provides time for the education of those students who belong to deprived class of the society. They have been helping more than 420 students regularly for one year.
- Students and teachers joined Clean India Movement i.e. Swachhh Bharat Mission initiated by Central Government of India.
- The college along with other sister institutes on the campus tried to be of some help to the flood affected areas in our neighbouring district Banaskantha. The students and teachers of the college not only donated but also became instrumental in collecting donations in various forms like food, tents, clothes etc.
- The NSS camp was held at Nenava, one of the flood affected villages in Banaskantha district so that the NSS unit can devote some more time in taking care of the people in dire situation.
- In NSS Camp our students work for Cleanliness Drive, Spread literacy, Eradication of Addiction and also Annihilation of Superstition in Rural Area during their Annual Shibir.
- Students of Economics Department make Economic Survey of Nenava village this year.

- Free counselling to the students of external PG courses.
- Mahila Cell of the college is working very hard on upliftment of girls not only from the college but also from outside. They teach them different skills like sewing, making Rakhi, embroidery, Mahendi etc so that they can be self-reliant. Moreover, the cell provided guidance regarding problems of women with the help of a gynaecologist in the city. They also arranged a programme of awareness about the usage of gas cylinders and precautions to be taken for safety.
- Blood donation camp- Collection of 630 Bottle (11th July, 2017)
- AIDS Awareness programme.
- Participation of NCC and NSS students to help Police in traffic awareness programmes, tree plantation and environment awareness programmes organised by our college and other institutions and NGOs in Patan.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	34.7 acres	00	-	34.7 acres
Class rooms	38	03	Management	41
Laboratories	03	00	00	03
Seminar Halls	02	00	00	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	825	33	UGC	858
Value of the equipment purchased during the year (Rs. in Lakhs)	69,70,991	1,28,556	UGC	70,99,547
Others	00	00	00	00

4.2 Computerization of administration and library

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

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1681	1,85,900	484	61,203	2165	2,47,202
Reference Books	2489	5,25,036	1003	2,10,394	3492	7,35,430
e-Books	N List E-brary					
Journals	38	26535	01	500	38	26535
e-Journals	N-List					
Digital Database	-	-	-	-	-	-
CD & Video	520	Free	05	1600	525	1600
Others (UGC)	10	6824	-	-	10	6824

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	108	02	2 MBPS	Entire college	00	12	07	05
Added	03	-	-	-	-	-	-	-
Total	111	02	2 MBPS	Entire college	00	12	07	05

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

- Under faculty development programme, special computer training for teachers has been made a routine. A training for Infflibnet and N-list programme was held the librarian Vallariben Hathi on 17th June, 2017
- Free of charge Internet access to the teachers in the staff room and for students in library

4.6 Amount spent on maintenance in lakhs :

i)	ICT Computer maintenance	0.29774 lakh
ii)	Campus Infrastructure and facilities	-
iii)	Equipments	1.28556 lakh
iv)	Others	-
	Total :	1.58330 lakh

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students' Orientation (Induction Programme for B.A. Sem-I) regarding NCC, NSS, Sports activities, extracurricular activities like Cultural and Saptadhara Initiative of Higher Education Department of Gujarat.
- The women cell of the College gives free training to girl students in Tailoring, Embroidery, Mahendi, Beauty Parlor Skills, Imitation Jewelry making etc.
- Students with best performance in sports, Cultural activities, NCC and NSS and Educational Achievements are felicitated in the annual Function of the College with Prizes and Certificate.
- Group insurance and Medical insurance of all the students and teachers in the college
- Banking Facility is made available in college campus for Students and Teachers. SBI has opened an ATM booth, and Bank of India has created a fee collection Unit on College Campus.
- Admission booklet form of college prospectus
- S.T. Bus and Railway Bus concession facilities made available in college.
- First aid Medical services available in college. For serious injuries, MOUs made with eminent hospitals and doctors in the town
- Photocopy & stationary center made available in College Campus.
- The IQAC provides information about various scholarship/free-ship offered by Government and academic loan by nationalized bank For SC- ST, OBC and economically weaker students.
- The IQAC also encourages (and provides information about various competitive exams like NET, SLET, GPSC, UPSC, GARDICHAIR exams.
- Internet facility is available to students in Library and DELL lab.
- Career guidance and placement cell organises various carrier placement activities.
- Book exhibition is held in library once in year-KNOW YOUR LIBRARY.

5.2 Efforts made by the institution for tracking the progression

- The departments continuously observe the students' attendance in the class, their participation in extra-curricular activities and performance in internal exam throughout the year.
- The data is collected at the end of each semester and analysed by the teachers and professional analysts conjointly.
- On the bases of analysis of data, proper suggestions are given to students and their parents during parent-teacher meeting.

- Average students were identified and remedial classes were arranged for them to improve their results.
- The tracking of institutional progress is based on getting regular feedback from all the stakeholders.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (M.Phil)
3787	826	17	22

(b) No. of students outside the state

02

(c) No. of international students

0

No	%
2639	57.20

Women

No	%
1974	42.79

Last Year – 2016-17						This Year – 2017-18					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
819	861	93	2810	01	4584	906	749	82	2875	01	4613

Demand ratio 1 : 2

Drop out % : 10.77

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

- Coaching and counseling for competitive exams like GPSC, Panchayat Seva, Police Department etc
- Our students are also getting benefit of the Gardi Chair coaching in H.N.G.University
- Students also get benefit of Youth Forum organized by the H. N.G.Uni.
- Counselling for placement with the help of Employment office of Patan district.
- More than 300 students benefited.

No. of student beneficiaries

193

5.5 No. of students qualified in these examinations

NET	<input type="text" value="0"/>	SET/SLET	<input type="text" value="02"/>	GATE	<input type="text" value="0"/>	CAT	<input type="text" value="0"/>
IAS/IPS etc	<input type="text" value="0"/>	State PSC	<input type="text" value="09"/>	UPSC	<input type="text" value="0"/>	Others	<input type="text" value="0"/>

5.6 Details of student counselling and career guidance:

- At the time of Admission and examination
- Career guidance provided in different subjects by placement Cell
- 120 Girl students were counseled by Women Cell for women empowerment
- Students were given counseling for their personal problems, grievances and motivation for better performance
- UDISHA organized a lecture on ‘Attitude Building’ by Prof. Dr. Premnath Mishra, M. N. Science College, Patan on 20th Jan. 2018 in which 193 B.A. Sem-IV and Sem-VI students actively participated.
- GPSC and other competitive exam Guidance regarding ‘English for Competitive Exams’ from July to Sept. 2017 (Three days a week) in which 112 students actively participated
- Our teachers render their services in the Gardi Chair of the University which runs classes for Competitive exams, and NET/SLET exams
- Students are encouraged to participate in Gardi Chair Abhimanyu Award Test (University Level Test of GK).

No. of students benefitted

All

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	225	06	-

5.8 Details of gender sensitization programmes

- Women empowerment and gender sensitization are the most priority concerns of our college.
- Save Girl child, Stop Female foeticide, Women Empowerment Programmes etc. are regularly organized in the college.
- There are an anti-ragging and Anti-Sexual Harassment cells active in the college.
- The Women Cell conducted various awareness programs on gender equity, gender integration, female health related awareness problem, sexual harassment, legal help for ladies, orientation programme for girl students.
- For women empowerment classes in beauty parlour skills, embroidery, mahendi, chocolate making, cooking etc. are run

- For social awareness against female foeticide, sexual harassment, dowry and women rights debates, rallies, lectures by experts etc are organised by college.
- The college authorities got a Sanitary Pad Dispensing Machine installed in the college Girls room. The college provides this facility to the girls without charging any fees for them.
- 13 activities were conducted during this year in which 690 girls students participated during 2017-18.

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	360	1,87,488/-
Financial support from government	1700	76,81,019/-
Financial support from other sources (From HPCL)	481	26,80,100/-
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students 13

Activities during the year

- Kit distribution to deaf and dumb students of a school for the challenged.
- Distribution of clothes to poor and needy people
- Cleanliness drive in college campus
- Lectures and guidance on importance of cleanliness
- Plantation programme in collaboration with Eco Club of the college
- Rally for social and health issues awareness
- Free medical check-up camp
- Village cleanliness during NSS camp
- Voter awareness, Save Girl Child, Eradication of addiction, Abolition of Superstitious thinking
- Economic social survey of the village Nenava
- Awareness and practice of Yoga on World Yoga Day
- Heritage Rally
- Rally on Gandhi Jayanti

5.13 Major grievances of students (if any) redressed: 08

The college has installed a complaint box in the college. The students express their grievances through this facility. During the year 2017-18, there were eight cases of grievances which were sorted out amicably. The details are as under:

- ➔ The average strength of the college is around 5000 students every year. The students had complained that they cannot concentrate on their studies because of uncomfortable sitting conditions. In response to that problem of students, the college authorities got new benches placed in the class. The problem has been resolved satisfactorily.
- ➔ The complaints of students regarding non-working condition of some of the lights and fans in some rooms have been paid attention and all the electric facilities are brought into working condition.
- ➔ The college authorities have appointed two additional watchmen to put a check on those outsider elements that enter the college and create nuisance.
- ➔ Some of the students had complained that they don't have enough space for parking their vehicles. In response to that problem, the college authorities created a very large parking lot. This has eased out the situation.
- ➔ In response to the complaint of rough motor-biking in the campus, the authorities got four bumps on the approach road to college. Moreover, the watchmen are handling the situation quite efficiently.
- ➔ Some complaints regarding the repairing of some doors or window have also been attended successfully.
- ➔ Some of the poor students requested for free book facility from the college. The college has made a policy that the students belonging to BPL class of the society are given an additional book to use during his/her studies.
- ➔ Some enthusiastic students demanded that a very popular festival like Uttarayana should be celebrated in the college. But looking to the risk factor in this celebration, the college have turned down this demand of the students. The college believes that there is no place for entertainment at the cost of lives of human beings or even animals and birds.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

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

6.2 Does the Institution have a Management Information System ?

- Yes, the institution has a management information system.
- The college publishes annual audited account report for the information of the management.
- It also publishes annual magazine, highlighting the academic and extra-curricular activities of the institute.
- The management gives fund to the college for organising one national level seminar in a year.

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

6.3.1 Curriculum Development

- Follows the syllabus prescribed by Hemchandracharya North Gujarat University religiously. Normally University updates the syllabus of each subject every five years.
- 08 of our faculty members are regular members of Boards of Studies (BoS). Suggestions of IQAC are put up in the BoS of university through these members. Some teachers who are members of BUTR, AC and such other important bodies, contribute directly to curriculum development.
- Individual teachers also send their suggestions to University for curriculum development and changes in syllabi.

6.3.2 Teaching and Learning

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

- Extra facilities for fast learners in library
- ICT enabled training and provision for ICT tools
- Unit tests under Continuous Internal Assessment Programmes.
- Assignments and project work
- Seminars, Presentations
- Faculty Development Programmes

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

- The Research Committee in college encourages research.
- The college has initiated a tradition of organising a National Level Seminar by one of the departments for two years. Followed by a national level seminar by Deptt. of English in 2015-16 and a seminar on Vedic Literature by Dept. of Sanskrit during 2016-17, Dept. of Psychology held national level seminar in 2017-18.
- A one day workshop, “Gazal : Roop ane Rang” was organised by Gujarati Deptt. under the guidance of IQAC during the same year.
- Live telecast of educational programmes by Higher Education Department of Gujarat.
- The research scholars are provided Books, Journals, equipments etc. instead of seed money.
- Research journal of the college titled *Nishtha* with ISSN No. 22780289 is published by college.
- The Research cell regulates all the academic, sponsored, collaborative research projects and consultancy works in the college. The objective of the Research Cell varies from the advancement of theoretical knowledge to development of new technology to solve practical problems.
- To cultivate among students an insight for research, students are guided to prepare research papers.

- The students of Economics Department prepare Economic Survey of a village every year. They carried out an economic survey of Nenava, a flood affected village in Banaskantha district during 2017-18.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

- The college has a rich library with more than 40,000 books, 33 journals, 62 periodicals and 520 CD/Video
- In the year 2017-18, 484 text books, 1003 reference books, 36 maps and 05 CD/Video were added.
- 19 books of competitive exams were added under the head of career counselling cell.
- The library has Wi-Fi connectivity and 10 computers, 7 for students' use. There is SOUL and INFLIBNET facility in the library.
- Barcode printer was also added in library infrastructure in 2017-18.
- Photocopy facility is available for Students.
- Reading room facility is provided to the students even after college hours.
- Institute has BISAG seminar Halls equipped with internet and projector with seating capacity of 150-200 people, Teaching Faculty Common room, Administrative Office, Class rooms, Girls common room, DEL LAB, Psychology Laboratory, Library, Internet and Wi-Fi facility is available in the entire building.

6.3.6 Human Resource Management

- Teachers are given enough scope for development in their respective fields/subject.
- Teachers are given special leave and other facilities for research.
- Required books/ magazines /periodicals, equipments are purchased for staff and research scholars in the College.
- Teachers are given leaves and registration fee for participation in seminars, workshop etc.
- During the year 2017-18 teachers of our college attended 38 International Level, 90 National Level and 03 State Level Seminars/Workshops. During these seminars and workshops, our faculty members presented 16 papers at international level, 83 at national level and 02 at state level. 24 International FDPs and 4 FDPs in KCG are attended by our teachers.

6.3.7 Faculty and Staff recruitment:

- Faculty is recruited as per Government guidelines and UGC rules.
- No new regular faculty members are recruited during 2017-18.
- The college management also appoints faculty and Non-Teaching staff on ad-hoc basis where regular teachers are not appointed by the government.

6.3.8 Industry Interaction / Collaboration

- As such there is no direct industry interaction for Arts Colleges. But Call centres and certain BPOs visit the college for recruitment.
- Our students of Economics visited Dudhsagar Dairy , Mahesana under the Co-operation training program during 2017-18.
- Our students of Psychology are regularly taken for a visit to Kanoriya Center for Medical Education, Gandhinagar every year.
- The Sanskrit and Prakrit department have collaboration with Patan Jain Mandal and Bhartiya Vidyabhavan for studies in ancient manuscripts on Bhojpatra.

6.3.9 Admission of Students

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

6.4 Welfare schemes for

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

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

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	State KCG	No	No
Administrative	Yes	Mahendra Shah and Company, Ahmedabad.	No	No

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

----- NA -----

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

-----NA-----

6.11 Activities and support from the Alumni Association

- The college has rich alumni.
- The alumni provide moral support and expertise in different fields.
- Since the college does not ask for funds or financial support, some of the 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.
- Our college has maintained the tradition by inviting alumni in welcome function and College Annual Day to encourage and inspire the students.

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

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

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

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

- The whole campus has joined the cleanliness drive of Government of India. Students and teachers voluntarily support this drive.
- Dramas, Elocutions, Speeches, Debates, essay competitions, are organised for awareness among students.
- Energy conservation – Strict measures in using the electricity and encouraging saving the current attitudes among staff and students.
- Water harvesting–Installed in various places inside the campus and developed water tank in the botanical garden. Rain water is stored.

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.

- Tree adoption programme by Eco Club students
- Donation of clothes to the needy in the society
- Distribution of Educational Kits to Deaf and Dumb students of a primary school of such students
- Donation in the form of educational material to primary school students of slum areas
- Providing basic education to the children of the deprived class
- Celebration of *Rakshabandhan* in Jail
- Distribution of Bicycles and Sewing machines to physically challenged students
- Providing education to children living in slums who are deprived of school education because of child labour
- Extending donations to the flood stricken people in Banaskantha district
- Organization of two national seminar: Psychology, and Gujarati
- Organization of various lectures under VICHAR VARTUL

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

- Add-on programmes regarding core subjects introduced successfully.
- A national seminar on *Psychology and Everyday Life* by the Department of Psychology and a one-day national seminar on *Gazal : Roop Ane Rang (i.e. Gazal : Form and Nature)* by the Department of Gujarati
- Implemented a special care programme for slow learners and advanced learners.
- Encouraged more and more students for learning computer and acquire language skills in English
- Participated in the Job fair organized by Govt. of Gujarat at Gandhinagar.
- Organized a Job Fair with the help of Mahindra Finance in our college in which 225 students appeared out of which 06 got jobs.
- Teachers started preparing reading / study material for students in the form of e-content and uploading it on the college website
- Implementation of Academic Calendar is executed fully.
- Clean Campus, Green Campus, Safe Campus was given more concentration. Cleanliness, Plantation and safety measures were given priority.
- Free-of-charge vocational training for girls and women of the area.
- Research activities are promoted on regular bases. Two of the faculties on the staff have completed their respective Minor Research Projects during this year.

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

- Each department in the college involves themselves with some special practice either academic or social. These practices involve the activities like Distribution of Educational Kits to Deaf and Dumb students of a primary school, Donation in the form of educational material to primary school students, Celebration of *Rakshabandhan* in the Jail, Visit to Old Age Home, Blood Donation Camps, Thalassemia Test, counselling centre in the department of Psychology, distribution of Bicycles and Sewing machines to physically challenged students, providing education to children living in slums who are deprived of school education because of child labour, PUSTAK PARAB, English Proficiency Club, Research Training to Students, Awareness programmes about the preservation and maintenance of historical monuments of world heritage site and town, programmes to revive the popularity of Hindi as a subject, economic survey of surrounding village and training of co-operative activities, Eco Club activities, student and faculty exchange programme by Economics department, Social service through individual and institutional donations, *Taratu Pustak* (Floating Book) – A mobile library for the people of the town, women empowerment programmes by Women’s Cell of the college, etc. The institution proposes to present following activities as the Best Practices during the year 2017-18.

- (1) Swami Vivekanand Free Evening School for Poor Children
- (2) Inviting scholarships from External Non-Government Agencies

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

7.4 Contribution to environmental awareness / protection

- Promoting environment awareness through rallies, debates, essay competitions etc.
- Tree plantation programme every year by NCC and NSS
- ‘Save Petrol Day’ celebrated in college
- Strict e-waste management and housekeeping systems for eco-friendly campus
- Special care is being taken of trees on campus in general and botanical garden in particular for maintenance of Green Campus

7.5 Whether environmental audit was conducted? Yes No

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

Strength

- A premier institute with highest number of students in North Gujarat.
- A wide variety of courses for students – Highly Qualified, experienced, techno-savvy, dedicated Staff.
- Rich Alumni & economically sound Management to boost the progress of the college
- Research oriented ICT equipped infrastructure
- One of the best libraries in the University

- Resources for job oriented training
- Unique records in Sports & Cultural Activities in H N G University.

Weakness

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

Opportunity

- Rural students with raw talent can easily be groomed by proper training.
- Better chances of preparing a quality mass
- Jobs in teaching profession at various levels, competitive exams, translation, proof-reading, editing etc. can be availed
- Opportunities in the field of research related to history, archaeology, co-operative banking, commerce etc.
- To produce good human beings and thereby prepare healthy society.

Challenges

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

8. Plans of institution for next year

The College has the following plans for the next year:

- To prepare for the third cycle of NAAC assessment.
- To send teams of college students to schools to make the school students aware of the injury caused by kite flying
- To develop a handy communication system through college mobile app on Google
- To initiate feedback system through Google forms and thereby make students more technology savvy
- Introduce Google classroom as an additional means of education
- To initiate steps in order to popularise the Save Water Mission

- To make sincere efforts for plastic waste management
- To make sincere efforts for Rain Water Harvesting
- To conduct audit of Birds in the college campus area
- To strengthen the skill development programme for students
- Organise Annual Health Check-up of all employees
- To continue following all possible recommendations of the NAAC Peer Team.
- Initiate new methods of social service through teaching poor children
- Organise job fair

Dr. M. L. Revadivala

Prin. Dr. L. S. Patel

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Academic Calendar : 1st Semester (2017-18)

Duration	Proposed Activity
June 12 – 17, 2017	College Opens. Admissions Completion
	Academic Planning by Departments
	Teaching B.A. Sem-III & V begins
	IQAC meeting of Members
	IQAC meeting with Faculty members
	IQAC meeting with Non-Teaching Staff
June 19-24, 2017	Welcome of Freshers B.A. Sem-I
	Orientation (Induction) Programme for B.A. Sem-I and M.A. Sem-I
	Celebration of World Yoga Day
June 26 to July 1, 2017	Activities like drawing and painting in collaboration with UNESCO
July 3-8, 2017	Bridge Course for B.A. Sem-I
	Teaching Starts in M. A. Sem-I & III & B. A. Sem-I
	First programme of Vichar Vartul
July 10-15, 2017	Celebration of Guru Purnima
	IQAC meeting with Students
	Blood Donation Camp
	Unit-I Unit Test B.A. Sem-III & V in all departments
July 17-22, 2017	A Rally for Awareness and Importance of Voting
	Classes for Co-operation in Economics Deptt.
	Celebration of First Day of Ashadh by Sanskrit Deptt.
	Distribution of School Kits to KG students of Deprived Class
July 24-29, 2017	Departmental activity (One programme by each department)
	Programme for Registration at Employment Exchange
	Eco Club Orientation Programme
	Unit-I Unit Test B.A. Sem-I & M. A. Sem-I & III
July 31 to August 5, 2017	A Guest Lecture by Gujarati Deptt.
	Unit-II Unit Test in B. A. Sem-III & V in all departments
August 7-12, 2017	Elocution Competition on Gandhiji's Ideals
	Patriotic Song Competition
	Rally "Save Heritage" by History Department
August 14-19, 2017	Career Guidance lecture Placement-Cell
	Celebration of Independence Day
	Unit- II Test in B. A. Sem-I and M.A. Sem-I & III
	Tree Plantation by NCC Unit
August 20-26, 2017	NSS Camp in Banaskantha District
August 21-26, 2017	Placement Camp by Mahindra Finance
	Women Cell Programmes like Rangoli, Cooking, Mahendi,
	Lecture on Health by a Gynaecologist
	Women Empowerment Programmes
August 28 –Sept. 2, 2017	Unit-III Test B.A. Sem-III & V in all Departments
	Thalassemia Check-up Camp
First Sunday (Sept.)	IQAC meeting with Alumni
Sept. 4-9, 2017	Celebration of Teacher's Day
	Unit- III Test in B. A. Sem-I and M.A. Sem-I & III
	Book Exhibition by Library
	IQAC meeting of members
	IQAC meeting with Faculty members

Second Sunday (Sept.)	IQAC meeting with Parents' Association
Sept. 11-25, 2017	Internal Evaluation Test
October 03–15, 2017	University Exam (B.A. Sem-III & IV)
Oct. 16 to Nov.05, 2017	Diwali Vacation
□□NCC, NSS & Sports activities as per their schedule.	
Academic Calendar : 2nd Semester (2017-18)	
November 6, 2017	College Reopens
Nov. 09 – 18, 2017	University Exam B.A. Sem-I & PG
Nov. 20-25, 2017	Teaching of Second Term Begins
	IQAC meeting of Members
	IQAC meeting with Faculty members
Nov. 27-Dec.2, 2017	IQAC meeting with Students
	IQAC meeting with Non-Teaching Staff
Dec.7-9, 2017	University Shibir on Archeology and Fine Arts
Dec. 11-16, 2017	Unit-I Unit Test for all classes
Dec. 18-23, 2017	Allotting the Assignment to students in each class
Dec. 25-30, 2017	Educational Tours by Each Department
January 2-7, 2018	Lalit Kala Abhignata Shibir
January 8-13, 2018	Unit-II Unit Test for all classes
	Activities by Mahila Cell
	Visit to Vruddhashram by Mahila Cell with Students
	A Guest lecture on Swami Vivekanand
	Elocution Competition on Swami Vivekanand
January 15-20, 2018	Departmental activity
	Guest Lecture
	Reading Workshop in library from all departments
January 22-27, 2018	International Heritage Workshop in collaboration with Elixir Foundation, Ahmedabad
	Celebration of Republic Day
January 29-Feb. 3, 2018	IQAC meeting of Members
	IQAC meeting with Faculty members
Feb. 5– 10, 2018	Lecture under University Lecture Series
	Participation in Youth festival
	A National Seminar by Psychology Department
Feb. 12-17, 2018	Unit-III Unit Test for all classes
	College Annual Function and Prize distribution
	Arrangements for Job Fair
Feb. 19-24, 2018	Celebration of Mother Tongue Day on 19 th February
	Preliminary Exam Begin on 20 th February
March 07, 2018	Scholarship (HPCL) Distribution Programme
March 12-17,2018	Gujarat Sahitya Akademi Seminar on Gazal
	Gujarati Adhyapak Sangh Seminar
March 26, 2018	University Exam for B.A. Sem-IV & VI begins
April 12, 2018	University Exam for B.A. Sem-I & M.A. begins
April, 27 - June 12,2018	Summer Vacation
□□ NCC, NSS & Sports actives as per their schedule	

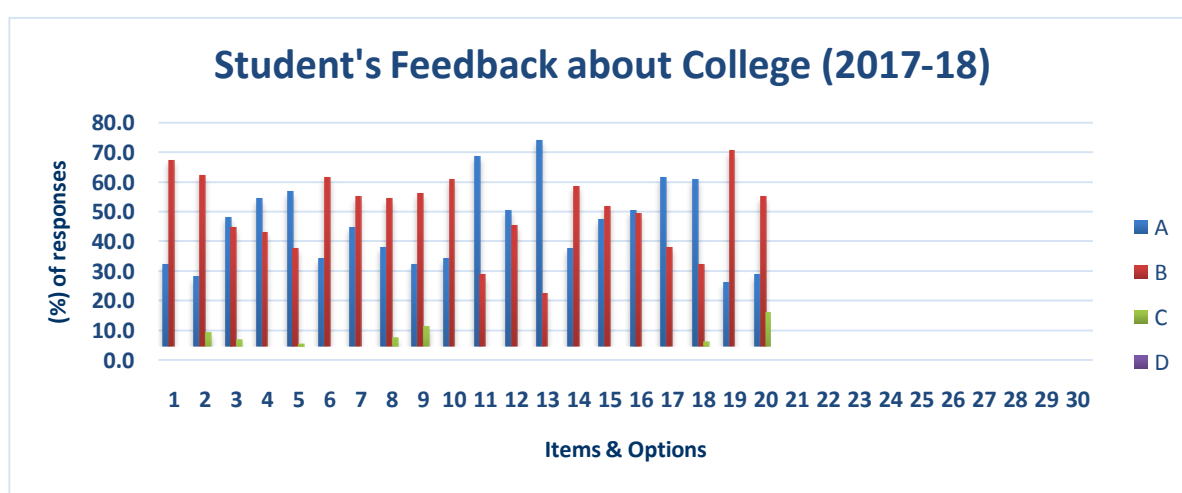
Feedback Analysis

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

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

The ideas and suggestions obtained from the faculty

(i) Students' Feedback



The general feedback of 160 students of outgoing batch of Sem-VI (2017-18) on college presents a balanced scrutiny of the curriculum, infrastructure, and amenities in the college, scope for development of students etc. The detailed interpretation of the analysis is mentioned hereunder.

- As far as the quality and applicability of the curriculum is concerned, nearly 70% of students are wholly satisfied with it while more than 30% of students are comfortable with the syllabus. Nearly 90% students feel that this curriculum can be helpful for preparation of UGC, NET/JRF, SLET etc. Only 9.4% students consider the curriculum fair but not a single student is dissatisfied with the quality and applicability of the curriculum.
- Nearly 48% of the students are fully satisfied by the internal examination system while 45% the whole group consider it to be good. Merely 6.9% of the students consider the system to be fair. Nobody from the students has disagreed with the examination system.

- As ours is a rural college belonging to backward area of Gujarat, nearly 95% of the students feel need for special coaching in English and Communication Skill and also computer and internet communication technology skill.
- The college is one of the oldest institutes in the area. Infrastructure of the college is unique in its own way. Out of all the students, 55% have rated the infrastructure as excellent while 45% have rated it to be good. Therefore it can be said that almost all the students are satisfied with the infrastructural facilities like Class rooms, black boards, white boards and multi-media, laboratories in psychology, computer and language, play-ground, girls' room etc.
- The college believes the importance of research activities in the college. Therefore, students are given training regarding research and also exposure at national level seminars. The students' rating of the question 'Promotion to research in curriculum' is a reflection of the efforts of the college. More than 38% students rate it to be 'excellent' whereas nearly 55% of the students consider it to be good. Only 7.5% of the students consider it to be fair.
- Students believe that cleanliness aspect of this exceptionally huge building needs to be focused. More than 60% students are satisfied with the cleanliness in rooms and toilets whereas 31% of students consider the facility to be fair. Nearly 10% of the students are not satisfied with the facility available in the college. The college authorities have surveyed the situation and taken steps to provide better facilities to the students. They have appointed two sweepers on ad-hoc bases.
- The college has an up-to-date drinking water facility. More than 80% of the students are fully satisfied with it while nearly 20% of the students consider it to be fair. No student has shown his complete resentment with the facility.
- Library, being the heart of the college, our institute is very cautious about its strength and facilities. The same effort is reflected in the responses of the students. More than 90% of the students rate all the questions related to library between 'excellent' and 'good'. These questions include the topics like qualitative and quantitative availability of seminal texts, reference books, journals, periodicals, magazines, internet connectivity and access, reading room facility and also other library activities like seminars, quiz, awards etc. The remaining 10% of the students consider it to be fair but not a single student rates any of these facilities among 'poor'. The quality of library has made 85% of students rate it to the most appropriate place for research activities.

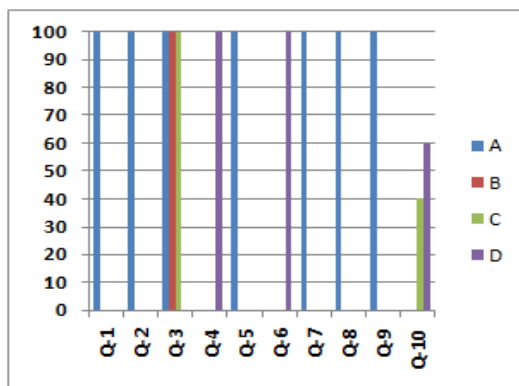
- Like library, sports and cultural activities are also major factors responsible for overall development of students. The activities like field training, field tour, educational excursion, participation in cultural events, and participation in sports events, sports facility and equipments are rated excellent or good by more than 90% of the students.
- Students have been at the centre of our institute. So the institute is very careful regarding the problems of students. That is the reason why more than 60% of the students are full satisfied with the activities of Students' Grievance Cell, Anti-ragging cell and Placement Cell of the college while 30% of students consider it to be fair. Only 3% of students are not happy with the prevailing conditions.
- Similarly the attitude and service of the administrative office during admissions, concession pass process and identity card process is satisfactory to the majority of the students.

(ii) Feedback on Teachers by the students

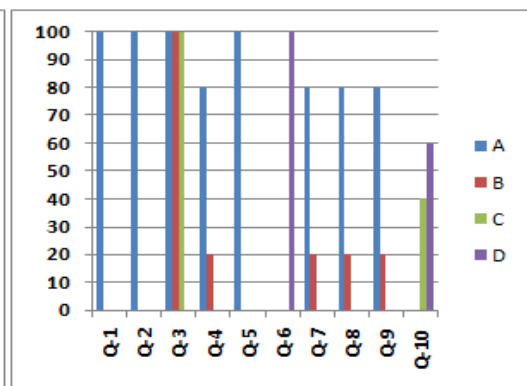
- Shree and Smt. P. K. Kotawala Arts College, Patan has a staff of 34 members belonging to 10 departments. The college has a system of getting feedback about teachers from students. IQAC prepared a feedback form consisting of 10 questions focusing on teaching power, command over language, study material, use of multimedia, syllabus completion, co-curricular activity and practical work, class taking ratio and support in preparation for conference/seminar projects etc. The IQAC collected feedbacks from average 40% students from all the departments. The result and analysis of the feedback about different departments are as under.

• Department of English

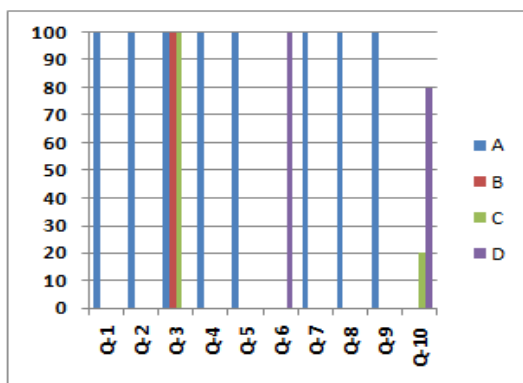
Dr. A. B. Trivedi



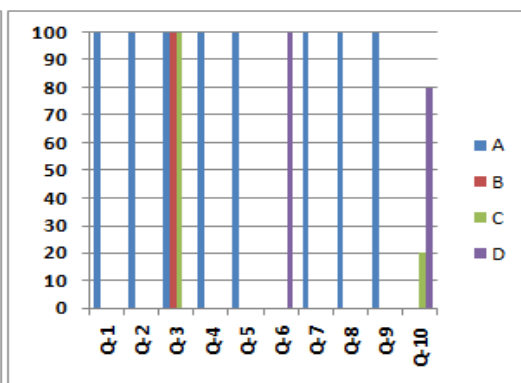
Prof. V. I. Patel



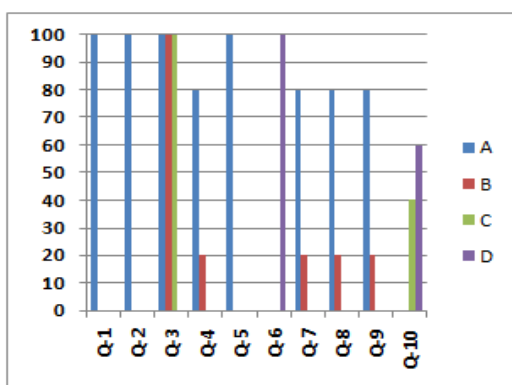
Prof. R. S. Patel



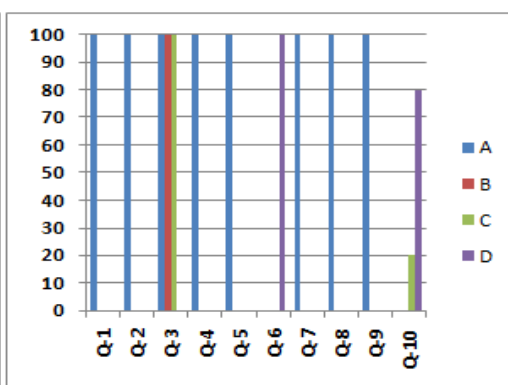
Dr. M. L. Revadivala



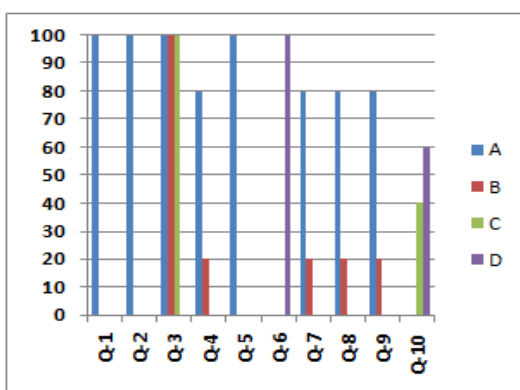
Dr. P. N. Vyas



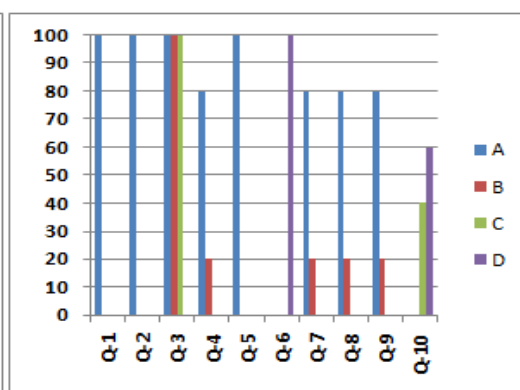
Dr. Z. B. Jani



Prof. J. P. Gohil



Dr. A. A. Pathak

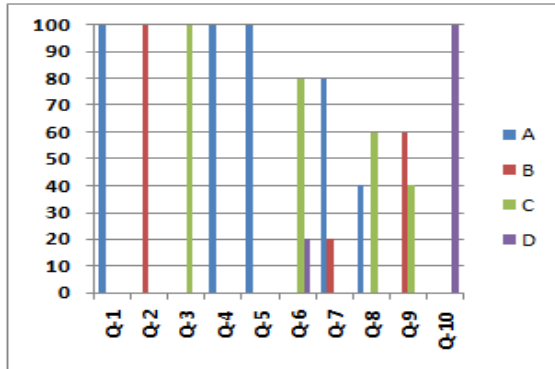


Department of English is headed by Dr. A. B. Trivedi. As far as teaching power and command over language is concerned, all the members of the department are proving 100% excellent. They have been using multi-media for teaching and providing reference books and lecture notes to the students. All the eight faculty members are rated between excellent and good in the quality of study material provided. Almost all the members see to it that the syllabus is completed satisfactorily. All the members support the students in

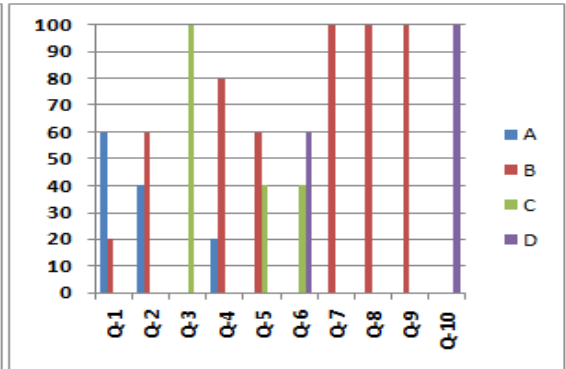
co-curricular activity and practical work wherever necessary. The faculty members support students in preparation for conference, seminar and small projects. The average class taking ratio of the faculty members of English department is 75%.

- **Department of History**

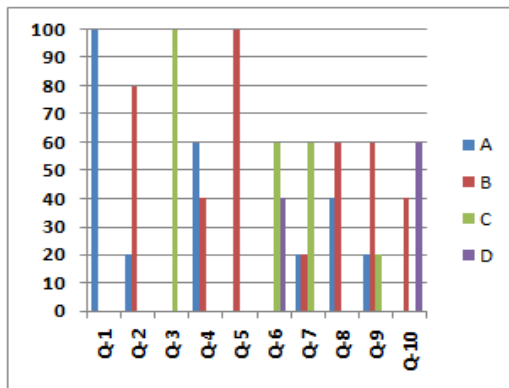
Dr. L. S. Patel



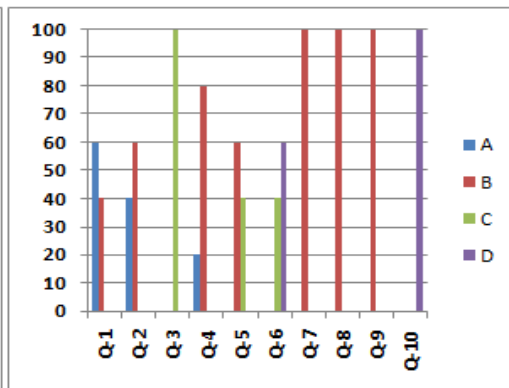
Dr. G. P. Shrimali



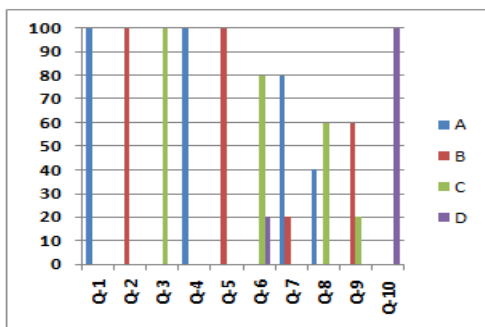
Dr. D. K. Soni



Dr. S. N. Bakotra



Dr. M. A. Agrawal

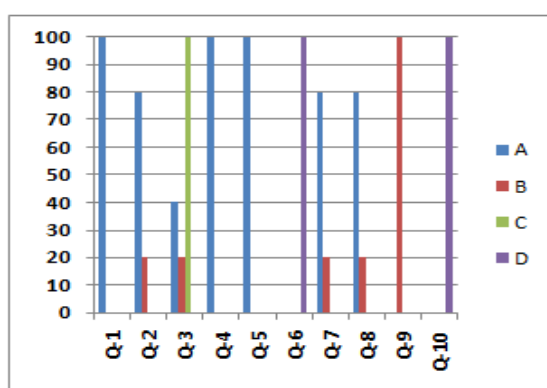


After English, the Department of History is the largest one in the college. This department is headed by Dr. L. S. Patel, the principal of the college. As far as teaching power and command over language is concerned, all the members of the department are proving 100% excellent. They have been using multi-media for teaching and providing

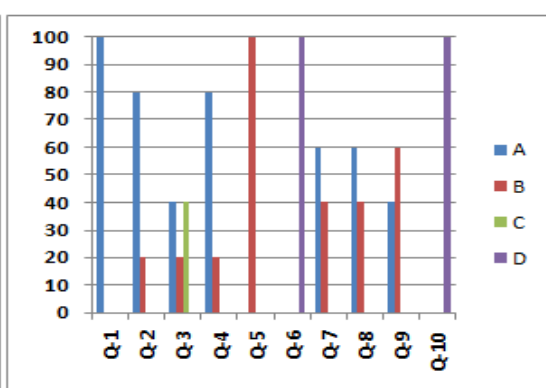
reference books and lecture notes to the students. Out of five faculty members, two members are rated excellent whereas three members are rated ‘good’ in the quality of study material provided. Almost all the members try their best to complete the syllabus satisfactorily. All the members support the students in co-curricular activity and practical work wherever necessary. All the members support students in preparation for conference, seminar and small projects. The average class taking ratio of the faculty members of History department is more than 90%.

- Department of Sanskrit

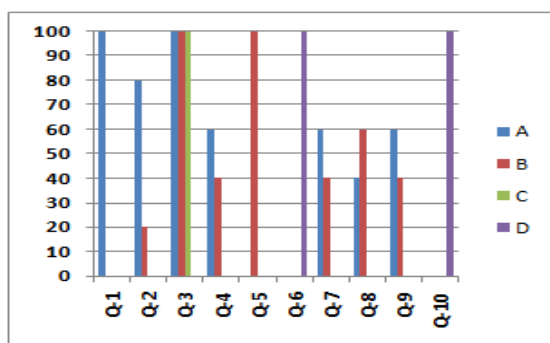
Dr. K. D. Vaishnav



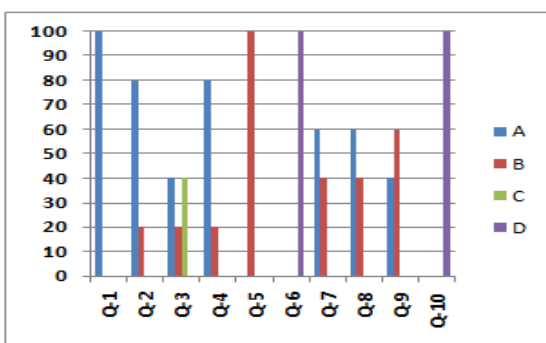
Dr. S. A. Joshi



Dr. R. H. Parekh



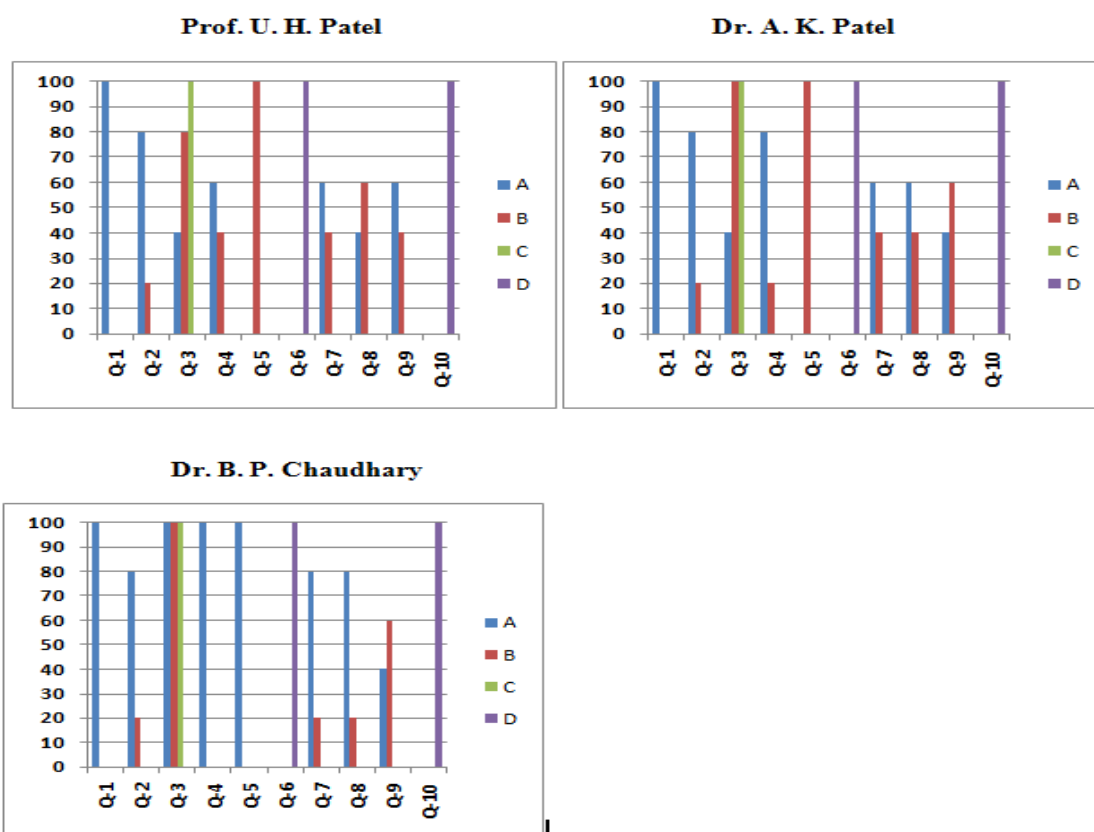
Dr. B. B. Chaudhary



Department of Sanskrit is another large department in our college. This department was earlier headed by Dr. S. A. Joshi. But as he decided to seek voluntary retirement, the responsibility of heading the department has come down to the next man Dr. K. D. Vaishnav. As far as teaching power is concerned, all the three members of the department are excellent and command over language is more than 80% perfect. They have been using multi-media for teaching and providing reference books and lecture notes to the students. Out of three faculty members, two members are rated between excellent and good whereas one member is rated ‘good’ in the quality of study material

provided. All the members support the students in co-curricular activity and practical work wherever necessary. All the members support students in preparation for conference, seminar and small projects. The average class taking ratio of the faculty members of History department is more than 90%.

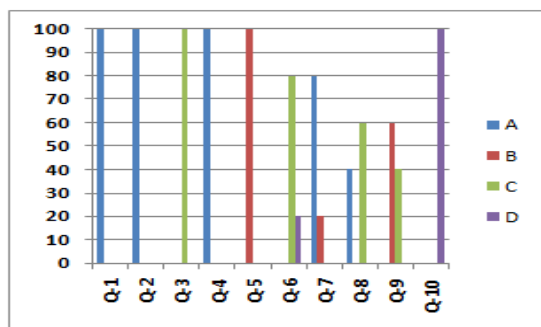
- Department of Economics



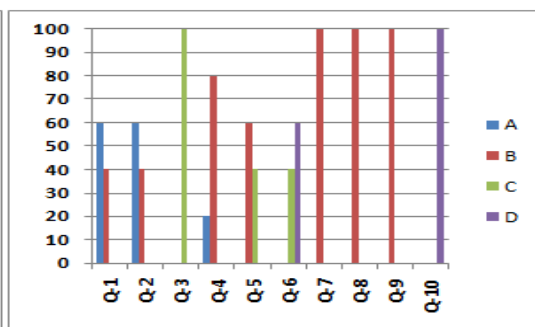
Department of Economics consists of three regular members. This department is headed by Mr. U. H. Patel. The arrival of two new faces in the department has increased the strength of the department. As far as teaching power is concerned, all the three members of the department are excellent and command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

- Department of Gujarati

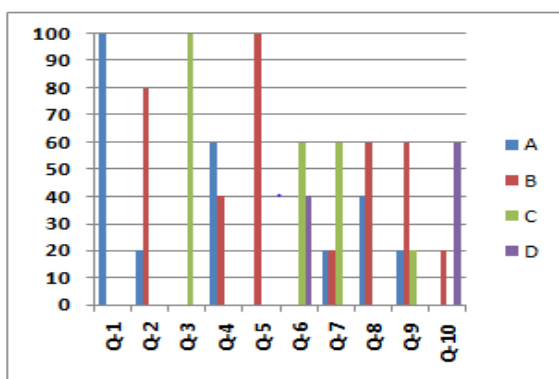
Dr. B. N. Solanki



Dr. B. M. Desai



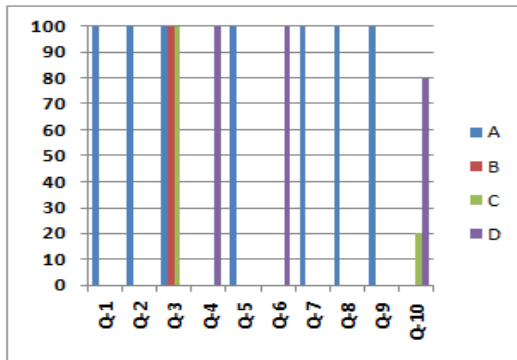
Dr. P. M. Chavda



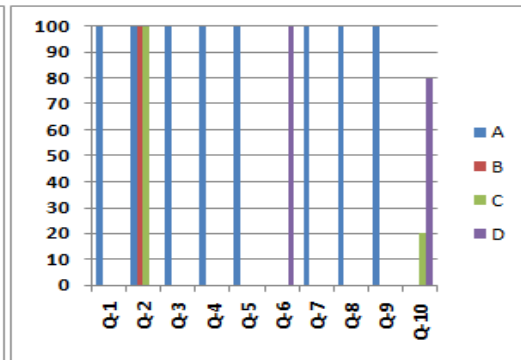
Department of Gujarati consists of three regular members. This department is headed by Dr. B. N. Solanki. As far as teaching power is concerned, all the three members of the department are excellent and command over language is more than 70% perfect. They have been using multi-media for teaching and providing reference books and lecture notes to the students. Out of three faculty members, one member is rated excellent while two members are rated ‘good’ in the quality of study material provided. All the members see to it that their syllabus is completed satisfactorily. All the members support the students in co-curricular activity and practical work as per their convenience. All the members support students in preparation for conference, seminar and small projects. The average class taking ratio of the faculty members of Gujarati department is more than 80%.

- Department of Psychology

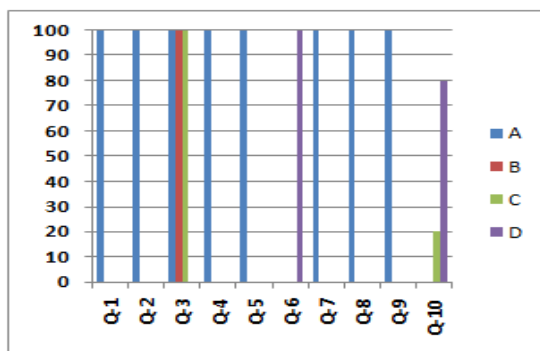
Prof. C. S. Patel



Dr. U. J. Goswami



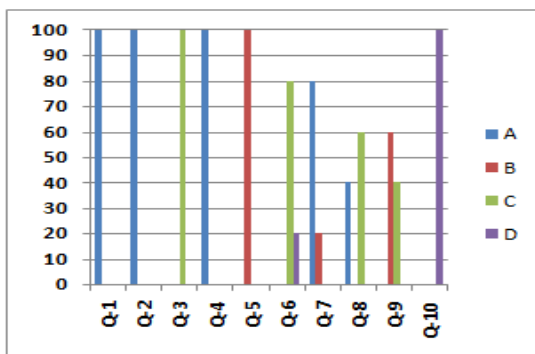
Dr. P. D. Barot



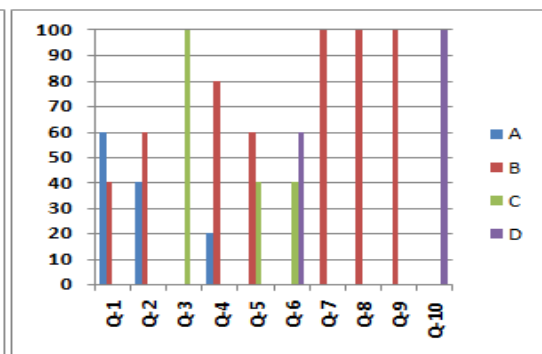
Department of Psychology also consists of three regular members. This department is headed by Shri C. S. Patel. As far as teaching power is concerned, all the three members of the department are excellent and command over language is 100%. They have been using multi-media for teaching and providing reference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

- Department of Hindi

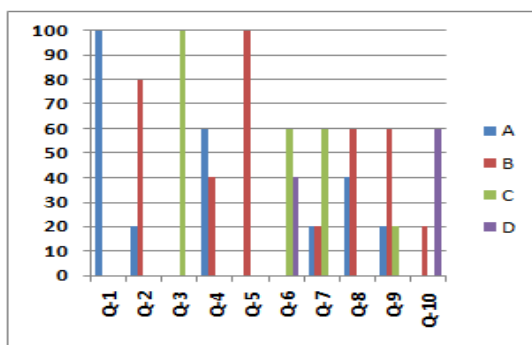
Dr. A. K. Tadvi



Prof. A. K. Joshi



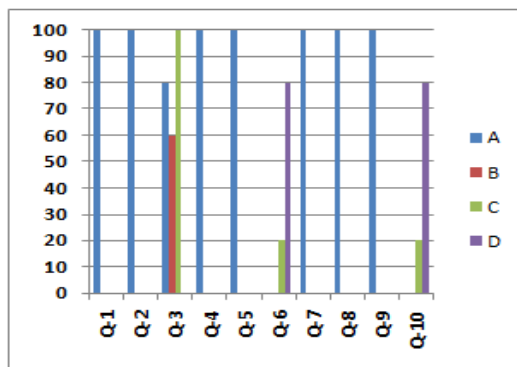
Prof. B. M. Patel



Department of Hindi has been a three member department. But, due to long illness of Dr. A. K. Tadavi, all the load of teaching was borne by the other two members during the year. This department is temporarily headed by Dr. A. K. Joshi. As far as teaching power is concerned, all the three members of the department are excellent and command over language is 100%. They have been using multi-media for teaching and providing reference books and lecture notes to the students. All the three faculty members are rated good in the quality of study material provided. All the members try their best to get their syllabus completed satisfactorily. All the members support the students in co-curricular activity and practical work as per their convenience. All the members support students in preparation for conference, seminar and small projects. The average class taking ratio of the faculty members of Hindi department is more than 80%.

- **Department of Prakrit**

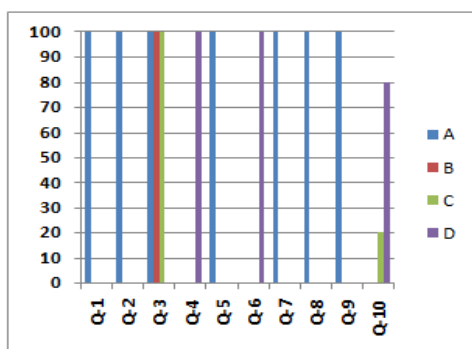
Prof. Kunal Kapasi



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

- **Department of Sociology**

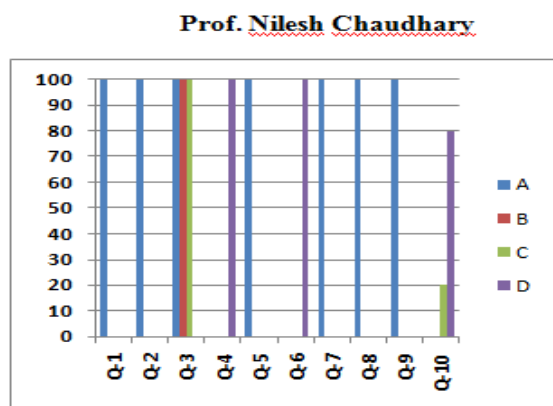
Prof. H. J. Rao



Department of Sociology is a department of a two full-time members. This department is headed by Hiren Barot. As far as teaching power is concerned, Mr. Barot is excellent and his command over language is 100%. He has been using multi-media for teaching and providing reference books and lecture notes to the students. He is rated excellent in the quality of study material provided. He sees to it that the whole syllabus is completed satisfactorily. Mr. Barot supports the students in co-curricular activity and practical work

as per their convenience. He also supports students in preparation for conference, seminar and small projects. The average class taking ratio of the faculty members of Sociology department is 80%.

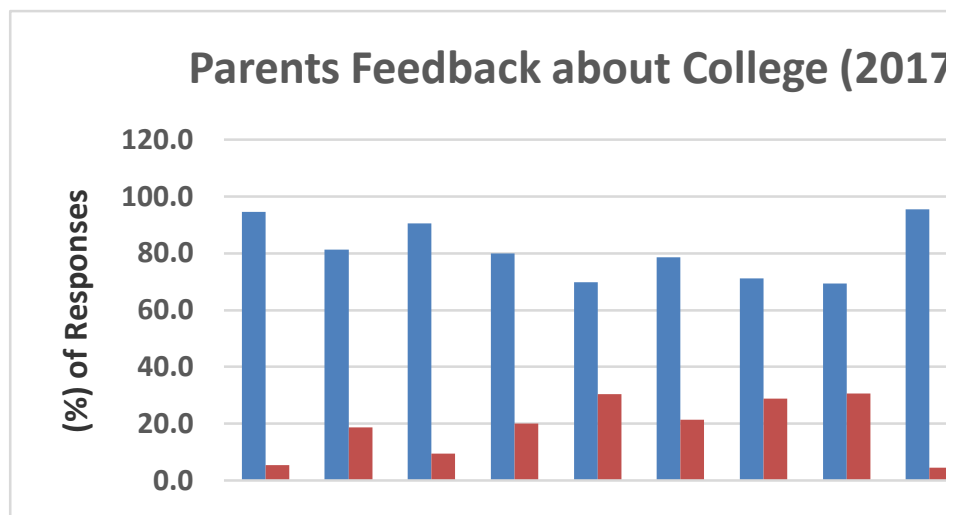
- **Department of Geography**



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

(iii) **Feedback from Parents**

As mentioned earlier, the college takes feedback from the parents by getting the feedback forms filled up manually on regular bases every year. The college has made it a tradition to hold parents' Association Meeting on 2nd Sunday of September every year. During 2017-18, the meeting of parents' association was invited on 10th September, 2017. There were 80 parents of students studying at different levels in our college. During this meeting, the members of the association filled up the forms and extended their opinions. The findings of the feedback are presented hereunder in the form of a chart. The analysis of the feedback is as under.



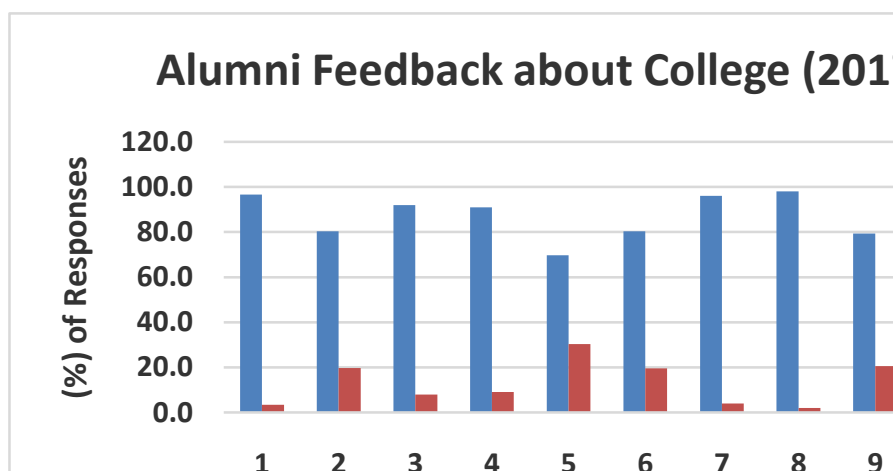
- Out of total 80 members, almost all the parents believe that this institute is better than other institutions in this area for education and development of their ward.
- According to 85% of the parents, the facilities available in the college are adequate.
- Looking at the security measures in the campus and its performance, more than 90% of the parents feel that their respective ward is fully secured in the campus.
- The facilities available in our college library are unique in its own way. This is the opinion of 80% of the parents. It proves that college has a sound base for research activities too.
- Nearly 70% of the parents are satisfied with the co-operation of administrative staff during the process of admission, generation of concession pass etc. Some parents were not satisfied due to the delay in submission of admission form or scholarship form. The IQAC explained to them that the college being an institute with highest number of students in North Gujarat, they had to face some problems. The college authorities promised to deploy an additional man for such duties in future.
- As ours is a rural area, it is difficult to bring the parents to the college for meeting with authorities and teachers. Yet almost 80% of parents believe that the teaching staff is easily approachable and they can converse with them regarding the education of their ward. They also agreed affirmatively that their wards have all the freedom and ease to contact or communicate with any member of teaching staff.
- Parents are careful about the personality development and soft skills among their children. Out of this group of parents, more than 71% of them believe that they found up-gradation in the personality of their children and their positive attitude towards softskills.
- Nearly 70% of the parents are satisfied with the syllabus catered to their children. Some of the parents are not satisfied with the syllabus. They believe that the usefulness of this

syllabus is not up to the required level in the present world. But the college has to follow the syllabi framed by university. Even though our college is taking certain steps so that students can be self- dependent.

- All the parents are satisfied with the timely declaration of exam results.
- 81% of the parents are fully satisfied with the progressive measures being introduced during recent years. The parents believe that the changes like installation of infrastructure; OHPs, smart class etc are progressive welcome changes.

(iv) **Feedback from Alumni**

The College has maintained a tradition to organize an Alumni Association Meeting on first Sunday of September every year. During 2017-18, the Alumni Association meeting was invited on 3rd September, 2017. The institute was visited by 77 alumni belonging to different department of the college. Their opinions about the college were collected in the form prepared for feedback. The findings of the feedback are presented hereunder in the form of a chart. The analysis of the feedback is as under.



- The alumni agreed anonymously in their response to the question regarding the activities carried out by the college for overall development of students.
- More than 80% of the alumni agreed to contribute in the development of the college through donation. But the college has maintained a tradition not to accept any amount from the alumni. So the authorities are grateful to the alumni for such a kind gesture. The college has promised them to give an opportunity to pay back in some other way.
- More than 90% of the students agreed to institute’s ability to handle the grievances of students properly. Nobody from the alumni disagreed with this question.
- More than 90% of the alumni believe that institute has enough infrastructures for dissemination of knowledge. Responding to marginal disagreement from alumni in the

past, the college added 13 rooms in the building during 2015-16 and 03 rooms in the year 2017-18.

- There was a little bit of disagreement among the alumni regarding the usefulness and relevance of education imparted in the institution for job. Nearly 70% alumni agreed that the education imparted is useful. But 20% of alumni disagreed with it. The authorities agree to this change because the college is supposed to teach the syllabus fixed by the university. Even though the college is carrying out activities under Mahila Cell which can give job opportunities to the students.
- More than 80% of the alumni agreed to the clause that the placement cell of the institute has been providing placement opportunities. For last many years college is either hosting job placement programmes or sending the students to such job fairs whenever organized by the government and other institutes.
- All the alumni present agreed unanimously that the anti-ragging cell of the college has put a check on anti-social activities. There has been no incident of ragging recorded in the college for many years. The college and alumni are proud of it.
- Everybody happily agreed to the clause about the hospitality of the institute for the alumni.
- Nearly 80% of the alumni believe that they receive regular updates about the activities in the college via website, students, teachers, relatives and newspapers. The college has now promised to establish a system which will reach the alumni through social media. Dr.P.D.Barot and his team have been assigned this duty.
- All the members of the alumni association feel proud to be associated with Shri and Smt. P.K.Kotawala Arts College, Patan.

The IQAC invited suggestions from the alumni. In its response, the alumni gave suggestions like more need for cleanliness, check on outsiders, check on speeding bikers etc.

In response to the requirements following these suggestions, the management authorities increased security staff on the campus and also got five bumps erected in a distance of 200 meters. The college authorities appointed two more sweepers in order to take care of cleanliness issue.

BEST PRACTICE - I

Best Practice No. 1:

1. Title: Swami Vivekanand Free Evening School for Poor Children

2. Goal: To provide education to the deprived and thereby develop values like brotherhood, patriotism, and humanity and also to inculcate the quality of self-confidence and leadership.

3. Challenges:

- To convince poor parents for sending their children to school
- To prepare a group of volunteers for this social service
- Arrange for basic facilities like class room, water, electricity, black board and education kits
- To arouse love for education among the children who don't like going to school

4. The Practice:

Keeping the above mentioned goals in mind and moved by the idea of helping the deprived section of society, a team of college teacher along with a handful of students decided to proceed for this philanthropic cause. The team was soon strengthened by some of the students of surrounding colleges and some members from police department. There are around 25 students visiting the school regularly and extending their services in different groups of the students. This team of teachers and students, along with providing basic education, carry out the activities like games, physical exercise, dancing lessons and competition, story-telling, new-paper reading etc. With the passage of time, the students have got interested in this school, and consequently the number of students turning up to school has increased.

5. Evidence of Success:

- The strength of beneficiary students has increased from 08 to 410.
- Most of these students come to school regularly.
- Out of these students, 42 students scored more than 90% marks in their respective classes.
- Patan District Collector, District Superintendent of Police, D.D.O., D.E.O. and other officials have also extended their helping hands in this philanthropic mission.
- The activity has been taken note of by media and NGOs.

6. Problems Encountered and Resources Required:

- Seasonal changes have sometimes become hindrance in smooth functioning of this school.
- Lack of minimum required financial assistance also is a challenge.
- Illiterate parents of the children are difficult to convince. They see their children as potential earning members of their family.

Best Practice No. 2:

1. Title: Inviting scholarships from External Non-Government Agencies

2. Goal: Providing financial help to SC, ST, OBC students in addition to Government scholarships

3. Challenges:

- Searching sources
- Convincing the company of the worth of the college
- Contacting students and getting their details

4. The Practice:

The students of our college are coming from the socially and economically backward surrounding. Many of them need financial support to complete their studies. Government provides some help in the form of scholarships, free bus-pass to girl students, etc. The college becomes very instrumental in making things possible in students' receipt of scholarships directly from the government offices. But even after that students need money to meet other expenses.

Successful efforts were made by our college to make available additional scholarship of Rs. 4,800/- to Rs. 6,500/- per student to the SC, ST, OBC students of BA Semester-I. About 481 students got scholarship from HPCL Company, Baroda under *Community and Social Responsibility* scheme. Our college made all correspondence and other formalities required for the purpose. HPCL Company officials personally handed over cheque of Rs. 26, 80,100/- to the Principal in a function organized by the college. The amount was then distributed / deposited directly in the bank accounts of the beneficiary students.

5. Evidence of Success:

- Photograph of the total amount cheque worth Rs. 26,80,100/-
- Photographs of the scholarship distribution function
- List of beneficiaries

6. Problems Encountered and Resources Required:

- Many students did not respond to the call for the application form
- Students took a lot of time in submitting their required details
- College had to individually contact / call the students to persuade them for submitting their data

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