# Yearly Status Report - 2018-2019

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1. Name of the Institution** | **SHRI AND SMT. P. K. KOTAWALA ARTS COLLEGE** |
| Name of the head of the Institution | **Lalitkumar Shankarlal Patel** |
| Designation | **Principal** |
| Does the Institution function from own campus | **Yes** |
| Phone no/Alternate Phone no. | **02766-220483** |
| Mobile no. | **9824075478** |
| Registered Email | **artspatan@yahoo.co.in** |
| Alternate Email | **drllalitspatel@gmail.com** |
| Address | **NGES Campus, Raj Mahel Road,** |
| City/Town | **PATAN** |
| State/UT | **Gujarat** |
| Pincode | **384265** |

## 2. Institutional Status

| | |
|---|---|
| Affiliated / Constituent | **Affiliated** |
| Type of Institution | **Co-education** |
| Location | **Semi-urban** |
| Financial Status | **state** |
| Name of the IQAC co-ordinator/Director | **Dr. Mukund L. Revadivala** |
| Phone no/Alternate Phone no. | **02766220483** |
| Mobile no. | **9925306361** |
| Registered Email | **pkkadrmukund777@gmail.com** |
| Alternate Email | **mcudrmukund@gmail.com** |

## 3. Website Address

| | |
|---|---|
| Web-link of the AQAR: (Previous Academic Year) | http://patanarts.org/wp-content/uploads/2018/10/AQAR-2017-18.pdf |

| | |
|---|---|
| **4. Whether Academic Calendar prepared during the year** | **Yes** |
| if yes,whether it is uploaded in the institutional website: Weblink : | http://patanarts.org/final-academic-calendar-2018-19/ |

## 5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
|---|---|---|---|---|---|
| | | | | Period From | Period To |
| **1** | **B++** | **81** | **2006** | **02-Feb-2006** | **01-Feb-2011** |
| **2** | **B** | **2.50** | **2013** | **25-Oct-2013** | **24-Oct-2018** |
| **3** | **B++** | **2.94** | **2019** | **01-Apr-2019** | **31-Mar-2024** |

| | |
|---|---|
| **6. Date of Establishment of IQAC** | **27-Sep-2006** |

## 7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture |
|---|
| |

| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |
| --- | --- | --- |
| No Data Entered/Not Applicable!!! | | |
| View File | | |

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
| --- | --- | --- | --- | --- |
| Shri & Smt. P. K. Kotawala Arts College, Patan | Infrastructure Grant (for new Construction, Renovation and Upgradation and Equipments and Facilities) | RUSA | 2019 365 | 10000000 |
| No Files Uploaded !!! | | | | |

| **9. Whether composition of IQAC as per latest NAAC guidelines:** | Yes |
| --- | --- |
| Upload latest notification of formation of IQAC | View File |
| **10. Number of IQAC meetings held during the year :** | 4 |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | Yes |
| Upload the minutes of meeting and action taken report | View File |
| **11. Whether IQAC received funding from any of the funding agency to support its activities during the year?** | No |

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

| No Data Entered/Not Applicable!!! |
| --- |

| View File |
| --- |

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

| Plan of Action | Achivements/Outcomes |
| --- | --- |
| No Data Entered/Not Applicable!!! | |

| 14. Whether AQAR was placed before statutory body ? | No |
|---|---|
| 15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ? | No |
| 16. Whether institutional data submitted to AISHE: | Yes |
| Year of Submission | 2019 |
| Date of Submission | 23-Jan-2019 |
| 17. Does the Institution have Management Information System ? | No |

<div align="center">Part B</div>

## CRITERION I – CURRICULAR ASPECTS

**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Our college is affiliated to the Hemchandracharya North Gujarat University, PATAN. Hence, the institution scrupulously follows the Curriculum and Academic Calendar prescribed by the University (HNGU) for the Courses / Programmes offered. Students are informed about the Academic Calendar in which the probable teaching days, dates of Internal Examinations, Co-curricular and Extra-curricular activities, etc. are mentioned. Praveshotsav and Orientation Programme are organized every year for newly admitted students (B. A. Sem. I) to acquaint them with the mechanism set up for Curriculum delivery and implementation and also the organization of Co-curricular and Extra-curricular activities. Though the college doesn't have a direct involvement in the framing of the Curriculum, the institution exerts its influence through the faculties holding various positions in the Boards of Studies in different subjects. Individual Departments, through co-curricular activities like Seminars, Workshops, Guest Lectures and Term Papers, attempt to complement the curriculum. Remedial Courses are offered, if needs be, to the weak students, based on their performance in the University Exams. The major goal of the college is an all round development of students for competence and productive career in a challenging and competitive world. The college has earned good reputation for its quest for excellence and student friendliness. The College BoS takes steps to enhance the effectiveness of the implementation of the Curriculum by analyzing the suggestions given by the members of the committee. These suggestions are communicated to the Boards of Studies, HNGU. Thus, the content gets updated time and again. Different Departments of the college conduct meetings for allotment of classes and syllabus distribution among the teachers. General and Departmental Time Tables and necessary instructions are displayed on the college Notice Boards. Currently, the College offers Eight UG Programmes, Seven PG Programmes and Six Ph. D. Programmes. In UG and PG Programmes, Professional Ethics, Communicative Skills in Different Languages

taught in the college, Promotion of Self-Learning Group Studies, Vocational Training, Transferable Life Skills, Educational Tours and Field Work occupy a significant place under General studies. Experimental Learning, Problem Solving, Practical and Communicative Skills, Computer Knowledge, General Awareness and Women Issues also receive emphasis in dealing with the Curricular Aspects. Along with the traditional Chalk and Talk Method, teachers regularly use ICT during their lectures for making their teaching effective and interesting. The College-Mobile-App. (titled Arts College Patan) has enabled our students to get requisite reading material as well as information regarding the institution. Students are exposed to the latest developments in their respective fields through Guest Lectures and Seminars. Before the commencement of each semester, the faculty members frame Lesson Plans (Teaching Plans) as per the Academic Calendar and these plans are implemented in accordance with the Academic Diaries. Feedback is collected from the students and parents for getting response on Curricular and Co-curricular Activities. Thus, the college provides ample encouragement and opportunity for the overall development of the students, equipped with different soft skills and entrepreneurship. Student satisfaction survey is conducted by IQAC to improve the Teaching-Learning Process of each Department.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | |

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---|---|---|
| No Data Entered/Not Applicable !!! | | |
| No file uploaded. | | |

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|---|---|---|
| No Data Entered/Not Applicable !!! | | |

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

| | Certificate | Diploma Course |
|---|---|---|
| No Data Entered/Not Applicable !!! | | |

## 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|---|---|---|
| Transferable Life Skills (Sewing / Embroidary / Beauty Parlour / Rakhi Making / Imitationa Jwellery Training) | 02/07/2018 | 159 |
| Sanskrit Sambhashan (STS) | 06/08/2018 | 55 |

| Short Term Course in Co-operation | 16/07/2018 | 61 |
| --- | --- | --- |

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## 1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
| --- | --- | --- |
| No Data Entered/Not Applicable !!! | | |

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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

| Students | Yes |
| --- | --- |
| Teachers | Yes |
| Employers | No |
| Alumni | Yes |
| Parents | Yes |

### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

| Feedback Obtained |
| --- |
| • Feedback on the teaching-learning process is received from students as Students Satisfaction survey based on a structured questionnaire framed and approved by the IQAC of this college. The IQAC decides a day to get the feedbacks from students. This day is generally towards the end of the year before University Exam. The feedback forms are distributed to the students in their classes and are given enough time and complete freedom to express their views through the feedback. The received feedback forms are then analyzed by the IQAC and the report is submitted to the Head of the institution with necessary suggestions based on this feedback. • Our college also takes one more feedback from the students regarding the syllabus that they have studied during the years of their graduation. This feedback is also analysed and made a report on. • Teachers provide informal as well as formal feedback to the head of the institution on different academic, administrative and other affairs related to the college. • The college holds a meeting with the Alumni on first Sunday in September every year. The alumni also provide their feedback about the institution and activities in the college. The feedback is analysed and suggestions of the alumni are discussed by the IQAC. If any suggestion of the alumni is found appropriate for the development of the college, it is implemented too. • The college also holds a meeting of Parents-Teacher Association on second Sunday in September every year. The parents also provide their feedback about the institution in a form prepared by the IQAC. The feedbacks are discussed by the IQAC. The college authorities try to fulfil the requirements of the parents for their wards. • Members of Anti-Ragging committee and Grievance Redressal Cell also receive feedback from students through complaint box. Grievances (if any) and necessary suggestions can be registered to the Grievance Redressal cell of the college through this Complaint box fixed near the Principals office. The composition of the Grievance Redressal Cell is altered every year at the beginning of academic session. It always incorporates a student representative from the college. • The college is planning to introduce online feedback system from the academic session 2019-2020. |

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | |
| View File | | | | |

### 2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|---|---|---|---|---|---|
| 2018 | 1803 | 442 | 4 | 0 | 30 |

### 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
|---|---|---|---|---|---|
| 34 | 31 | 181 | 9 | 2 | 12 |
| View File of ICT Tools and resources | | | | | |
| View File of E-resources and techniques used | | | | | |

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring of students is conducted positively by the all the faculties of each department in the institution. Mentoring of students is based on the following objectives: • To increase the teacher-student contact hours • To address the problems faced by students in fields other than regular syllabi • To encourage advanced learners and support slow learners • To decrease the student drop-out rates • To prepare students for the competitive world • To provide suggestions to come out of the problems that affect their educational journey Every year, all the departments jointly organize orientation sessions during the first week for students of first semesters. Along with the information about activities, facilities, importance of discipline etc. in the college, they explain the designing and implementation of the mentoring system in the college. In the mentoring process, all necessary information related to the student such as the contact number, email of the student, family income, category, gender etc are initially collected by the department. All the students are equally distributed among the full time teachers in the college. The teachers maintain interaction with students allotted to them through individual meetings, social networking sites and through direct contact too. Teachers discuss with parents during parent-teacher meetings and try to identify the problems faced by students and related issues. The teachers maintain the records of the academic and general performance of the students. As ours is a college with large number of students, teachers have to stretch a lot to keep in touch with all his/her mentees. To overcome this constraint, teachers sometimes suggest students to use social media to contact the teacher. The focus of the teachers remains mainly on grooming the character and personality of the mentees. They mentor the mentee in the direction of carving a right path to career. Outcome of the departmental mentoring system in the current year (2018-2019) 1. Significant improvement in the teacher-student relationship has been observed 2. Four students of different departments in 2018-2019 have achieved gold-medal at their final year exams. 3. Students have participated and presented papers in state level and national seminars. 4. They have made winning a habit in activities like elocution, debates, essay writing and other similar contests organized by external agencies 5. Students have shown outstanding performance in sports tournaments. College has become invincible in most of the games played in the university. Some of the students belonging to the rural background have rose upto

national level and made mark in sports.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| --- | --- | --- |
| 1803 | 28 | 1:64 |

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
| --- | --- | --- | --- | --- |
| 35 | 28 | 7 | 0 | 22 |

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
| --- | --- | --- | --- |
| 2019 | Dr. Piyush M. Chavda | Assistant Professor | Dr. Bhogilal Sandesara Award (State Level) |
| No file uploaded. | | | |

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
| --- | --- | --- | --- | --- |
| No Data Entered/Not Applicable !!! | | | | |
| View File | | | | |

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College being affiliated to Hemchandracharya North Gujarat University, Patan, follows the University norms and guidelines regarding semester-end examination and evaluation. Institution follows the University Calendar for semester-end internal examination. As it is 70:30 pattern of annual and internal examination, the college has to hold examination and get evaluation done of 30 of the whole paper. Out of these 30 marks, the college holds traditional examination for 20 marks. The other 10 marks are allotted to Continuous Internal Evaluation (CIE) comprising of assignments, Unit Tests and class seminars etc. It is strictly observed that every student passes through this CIE process during the year. Assignments : During the first month of teaching, all the students are assigned the topics on which they can prepare their assignments in every course of their programme. The teachers collect these assignments towards the end of the semester and assess them. They are given marks on the bases of this assessment. Unit Tests : All the syllabi introduced in 2011 have four Unit system in each paper. Therefore, the IQAC prepares the Academic Calendar in such a way that the week of four Unit Tests in each paper held during the semester. It is compulsory for the students to take these Unit Tests. The mark sheets of these four Unit Tests are compiled at the end of the year and the results get reflected in the internal award of marks. Class Seminars : In the initial days of semester, all the departments

individually assign at least one topic for seminar from any of the course in the syllabus. The department fixes one lecture a week for class seminar. Every student has to appear in front of the class at least once in a semester and make a presentation on the given topics. Teachers remain present in the class and rate the quality of seminar. Apart from these routine setup of CIE, some departments employ certain additional methods with an intension of sharpening the academic skills of the students. • Economics department holds a field survey of any co-operative dairy or a co-operative bank etc every year. • Faculties of Departments of English, Psychology and Economics use Google Classroom to float tests regarding the current topics in the syllabus and assess them. • Sanskrit department organizes Sanskrit Sambhasan classes every year. The students are made to use Sanskrit for communication at the end of the classes. • The faculties of history visit historical places with the students and guide them about history through those monuments.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution being affiliated to Hemchandracharya North Gujarat University, Patan, follows the University Academic Calendar, norms and guidelines regarding examination and evaluation. Examinations are conducted at the end of each semester by the affiliating University. College informs students about the university notices and circulars related to the examinations from time to time through college application on Google, college website, student notice board, departmental notice boards and also verbally by the faculty members of the department. All the departments conduct internal assessment of students and students are well informed about these internal examinations well in advance by the department. Internal assessment dates are also provided by the college in the proposed academic calendar prepared at the beginning of each academic session, which is uploaded in the college website. The IQAC follows the major events mentioned in the University Academic Calendar in preparing the Institutional Academic Calendar. The IQAC tries to cover majority of routine events and also incorporates some proposed events in the calendar. The IQAC suggests the approximate week for the execution of a particular activity. The IQAC sees to it that the activities or events are carried out during a stipulated week. Sometimes IQAC allows flexibility in the time of execution of the event but they strictly adhere to conduct of all the activities.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://patanarts.org/courses/

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | |

View File

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://patanarts.org/2018-19-ss-report/

# CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 – Resource Mobilization for Research

### 3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | |
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## 3.2 – Innovation Ecosystem

### 3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

| Title of workshop/seminar | Name of the Dept. | Date |
|---|---|---|
| Socio-Economic Development of India: Requirements and Reality | Economics and Sociology | 16/02/2019 |
| Achhandas Kavita Vichar (Blank Verse Poetry) | Gujarati | 14/02/2019 |
| Lalit Kala Abhignata Shibir (Workshop 3 days) | College | 06/01/2019 |

### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | |
| No file uploaded. | | | | |

### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | |
| No file uploaded. | | | | | |

## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|---|---|---|
| No Data Entered/Not Applicable !!! | | |

### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

| Name of the Department | Number of PhD's Awarded |
|---|---|
| Gujarati | 1 |
| Physical Education | 6 |

### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|---|---|---|---|
| National | Hindi | 4 | 1.6 |
| National | Gujarati | 3 | 0 |
| National | English | 5 | 0 |

| National | Psychology | 3 | 0 |
|----------|-----------|---|---|
| National | Prakrit | 2 | 0 |
| National | Economics | 7 | 0 |
| National | History | 7 | 0 |
| National | Sanskrit | 6 | 0 |
| National | Sociology | 4 | 0 |

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | Number of Publication |
|------------|----------------------|
| Gujarati | 1 |
| Hindi | 3 |
| Geography | 1 |

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|---|---|---|---|---|---|
| **No Data Entered/Not Applicable !!!** | | | | | | |

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---|---|---|---|---|---|---|
| **No Data Entered/Not Applicable !!!** | | | | | | |

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty | International | National | State | Local |
|---|---|---|---|---|
| **Attended/Seminars/Workshops** | 0 | 0 | 2 | 0 |
| **Presented papers** | 18 | 65 | 26 | 0 |
| **Resource persons** | 0 | 2 | 0 | 2 |

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## 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such | Number of students participated in such |
|---|---|---|---|

|  |  | activities | activities |
| --- | --- | --- | --- |
| Cleanliness Drive in the College | NSS | 2 | 60 |
| RCTC Camp, Srinagar | NCC | 1 | 2 |
| Weapon Training Seminar | NCC | 1 | 41 |
| Tree Plantation | NCC and NSS | 1 | 85 |
| Thelessemia Check Up Camp | Psychology and Red Cross | 4 | 426 |
| NSS Annual Camp | NSS | 1 | 50 |
| Free Cattle Treatment Camp | NSS and Dudh Sagar Dairy | 1 | 50 |
| Street Plays on Social Problems | NSS and Dharpur Gram Panchayat | 5 | 50 |
| Voter Awareness Programme | NSS | 2 | 4 |
| Blood Donation Camp | Women Cell and Dharpur Medical College | 5 | 50 |

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
| --- | --- | --- | --- |
| **No Data Entered/Not Applicable !!!** | | | |
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activites | Number of students participated in such activites |
| --- | --- | --- | --- | --- |
| Acquaintance with the Nature | Eco-Club and Forest Department of Panchmahal District | Eco- Nature Camp | 1 | 48 |
| Legal Awareness | Women Cell and Advocate Miss. Sandhyaben Pradhan | Lecture on Mahila Kanooni Shibir | 3 | 102 |
| Health Awareness | Women Cell and Dr. Atul Agrawala | Awareness about Adolecence | 3 | 136 |
| Abhayam Awareness | Iinstitutes Sakhi, One Stop and Swadhar | Awareness about Abhayam 181 Application | 4 | 82 |

| | Gruh | | | |
|---|---|---|---|---|
| Health Awareness | NSS and | Health Camp | 1 | 50 |
| Traffic Awareness | NSS and Police Department | Traffic Awareness Rally | 1 | 50 |

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## 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of activity | Participant | Source of financial support | Duration |
|---|---|---|---|
| Faculty Exchange and Student Exchange | Arts & Commerce College, Radhanpur | College | 06 |
| Faculty Exchange and Student Exchange | Arts & Commerce College, Deesa | College | 06 |

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | |
| No file uploaded. | | | | | |

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | |
| No file uploaded. | | | |

# CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|---|---|
| 700000 | 354674 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| No Data Entered/Not Applicable !!! | |
| View File | |

## 4.2 – Library as a Learning Resource

### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
|---|---|---|---|
| SOUL | Fully | 2.0 | 2010 |

### 4.2.2 – Library Services

| Library Service Type | Existing | Newly Added | Total |
|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives &amp; institutional (Learning Management System (LMS) etc

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

## 4.3 – IT Infrastructure

### 4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/ GBPS) | Others |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 163 | 3 | 2 | 1 | 0 | 2 | 8 | 50 | 0 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 163 | 3 | 2 | 1 | 0 | 2 | 8 | 50 | 0 |

### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

| 50 MBPS/ GBPS |
|---|

### 4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|---|---|
| Video conferencing-Media centre | https://www.youtube.com/watch?v=Bo9IX6S73Sw |
| Smart board-Media centre | https://www.youtube.com/watch?v=Bo9IX6S73Sw |
| Handy cam with tripod-Media centre | https://www.youtube.com/watch?v=Bo9IX6S73Sw |
| DSLR camera-Media centre | https://www.youtube.com/watch?v=Bo9IX6S73Sw |

| | | Mimio Recorder | | | |
| --- | --- | --- | --- | --- | --- |

https://www.youtube.com/watch?v=Bo9IX6S73Sw

## 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilites |
| --- | --- | --- | --- |
| 22 | 2857190 | 10 | 1416167 |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

1. Construction, maintenance and repairing of academic buildings, library, classrooms, electrical appliances and other physical infrastructure of Shri Smt. P. K. Kotawala Arts College, Patan is taken care of by the North Gujarat Education Society, Patan. Principal of the College, intimates the construction, maintenance and repairing related requirements, as and when required, to the Executive Director of NGES Campus. The Executive Director on behalf of the Management advertises a tender in local and state level news papers and invites bids from various agencies dealing with the requirement. Having received the bids from these agencies, the Management assigns the work to the bidder who has lowest rates in the list. The contracts are assigned to the lowest bidders every year. Management intends to follow purely impartial procedure. 2. Moreover, the college receives grant from the Higher Education Department, Government of Gujarat under Various Heads. Different Heads mention the assigned budget for procurement of different items which include sports items, books journals, equipment and contingency. For the year 2018-2019, the total amount received under General Development Grant was Rs. 6,40,000/- only. Such grant under Plan Head can be used under for Addition or alteration of the building, purchase of books and journals, Equipments, Laboratory, Connectivity, Career and Counseling Activities, Cultural Activities, Development of ICT etc. Under Non-Plan Head, the grant can be used to some extent for maintenance of equipment, computers and other items. Under Non-Plan Head, maintenance and security of physical infrastructure is also done, such as telephone services, security guard, office expenses, travelling allowances, CCTV surveillance etc. 3. While purchasing equipment from any fund, it is always ensured that the installation charges and maintenance charges (within warranty period) are provided by the company, which delivers the equipment. Such clause is inserted in the work order of the equipment. 4. Portion of the fund received under RUSA Scheme is being utilized for upgradation and repairing of the existing laboratories and other existing infrastructure.

http://patanarts.org/4-4-2/

# CRITERION V – STUDENT SUPPORT AND PROGRESSION

## 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

| | Name/Title of the scheme | Number of students | Amount in Rupees |
| --- | --- | --- | --- |
| Financial Support from institution | OBC, S.C, S.T., E.B.C., Minority, Mukhyamantri Sahayyojana, Ambedkar Sahay for | 2003 | 8608642 |

| | General,P.H., Bandhkam Shramyogi | | | |
|---|---|---|---|---|
| Financial Support from Other Sources | | | | |
| a) National | 0 | 0 | 0 | |
| b)International | 0 | 0 | 0 | |
| | View File | | | |

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passedin the comp. exam | Number of studentsp placed |
|---|---|---|---|---|---|
| 2019 | Reading Skill | 70 | 70 | 0 | 0 |
| 2018 | Interview Skill | 57 | 57 | 0 | 0 |
| 2018 | Goal Setting | 57 | 57 | 0 | 0 |
| 2018 | Employability in Insurance Sector | 43 | 43 | 0 | 0 |
| 2018 | Seminar for Jobs in abroad | 73 | 73 | 0 | 0 |
| 2018 | Guidance for NET/SET | 110 | 110 | 0 | 0 |
| 2018 | Basic English for Competitive Exams | 110 | 110 | 0 | 0 |
| 2018 | Positive Attitude | 75 | 75 | 0 | 0 |
| 2019 | Inter Public Relationship | 75 | 75 | 0 | 0 |
| 2019 | Basic English | 70 | 70 | 0 | 0 |
| No file uploaded. | | | | | |

**5.1.4** – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---|---|---|
| 6 | 6 | 7 |

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|---|---|---|---|---|---|
| Nameof organizations visited | Number of students participated | Number of stduents placed | Nameof organizations visited | Number of students participated | Number of stduents placed |
| NIl | 0 | 0 | 11 | 42 | 0 |

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5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
|---|---|---|---|---|---|
| **No Data Entered/Not Applicable !!!** | | | | | |

View File

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| Items | Number of students selected/ qualifying |
|---|---|
| NET | 3 |
| SET | 4 |
| Civil Services | 4 |
| Any Other | 2 |

**No file uploaded.**

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Number of Participants |
|---|---|---|
| **No Data Entered/Not Applicable !!!** | | |

View File

## 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---|---|---|---|---|---|---|
| **No Data Entered/Not Applicable !!!** | | | | | | |

View File

5.3.2 – Activity of Student Council &amp; representation of students on academic &amp; administrative bodies/committees of the institution (maximum 500 words)

As per the University Handbook, there is no provision of Student Council on the bases of elections. But the college, looking at the performance of the students in various activities, selects certain students as the representatives for certain committees or cell. These student representatives in various college-committees for academic, co-curricular and extension activities play a vital role in the coordination and cooperation in organizing these college activities. The major objectives are as under: 1. The Student Representatives play an important role in maintaining the code of conduct of the college and reporting any disciplinary issues to the committee members. 2. The Representatives help the class teacher in conducting class activities, Unit Tests, Assignments as well as attendance of students. 3. To develop skills of students by involving them in planning and implementation of academic and co-curricular activities. 4. To cultivate Learning process through practical experience that encourages and makes students more confident. It also improves their communication skills. 5. To provide an opportunity to develop the leadership skill. List of Student Representatives : NAME OF COMMITTEE Name of STUDENT REPRESENTATIVE (2018-19) IQAC RipeshBarot (MA-III) Library Advisory Committee Jay Thakkar (BA-VI) NISHTHA -(Forum for Literary/ Creative Activities) OzaHareshiva (BA- V) , Jay Thakkar (BA-V) NCC HadiyolChetansinh (BA- V), VaghelaVipul D. (BA- III) NSS Rajput Ranjitsinh B. (BA- III), Prajapati Suresh I. (BA- III) Cultural Committee Rajput Swetaba D. (BA-III), NayakMohnish R. (BA-III) Mahila Cell Makwana Rinkal L. (BA-III), Joshi Upasana J. (BA-III) Student Discipline Cleanliness Rajput Ranjitsinh B. (BA- III), Prajapati Suresh I. (BA- III) Anti-Raging Committee Hadiyol Chetansinh Grievance Redressal Cell Panchal Riddhi [BA-V], Vyas Arvindbhai [BA_V] List of various Committees / Cells at College level. 1. IQAC 2. Admission Committee 3. NISHTHA (Forum for Literary/Creative Activities) 4. Time- Table 5. Students Grievance Cell 6. Cultural Activities 7. Anti- Ragging 8. Women Cell 9. Sports 10. NCC 11. National Service Scheme (NSS) 12. Research Committee 13. Thalassemia / RRCP 14. UGC Guidelines 15. Examination Committee 16. Student Representative Student Discipline Committee 17. UDISHA / Placement 18. Alumni / Parents' Association 19. Seminar / Workshop / Conference 20. University Seminar ( Shibir) 21. Library Advisory Committee 22. SCOPE 23. College Website ICT 24. Counselling Cell 25. Eco – Club 26. Local Literature Awareness Activities 27. Survey Statistics 28. Social Media Public Relationship 29. VicharVartulVaanchanVartul 30. Press / Media 31. Discipline Cleanliness Committee

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

1107

5.4.3 – Alumni contribution during the year (in Rupees) :

110770

5.4.4 – Meetings/activities organized by Alumni Association :

1. Alumni Meeting on 2nd September, 2018 : As per the tradition of the college, the meetings of Alumni Association and Parent-Teacher Association take place on the first and the second Sunday of the month of September every year. During the academic year 2018-19, Alumni Meeting was held on 2nd September, 2018. During the meeting, alumni were informed about the various activities conducted and the outcomes achieved during the year. Most importantly, they were also

informed about the NAAC procedure since the institution had to apply for the third cycle of NAAC. After the fruitful talk on the student-centric activities and future plans with the Alumni, the suggestions were also invited from them. 2. Alumni Meeting with NAAC Peer Team: During the NAAC Peer Team Visit in the last week of March, 2019, Alumni stood by the call of their mother institute and provided the feedback in front of the Peer Team.

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Institution believes in managerial concepts like strategic planning, teamwork, decision making and computerization. The administration of institution is decentralized. The Management, the Principal and faculties work in tune for implementation of policy and plans. The Management monitors to promote and sustain quality. The Principal and HoDs are given total academic freedom by the Management. The Management maintains to be in touch with the Principal and thereby enlightens leadership for the smooth administration. The management provides an opportunity to the teaching and non-teaching staff appointing them on various committees of management like College Development Committee. At institution level various committees have been constituted to plan and monitor the functioning of different departments. The IQAC takes specific measures through deliberations and interactions by getting feedback from the departments and faculty. All the faculty members also figure in the academic and administrative committees of the institution such as Building and Infrastructure, Sanitation and Maintenance, Discipline Committee, Library Committee etc. This enables an environment of organizational participatory democracy. The students of the institution also play effective role in decision making. Even the suggestions from the Alumni, parents and employees are incorporated by the institution. First Practice (Induction Programme) During the induction programme for the new entrants of the college, the work of introduction of the college and its activities is not assigned to any one person or department. It is distributed among all the members of the staff. All the students are divided into different classes of their Principle subjects. Initially, the teachers of the subject are introduced to the students in detail. Along with this the students are informed about the major activities of the department. This inspires the students to decide their area of interest and plan their choices. Moreover, the teachers who handle a number of activities like NCC, NSS, Mahila Cell, Discipline Committee, co-curricular activities, library committee and many more visit each class turn by turn and introduce themselves as well as their respective activity. Even the senior students of the subject share their experiences to the new-comers. Thus the students easily get the complete information about the subjects, teachers and other activities of the college. This work is nicely carried out by decentralization and participative management. Second Practice (National Seminar) The IQAC of the college has decided to organize one National Level Seminar every year. During the year 2018-19, the Departments of Economics and Sociology jointly organized a National seminar in the college. Generally, it happens that whole responsibility of holding a seminar is assigned to the concerned department. But that is not the case in our college. The responsibilities of the seminar are distributed among all the staff members. The responsibilities, beginning from deciding the theme of the seminar to the distribution of the certificate among the participants, are distributed among the staff members. Even student volunteers provide very good helping hands. This seminar turns out to be an academic celebration every year. This is another major practice of decentralization and participative management.

| 6.1.2 – Does the institution have a Management Information System (MIS)? |
|---|
| Yes |

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type | Details |
|---|---|
| Admission of Students | Admission Committee looks after the whole process of admission at B.A. and M.A. level. They see to it that admissions are allotted as per the merit and government rules of reservation. The admission process of 2018-19 was completely offline system. Admission of students commenced in May 2018 for 2018-19 after declaration of results of 102 examinations by different boards and the students were given admissions as per their merit. |
| Industry Interaction / Collaboration | The college has collaboration with two colleges within the distance of 50 kilometres. The college holds a one week faculty and Student exchange programme with both of these colleges once a year. Ours being an arts college, there is no noticeable collaboration done with any industry. But we have certain linkages with hospitals in the town who willingly provide medical facilities to our students whenever it is needed. |
| Human Resource Management | Students are encouraged to participate in seminars, special lectures, field tours, quiz, debate etc to increase their skill and experience. Some of our students have made themselves invincible in the fields like debate, elocution etc. ??College organized 1 national seminar, 1 state level seminar, 1 workshop and many expert lectures to enrich students and staff in the academic year 2018-2019. IQAC guided the faculties on use and uploading of E-content for students. ??Faculty members are encouraged to participate in trainings, workshops and staff development programmes Different sub-committees are nominated by IQAC to ensure academic and administrative experience of faculty members |
| Library, ICT and Physical Infrastructure / Instrumentation | As a post-NAAC initiative, the college has encouraged the use of ICT based techniques of study by all the faculty members of the college. Computers have been allotted to different departments. The physical |

| | |
|---|---|
| | infrastructure has also received sincere attention from the college authority. Renovation and upgradation of laboratories, Staff rooms, Seminar Hall, subscribing journals for the central library, Sanitation, Parking Shade, purchase of new projectors, electronic display panels etc have been proposed in the DPR of RUSA scheme and is under process in the current academic year. |
| Research and Development | In order to promote research work and provide platform to the faculty as well as students, the college has made it a tradition to organize a national level seminar every year. The tradition has been followed by the departments like Sanskrit, Women Cell, English and Psychology during last five years. During 2018-19, the Departments of Economics and Sociology jointly organized a National Seminar. Every teacher is supposed to present two papers at National Level seminars every year and also get at least two articles published in a journal with ISSN. This strategic deployment has resulted into good research work. |
| Examination and Evaluation | Semester examinations are conducted by the affiliating university. College conducts internal assessment of students according to the university guidelines. Unit tests, student seminars, interactive sessions, practical examinations, debates etc are conducted by departments to evaluate the students. Examination Committee consisting of four senior teachers looks after a smooth conduct of the internal examination. They see to it that the students get a stress-free atmosphere and that the examinations are conducted in a fair manner. The performances of the students are discussed with the students in their classes so that they may not repeat the mistakes in annual exams. |
| Teaching and Learning | Teaching has been the first priority on the campus. Generally, the college starts functioning within the first week of its opening in a new semester. There are nine rooms with LCD projectors which enhance teaching. Almost all the staff members use technology for the dissemination of knowledge. All the faculties have their blogs linked with the college website. |

| E-governace area | Details |
|---|---|
| | These blogs provide a lot of reading material of the concerned subject as well as materials for extra reading for the students. Some of the faculties use platforms like Google Class room to help the students in their subjects. |
| Curriculum Development | Curriculum designing and development is decided by the affiliating university. However some of the members of the academic staff are the members of Board of Studies and academic council of the University. The principal is also the member of the Executive Council of the University. They interact with the university and provide their views related to curriculum development. |

6.2.2 – Implementation of e-governance in areas of operations:

| E-governace area | Details |
|---|---|
| Planning and Development | The principal is solely instrumental in smooth functioning of the administration and academic activities. He has setup an office automation system and all the clerks are assigned the responsibilities of scholarships, exam work, enrollment work, accounts and salary component, fee collection etc. The admin work of the institute is managed through Management Information System developed by NextGen, Software Solutions, Ahmedabad. The android app is developed by NextGen, Software Solutions, Ahmedabad. The circulars, notices and important information are disseminated by the platform. The Library automation has been initiated by the use of SOUL software |
| Administration | Our college does not have any regularly recruited administrative staff. The management bears the expenses for the ad-hoc admin staff. They are trained under ably by the principal and retired clerks. Notices and circulars are uploaded in the college website and communicated to different departments through e-mail from the office of the Principal and also through Whatsapp groups of the different departments. The notices and important circulars for the students are displayed in the notice board of the college. Each and every IQAC notice is circulated by the coordinator himself through e-mail and Whatsapp group to the concern persons. |

| | |
|---|---|
| **Student Admission and Support** | All the details about the admission of the students are maintained in the computers. But the process of admission is carried out manually on the bases of merit and as per government rules. As far as the support to the students is concerned, any transaction of information is done through college application. Even reading materials for the students are uploaded on college website too.E-mail ids and contact numbers of all members of Anti Ragging Committee, Anti Ragging Squad and Internal Complaints Committee have been uploaded to the college website and students can communicate to the members through e-mail. |
| **Examination** | There is a system of internal and external exam for the students. The institute has to follow the system of the exam as set by the affiliating University. The programmes of Internal examination are displayed on college website and application. The results of the internal exam evaluation are displayed on college website and college application. Similarly, the programmes of University exam are displayed on University website. The link of this programmes is displayed on our website too. Even the links of the results declared by the university are also displayed on the college website. |
| **Finance and Accounts** | All the details about Finance and Accounts are maintained online through Tally. It is audited twice in a year. Every financial transaction is maintained in manual form as well. |

## 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---|---|---|---|---|
| <td colspan="5" align="center">**No Data Entered/Not Applicable !!!**</td> | | | | |
| <td colspan="5" align="center">View File</td> | | | | |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for | Title of the administrative training programme organised for | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|---|---|---|---|---|---|---|

| 2018 | Computer Orientation | Orientation on Tally and Internet | 17/09/2018 | 22/09/2018 | | 28 | 7 |
|---|---|---|---|---|---|---|---|

| teaching staff | non-teaching staff | | | | | |
|---|---|---|---|---|---|---|

**No file uploaded.**

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---|---|---|---|
| Orientation program H.R.D.C Gujarat University, Ahmedabad | 1 | 28/05/2018 | 24/06/2018 | 28 |

**No file uploaded.**

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| 0 | 0 | 0 | 0 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|---|
| 2 | 2 | 1 |

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Audit Normally, for internal audit, the accounts are updated on Tally on daily bases. The accountant and the Principal jointly scrutinize and verify this financial data fortnightly. They follow the directions from the Higher Education department and external Chartered Accountant for this internal audit. At the end of every financial year, the annual financial statement, inclusive of all the receipts and expenditure, is prepared and sent to the authorities in the Department of Education. Reconciliation of accounts with the bank is also done to keep the accuracy of cash and bank accounts with our banks. Audit of the Grants fees sanctioned by the Government For interim audit in September and Final audit in March every year, all the financial documents of the period are submitted to the external auditor, Mahendra N. Shah Co., Ahmedabad, the CA for verification and audit certificate. Omissions or errors, reported by the CA are corrected as per his directions and the final balance sheet report and certificate are issued by him. The audit wing of the government from the Department of Education visits the college periodically for inspection of all the data relating to financial matters of all the schemes. They submit the audit report to the college authorities. On hearing and settling the omissions or errors, they give final report and liabilities, if any, will be settled. Audit of the Grants sanctioned by the UGC After the completion of the specified period of a Special Development Grant from UGC, all the files relating to that grant are submitted to our external auditor, Mahesh Vyas Co., Patan, a qualified Chartered Accountant for verification and audit certificate.

Omissions or errors, if any, reported by the C.A. are corrected as per his directions and then only the Income Expenditure Utilization Certificate is issued by him. These certificates and statements of account are submitted to the UGC. All the accounts regarding the grants received from UGC upto 11th plan have been settled and UGC has granted No Objection Certificates for the same. Audit of the Management account The accountant in the college keeps the daily financial transactions on behalf of the Management. He executes the decisions and policies of the management relating to financial and other matters in the college. The Management has appointed Mahendra N. Shah and Co., as the External Auditor for the management expenditure. An auditor from the company visits the college at end of every quarter and verifies the accounts, prepares the journal and ledger and submits a quarterly report to the Management. Towards the end of the financial year they prepare the annual financial statement and final audit report.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|---|---|---|
| None | 0 | NA |

No file uploaded.

6.4.3 – Total corpus fund generated

| 18252733.60 |
|---|

## 6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | Nill | Yes | Principal and IQAC |
| Administrative | No | Nill | Yes | Principal and Accountant |

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Shri Smt. P. K. Kotawala Arts College, Patan believes in the academic, social, moral and cultural development of students by acquiring inputs from all stakeholders. Although the college does not maintain formally registered parent-teacher association, yet interactions of teachers with parents during parent-teacher meetings of different departments come up with new suggestions related to the overall development of the students. Teachers have been able to communicate with parents to prevent early marriages and other prejudices related to the drop-out of girl students. This has resulted in the increase in overall percentage of girl students in the college. Moreover, the teachers discuss importance of education with the parents and also request them to spread the ideas regarding the value of education with others in their rural pockets. This has resulted into more than 70 students from surrounding villages and Economically and Socially Deprived Classes. Faculty members maintain attendance record of students. If a student shows poor attendance, then parents are informed about the same by faculty members and Principal and subsequently meetings are arranged by the college authority with the parents. In almost all cases, parents provide essential support and care to ensure proper attendance of their ward. The college never expects any monetary assistance from the parents.

| 6.5.3 – Development programmes for support staff (at least three) |
|---|

| 1 Training program for tally software 2. Orientation program to understand the human psychology by Dept of Psychology (Prerna Counselling Center) 3. Orientation for Office assistance and procedures of the filing work |
|---|

| 6.5.4 – Post Accreditation initiative(s) (mention at least three) |
|---|

| 1. Finishing School (Four Components) for all round development of the students 2. National Seminar jointly by Economics and Sociology 3. State Level Seminar in Gujarati |
|---|

## 6.5.5 – Internal Quality Assurance System Details

| | |
|---|---|
| a) Submission of Data for AISHE portal | Yes |
| b)Participation in NIRF | No |
| c)ISO certification | No |
| d)NBA or any other quality audit | No |

## 6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|---|---|---|---|---|---|
| 2018 | Finishing School (Four Components) for all round development of the students | 14/06/2018 | 04/09/2018 | 08/03/2019 | 40 |
| 2019 | University Level Lalitkala Abhignata Shibir (workshop) | 26/11/2018 | 06/01/2019 | 08/01/2019 | 58 |
| 2019 | A State Level Sahitya Academy sponsored seminar on Idea of Free Verse Poetry by Gujarati department | 26/11/2018 | 14/02/2019 | 14/02/2019 | 84 |
| 2019 | A National Seminar jointly by Economics Sociology on Socio-Economic Development of India: Requirements | 26/11/2018 | 16/02/2019 | 16/02/2019 | 150 |

| and Reality | | | | |
|---|---|---|---|---|
| No file uploaded. | | | | |

# CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

## 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period from | Period To | Number of Participants | |
|---|---|---|---|---|
| | | | Female | Male |
| Thalassemia Test | 02/01/2019 | 02/01/2019 | 109 | 317 |
| Lalitkala Abhignata Shibir | 06/01/2019 | 08/01/2019 | 22 | 34 |
| Blood Donation Camp | 10/01/2019 | 10/01/2019 | 22 | 28 |
| Cultural Programme on Social Changes | 24/01/2019 | 24/01/2019 | 16 | 24 |
| Weapon Training Seminar | 09/02/2019 | 09/02/2019 | 4 | 37 |
| Seminars : (National Level - Socio- Economic Development of India: Requirements and Reality) & (State Level - Achhandas Kavita Vichar) (Gujarat Sahitya Akademi - Gandhinagar) | 14/02/2019 | 16/02/2019 | 127 | 159 |
| Sports Events : Inter- College, State & National Level | 15/06/2018 | 24/04/2019 | 238 | 425 |
| Educational Tours | 15/06/2018 | 24/04/2019 | 159 | 110 |
| Prerana - Counselling Centre Activity | 15/06/2018 | 24/04/2019 | 5 | 9 |
| YOGA DAY CELEBRATION | 21/06/2018 | 21/06/2018 | 97 | 228 |
| VANCHAN VARTUL (LIBRARY | 02/07/2018 | 19/03/2019 | 17 | 91 |

| | | | | |
|---|---|---|---|---|
| READERS CLUB MEET) | | | | |
| Classes for Sewing, Embroidery, | 02/07/2018 | 04/10/2019 | 159 | 0 |
| Cleanliness Programme for Plastic Free Campus, & Tree Plantation by NSS Team | 03/07/2019 | 12/09/2019 | 108 | 132 |
| Co operative Training Class in Collaboration with District Co operatve Society Visit Hemchandracharya Gyan Mandir - Manuscript Library Field Work-Economics Dept.Visit to Dudhsagar Dairy and District Co operative Society-Mehsana | 16/07/2018 | 22/01/2019 | 69 | 131 |
| Kala Mahakumbh: Cluster & District Level | 24/07/2018 | 04/08/2018 | 7 | 4 |
| Book Exhibitions | 27/07/2018 | 30/01/2019 | 234 | 469 |
| Motivational Lectures : Women Law Awareness, Adolescent Problems, Cooking Gas Safety, Key to Sustainable Life Style, Stories on Gandhi, Abhayam - 181, Environment Awareness, | 31/07/2018 | 04/02/2019 | 360 | 147 |
| Classes for Sanskrit Sambhashan & Jyotish Karmakand (60 | 06/06/2018 | 29/09/2018 | 36 | 36 |

| Hours) | | | | |
|---|---|---|---|---|
| Competitions for Mahendi, Drawing, Rangoli, Collage, Poster Making, Hair Style, | 08/08/2018 | 20/09/2018 | 52 | 13 |
| Literary Competitions : Elocution, Essay Writing, Poetry Reading, Quiz, Managemant and Leadership Games | 11/11/2018 | 31/01/2019 | 131 | 125 |
| Patriotic Song Competition | 13/08/2018 | 13/08/2018 | 7 | 10 |
| SCOPE Exam | 13/08/2018 | 13/08/2018 | 35 | 27 |
| Public Awareness Rally on the Eve of Independence Day & Rally on Gandhi Jayanti | 14/08/2018 | 01/10/2018 | 67 | 63 |
| Vanche College and Reading Workshop | 29/08/2018 | 31/12/2018 | 77 | 78 |
| Skill Development & Employment Related Lectures: Foreign Employment, Insurance Sector, Interview Skills and Goal Setting, NET / GSET Exam Guidance & Basic English, Positive Attitude and Inter-Public Relationship, Basic English and Reading Skill, Use | 31/08/2018 | 25/01/2019 | 244 | 243 |
| Finiching School | 04/09/2018 | 08/03/2019 | 10 | 30 |

| Component I- IV | | | | |
|---|---|---|---|---|
| Teacher's Day Celebration | 05/09/2018 | 05/09/2018 | 40 | 27 |
| Interdisciplinary Lecture on French Revolution at English Dept. : Dr. D K Soni | 18/09/2018 | 18/09/2018 | 42 | 53 |
| Youth Festival | 03/10/2018 | 05/10/2018 | 6 | 17 |
| Constitution Day Celebration | 26/11/2018 | 26/11/2018 | 25 | 23 |
| NSS Annual Camp & Eco-Nature Camp at Jambughoda Sanctuary | 30/12/2018 | 12/01/2019 | 48 | 56 |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

| Percentage of power requirement of the University met by the renewable energy sources |
|---|
| 1. Students and the Faculty have unanimously accepted to save elecricity by switching off lights and fans while leaving the classrooms 2. Replacing old lamps and tubelights with new LED lights in as many rooms as possible 3. The college has an Eco Club guided by Geography Department which takes care of issues regarding environment sustainability 4. The efforts of college to sustain environment can be witnessed in a lot of greenery on the campus. The motto of our campus, Neat Campus, Clean Campus, Safe Campus' reflects the awareness about values of nature. 5. The institute has developed three underground tanks for rain-water harvesting as well. 6. A tree-plantation programme is a routine activity every year by NSS and NCC units of the college. Volunteers of NSS unit exhibit a noticeable commitment during their one week camp in any neighbouring village by their cleanliness drive, No Plastic Move etc. |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|---|---|---|
| Physical facilities | Yes | 11 |
| Provision for lift | No | 0 |
| Ramp/Rails | Yes | 11 |
| Braille Software/facilities | No | 0 |
| Rest Rooms | Yes | 11 |
| Scribes for examination | Yes | 11 |
| Special skill development for differently abled students | No | 0 |
| Any other similar facility | Yes | 11 |

## 7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|---|---|---|---|---|---|---|---|
| **No Data Entered/Not Applicable !!!** | | | | | | | |
| [View File](#) | | | | | | | |

## 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title | Date of publication | Follow up(max 100 words) |
|---|---|---|
| **Code of Conduct for the North Gujarat Education Society** | **25/01/2019** | **The North Gujarat Education Society, Patan had its Code of Conduct in regional language Gujarati. The draft was translated into English and uploaded on the website of the college. The link of the same is attached herewith : http://patanarts.org/code-of-conduct/** |

## 7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---|---|---|
| **No Data Entered/Not Applicable !!!** | | | |
| [View File](#) | | | |

## 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

**1. Tree Plantation by NSS on 31st July, 2018 and Tree Plantation by NCC on 20th February, 2019 2. Plastic Free Campus on 24th August, 2018 3. Environment Awareness Programmes on 11th December, 2018 4. Green Audit 5. Minimise the use of paper**

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**Best Practice No. 1: 1. Title: Insurance Facilities to All Students and Staff in the Campus 2. Goal: To provide Economic Security through Insurance Policy in case of any accident or natural calamity 3. Challenges: • Large number of Students and Staff Members • Allocating Funds for the Insurance Policy • Making survey to find Policy at a reasonable rate 4. The Practice: Keeping the above mentioned goal in mind our college management decided to provide insurance cover to all the students and the staff members. Ours is a single faculty college having more than five thousand students run by the North Gujarat Education Society, Mumbai Management that caters to the education need of more than 15000 students through various schools and colleges on the campus. When this huge number of students, staff and guardians are visiting this campus regularly, their security also becomes a matter of concern for the management. The management has made a routine practice of bringing all the visitors of the campus under insurance cover to provide Economic Support to their family**

members in case of any untoward incident takes place. Insurance Schemes like Accidental Death Policy and Third Party Insurance have been implemented and for that the management spends a handsome fund as premium. During the year 2018-19, the management paid Rs. 4,27,300 as premium for the said insurance. 5. Evidence of Success: During last three years three students and one faculty lost their lives unluckily. The management was instrumental in claiming the amount of the insurance and convey the monetary assistance to the families of the deceased. 6. Problems Encountered and Resources Required: • Convincing all the members of the management for this scheme • Find out cost effective policy at a reasonable premium Best Practice No. 2: • Title: Women Empowerment • Goal: • To create awareness among the students, staff and community about the need to women empowerment • To provide an opportunity to girl students to be actively involved in this mammoth task • To suggest plans for women empowerment among the students, staff and community • To uplift women to a level equal to men • To enable women for job and thereby self-dependent • To prepare them for healthy competition to the male counterpart 3. Challenges: • Convincing girls for these classes • Finding efficient trainers 4. The Practice: The State of Gujarat has been lagging behind in the matter of development of women because it has more or less remained a backward state up till the advent of 21st century. Moreover, the Northern part of Gujarat is covered either by desert or hilly areas of the Aravallis. The poverty is so dominating a force that education, development and empowerment of women have been a far off thought. Therefore it is imperative to take initiatives to guide such deprived half of the society to a path of progress. The students are the best representatives to inculcate this change into the society. The condition of women in certain pockets of North Gujarat is pitiable. Moreover, women are seen as objects of mans subjectivity. In this scenario our college decided to take some initiatives for the women empowerment to meet these challenges. Several steps have been taken to meet the above mentioned goals: • Students are enrolled to these classes free-of-charge • Regular classes of sewing, embroidery, Beauty Parlour Skills are organised by the institution • Certificates are given on the completion of these courses • In order to make the girl students economically independent, the college has been training the students in preparation of Rakhi bands • A lecture was organised on Gas safety measures to be taken by the housewives in case of accidents • During the year 2018-19, 159 girl students participated and got trained in the activities like Sewing, Embroidery, Mahendi, Beauty Parlour tricks, Rakhi Making, etc. Evidence of Success: • More than 50 girl students have started making their livelihood on the bases of the skills developed in this programme. • There are ten students of this class who have professionally started their service to the society in the form of Beauty Parlours. • The new entrants of these courses were unable to operate the sewing machines but, by the end of the course, they have become able to sew a dress independently. Problems Encountered and Resources Required: • The response from the students for such courses is not encouraging • It is difficult to bring the students to such training classes after their regular class because of low frequency of transportation • The students from our town turn up in big number but the strength of girl students from remote villages still need to be guided positively. • No financial problems were encountered in carrying out all the activities mentioned above. • The major problem that the institute encounters is the availability of students for this class. As these classes are generally held in the morning, it is difficult to attract more students from the society. Moreover, the students of the college are more interested in grafting their careers instead of mastering these additional arts. • It is equally difficult to arrange for the expert trainers every time

| Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link |
| --- |
| http://patanarts.org/7-2-best-practices/ |

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Sports and Games Activities It is said that a healthy mind develops only in a healthy body. For the all round development of youth the activity of Sports and Games, along with studies, is also equally important. We, being an institute of higher education, strongly believe that it is our responsibility to provide proper ground to develop skills in the youth. The main aim of this activity is to strengthen the youths physically, mentally and socially so that they may work for the welfare and betterment of our nation. It enables them to develop endurance, character, discipline, sincerity, sportsmanship, sense of unity and high morality. We from the beginning of the college run the activity of sports and games. It is an effort to bring out the physical skills in the youth train them as per need make them practice hard to build muscle power and develop brain power. We make our students pass through hard training and prepare them for various competitions. Successful candidates are selected for the higher level competitions. Our sports activity earns the greatest credit to our college. At university level in the Athletics and Sports Activity our college has been winning General Championship continuously for the last 18 years. The college has been enjoying leadership in sports right from the early years of its establishment. This adds an additional feather to the crest. Physically and mentally powerful, our sports students easily succeed in passing the competitive exams, like army, police, SRP, BSF, etc. It also enhances in them quick decision making power. Some go for business like production or sales of sports instruments. For the sports and games we have a large sports ground of our own. We run all the sports activities from the Gymkhana Fees collected from the students. We get full support of the Principal, Gymkhana Committee, all the staff members and the management as and when we organise any sports competition under the auspices of our college. Sometimes players get some major injuries while playing. In such cases our college authorities cooperate in every possible way. The injured player is immediately taken to hospital. The college has MOUs with eminent doctors in our town to treat the player. If needed, he is hospitalized or shifted to another hospital. All expenses of medical treatment are borne by our college. All Sports Participants are provided with Travelling and Dwelling Allowances when they go out of station for taking part in any sports event. They are properly awarded and rewarded for their meritorious achievements and remarkable performances throughout the year. They are given prizes in the Annual Prize Distribution Function. We take utmost care to see that the students' educational qualification does not suffer on account of their active participation in Sports and Games. We make extra arrangement to provide them adequate guidance for their examinations. Sports participants are strictly instructed not to neglect their studies in favour of sports. They are supposed to attend all classes as many as possible.

| Provide the weblink of the institution |
| --- |
| http://patanarts.org/7-3-distinctiveness-converted/ |

# 8.Future Plans of Actions for Next Academic Year

Shri Smt. P. K. Kotawala Arts College, Patan Future Plan of Action for the Year 2019-20 1. To prepare an Android App of the college with improved facilities 2. To update the college website after 3rd cycle of NAAC 3. To get the Alumni Association registered. 4. To upgrade the infrastructural facilities like Psychology Laboratory, Staff Common Room, Museum Hall and Shade for Parking of vehicles 5. To construct a new Gymnasium and convert two rooms into Smart rooms. 6. To organize a National Seminar under the guidance of IQAC by Department of History on Gandhi during this year of 150th Birth Anniversary of Gandhiji 7. To

organize a Short Story Workshop in Gujarati 8. To organize a University Sponsored Workshop on Archeology 9. To encourage the faculties and students for further research 10. To further extension activities in every possible way 11. To increase use of technology and ICT in teaching and learning 12. To organize free-of-charge job-oriented career counseling classes in the college 13. To hold a Thalassemia Test for the new entrants of the college 14. To continue routine co-curricular activities 15. To run courses on transferrable skills