



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	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.	02766297732
Mobile no.	9173580878
Registered Email	artspatan@yahoo.co.in
Alternate Email	drllalitspatel@gmail.com
Address	C/o NGES Campus, Nr. Prant officer's Office, Patan
City/Town	PATAN
State/UT	Gujarat
Pincode	384265

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Semi-urban			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		Dr. Ashutosh Pathak			
Phone no/Alternate Phone no.		+919376720940			
Mobile no.		9173963502			
Registered Email		ashufalupathak@gmail.com			
Alternate Email		joyis14543@yahoo.co.in			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://patanarts.org/wp-content/uploads/2018/10/AQAR-2018-19.pdf">https://patanarts.org/wp-content/uploads/2018/10/AQAR-2018-19.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="https://patanarts.org/wp-content/uploads/2019/10/AQAR-2018-19.pdf">https://patanarts.org/wp-content/uploads/2019/10/AQAR-2018-19.pdf</a>			
<b>5. Accrediation Details</b>					
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
<b>6. Date of Establishment of IQAC</b>			27-Sep-2006		
<b>7. Internal Quality Assurance System</b>					
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
Planning of Teacher's Day	30-Aug-2019 01	97
Seminar Conference Workshop Examination Planning	19-Aug-2019 01	250
Meeting of the Co curricular Activities	05-Aug-2019 01	11
Finishing School	03-Aug-2021 01	80
Planning Job Fair	14-Jul-2021 01	932
Sapling Plantation - Environment Awareness	04-Jul-2019 02	150
Celebration of Day and Noteworthy Personality	02-Jul-2019 01	2500
Student Orientation	20-Jun-2019 03	1250
Formation of the Admission Committee	17-Jun-2019 30	30
IQAC Meeting	15-Jun-2019 01	16
<a href="#">View File</a>		

**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 and Smt P K Kotawala Arts College Patan	Infrastructure Grant (For new Construction Renovation and Upgradation and Equipment Facility)	UGC RUSA Higer Edu	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 :**

18

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional

No

website							
Upload the minutes of meeting and action taken report	No Files Uploaded !!!						
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)							
<p>Emphasis on the employability Increasing awareness about the competitive exams          Creating interest for research and extension among the students and teachers          Creating the sense of giving to the needy and poor people of the society          Imparting the sense of cleanliness and good hygienic practice</p>							
<a href="#">View File</a>							
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							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Plan of Action</th> <th style="width: 50%;">Achievements/Outcomes</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center; color: red;">No Data Entered/Not Applicable!!!</td> </tr> <tr> <td colspan="2" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>		Plan of Action	Achievements/Outcomes	No Data Entered/Not Applicable!!!		<a href="#">View File</a>	
Plan of Action	Achievements/Outcomes						
No Data Entered/Not Applicable!!!							
<a href="#">View File</a>							
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	2020						
Date of Submission	21-Jan-2020						
17. Does the Institution have Management Information System ?	Yes						
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The college administration is being carried out by College Management System developed by Next Gen Soft. The name of the portal is <a href="http://ngsoft.in/patanarts">ngsoft.in/patanarts</a> . The online and offline module of the software provides all the automated management system for the student oriented work, such as from						

the admission to examination and after the examination. The portal provides the facility of Transfer certificate, Trial Certificate, Provisional Eligibility. The roll number of the students are also generated by the portal. The exam forms of the students are also filled and submitted through this portal. The bifurcation of the students from the name wise subjectwise becomes very easy and convenient for the administration. The deposit of the all sorts of fees of the students are collected online and the student can download the fee receipt from the same. The enrollment of the students are done on the web portal of the university even by interlinking of the DBMS of the portals. The students are notified about the college activities and exam time table through the portal

## Part B

### **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

Shri and Shrimati P K Kotawala Arts College, is affiliated to the Hem North Gujarat University, PATAN. Hence, the institution scrupulously follows the Curriculum and Academic Calendar prescribed by the University for the Courses 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. The welcoming of the students, orientation Programme are organized every year for newly admitted students (B. A. Sem. I) to acquaint them with the academic progress and implementation and also the organization of Co-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 a 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 !!!		
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#### 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
Number of Students	0	0

### 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
Life Skills (Sewing Embroidary Beauty and Wellness Rakhi Mking Imitation Jewellery)	28/06/2019	75
Sanskrit Sambhashan	16/09/2019	30
Certificate course in English Proficiency	01/01/2020	150
Short term Course in Co	15/07/2019	56

operation Training

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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 !!!		
No file uploaded.		

## 1.4 – Feedback System

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

Students	Yes
Teachers	Yes
Employers	Yes
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
Due to the sudden advent of the Covid- 19 Situation, the institute had opted the Feedback by inviting the student by keeping the COVID guidelines measures.

## 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 !!!				
<a href="#">View File</a>				

### 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
2019	4441	997	33	0	31

### 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
33	33	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 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 ratio • To prepare students for the competitive world • To provide suggestions to come out of the problems those 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 (2019 - 20) 1. Significant improvement in the teacher-student relationship has been observed 2. Students have participated and presented papers in state level and national seminars. 3. They have made winning a habit in activities like elocution, debates, essay writing and other similar contests organized by external agencies 4. 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 state and national level.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1706	33	1:52

### 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
0	0	0	0	0

#### 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. Arjun K. Tadvi	Associate Professor	Dr. Ambedkar Fellowship Award
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
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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 is affiliated to Hem. North Guj 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 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 systems 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 this 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 is affiliated to Hem North Gujarat University, Patan, and follows the University Academic Calendar, norms and guidelines regarding examination and evaluation. Examinations are conducted at the end of each semester by the University. College informs students about the university exams through 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 in the classrooms 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 covers 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
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

## 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/2019-20-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
<b>No Data Entered/Not Applicable !!!</b>				
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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
Mahatma Gandhi: Life Works Philosophy (02 Days)	Dept of History	19/01/2020
Gujarat Itishas Parishad Conference	Dept of History	25/01/2020
Archeological Survey Camp (03 Days)	Dept of History	04/01/2020
Suresh Joshi Sahity Vichar Forum	Dept of Gujarati	29/02/2020

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
Campus Ambasaador for the Voter	Shri Vipul Rameshbhai Nayi	District Election Branch,	25/01/2020	Student Awardee

Awareness

District  
Administration  
Services, Patan

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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
00	00	00	00	00	Nil

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**3.3 – Research Publications and Awards**

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
Dept of Hindi	1
Dept of Gujarati	2

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)
International	Dept of History	2	Nil
National	Dept of English	2	Nil
National	Dept of Sanskrit	5	Nil
International	Dept of Sanskrit	2	Nil
National	Dept of Gujarati	6	Nil
National	Dept of Hindi	1	Nil
International	Dept of Hindi	3	Nil
National	Dept of Psychology	4	Nil
International	Dept of Economics	4	Nil
National	Dept of History	4	Nil

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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
Dept of Hindi	3
Dept of English	3

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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	Name of	Title of journal	Year of	Citation Index	Institutional	Number of
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Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
0	0	0	Null	0	0	0
No file uploaded.						

### 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
0	0	0	Null	0	0	0
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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	Null	Null	Null	Null
<a href="#">View File</a>				

## 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 activities	Number of students participated in such activities
Cleanliness Drive	Ministry of Human Resource NSS	5	85
Thelessemia Check Up Camp	Dept of Psychology and Redcross Society, Ahmedabad	5	630
Sapling Plantation	NCC and NSS	4	125
NSS Annual Camp	Hem North Gujarat Uni and NSS College	5	50
Superstition Eradication	NSS, NCC	5	85
Voter Awareness Program	District Election Branch	4	100
Blood Donation Camp	Saraswati Blood Bank, Dharpur	4	85
Heritage Awareness - Lets Heritage	Elixir Foundation Ahmedabad UNESCO	5	100
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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
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			Benefited
Campus Ambessador - New Voter Registration	Best Campus Ambessador	Collector Shri - District Administration	1
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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 activities	Number of students participated in such activities
World Blind Welfare Scheme	National Association for the Blind, Visnagar Gujrat	Blind welfare Fund	4	75
Cleanliness Fortnightly Program	Ministry of Human Resource	Cleaniless Drive	10	85
Fit India Movement	Ministry of Health Govt of Gujarat	10000 steps Walking	32	137
World Yog Day	Ayush Mantralay	Yog Kriya	4	150
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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
Research Course Work Program	500	Hem North Gujarat University Patan	12
Sustainable Heritage through youth Lets Heritage Program	75	Elixir Foundation Ahmedabad - UNESCO	75
Academic and Cultural Exchange	15	Arts College, Satlasana	06
Academic and Cultural Exchange	15	Arts College Radhanpur	06
Knowledge Enhancement	50	Central Library Hem North Gujarat University	15
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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

Sustainable Heritage Development	Lets Heritage	Elixir Foundation Ahmedabad UNESCO	23/07/2019	30/07/2019	45
Resesarch Enhancement	Research Boost	BUTR Hem North Gujarat University Patan	23/06/2020	04/07/2020	500
Professional Development	Self Employment for Female	Mahila Mandal Patan	15/08/2019	20/08/2019	35
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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
Hem North Gujarat University Patan	22/07/2019	To Enhance Research Activities	65
Elixir Fondation Ahmedabad UNESCO	15/07/2019	To create awarenes about the rich heritage of the city	125
Rotary Club of Patan City	30/07/2020	Social Extension work	85
Dhwani Music School	17/06/2019	To instil the Understanding of Music	45
Dynemic Institute of Competitive Studies	16/10/2019	To Create awareness and Employability through Cometitive exams	150
Patan Mahila Mandal	20/08/2019	Women Self Reliance	135
Bhagini samaj	27/08/2020	Legal Awareness of the Women Rights	115
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## 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
15168370	13757545

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Nill	Existing

[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 partially)	Version	Year of automation
SOUL	Fully	2.0	2010

### 4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

### 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 & 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
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

## 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	<a href="https://www.youtube.com/watch?v=Bo9IX6S73Sw">https://www.youtube.com/watch?v=Bo9IX6S73Sw</a>
Smart board-Media centre	<a href="https://www.youtube.com/watch?v=Bo9IX6S73Sw">https://www.youtube.com/watch?v=Bo9IX6S73Sw</a>
Handy cam with tripod-Media centre	<a href="https://www.youtube.com/watch?v=Bo9IX6S73Sw">https://www.youtube.com/watch?v=Bo9IX6S73Sw</a>
DSLR camera-Media centre	<a href="https://www.youtube.com/watch?v=Bo9IX6S73Sw">https://www.youtube.com/watch?v=Bo9IX6S73Sw</a>

	<a href="#">73Sw</a>
Mimio Recorder	<a href="https://www.youtube.com/watch?v=Bo9IX6S73Sw">https://www.youtube.com/watch?v=Bo9IX6S73Sw</a>

#### 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 facilities
15168370	13757545	603540	589040

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 local executive committee of North Gujarat Education Society, Mumbai. 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 field of requirement. After strictly following the process of tender, the management assigns the work to the bidder who has quoted the lowest rates in the bid. The work is assigned to the lowest bidders. Management intends to follow purely impartial procedure. 2. Moreover, the college receives grant from the Department of Higher Education, 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 2019 - 2020, the total amount received under RUSA Grant was Rs. 100000000/- 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 Counselling 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 up gradation 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	Nill	Nill	Nill



<b>Financial Support from Other Sources</b>			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
<a href="#">View File</a>			

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 implementation	Number of students enrolled	Agencies involved
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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 passed in the comp. exam	Number of students placed
2019	UDISHA A Job placement initiative by Dept of Higher Education, Govt of Gujarat	453	875	0	0
<b>No file uploaded.</b>					

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
5	5	15

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
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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
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Youth Festival	University	20
youth Festival	District	23
Patriotic Song Competition	College	12
Athletics	University Inter College	411
Athletics	West Zone	69
Khel Mahakumbh	Regional / National	159

[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 !!!						
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & 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 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 Ripesh Barot (MA-III) Library Advisory Jay Thakkar (BA-VI) NISHTHA -(Forum for Literary/ Creative Activities) Oza Hareshiva (BA- V) , Jay Thakkar (BA-V) NCC Hadiyol Chetansinh (BA- V), Vaghela Vipul 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 / RRCF 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:

1100

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

110000

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Meeting on 15th September, 2019 : 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 2019-20, Alumni Meeting was held on 15th September, 2019. 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.

#### 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 the work and cooperation of the management, and organizational concepts like strategy 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 as decided by the UGC, Dept of Higher Education, Government of Gujarat and Hemchandrachary North Gujarat University, Patan. The Management monitors to promote and sustain the quality of Higher Education and employability. The Principal and Heads of the constituent Departments 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 2019-20, the Departments of History 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

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
Research and Development	<p>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 and field visits every year.</p> <p>The tradition has been followed by various departments of the institute, Women Cell, Red Ribbon Club, NSS, NCC, UDISHA during last five years. During 2018-19, the Departments of Economics and Sociology jointly organized Socio Economic surveys through field visits..</p> <p>Every teacher is supposed to present two papers at NationalLevel seminars every year and also get at least two articles published in a journal with ISSN. This strategic deployment has</p>

	<p>resulted into good research work.</p>
<p>Examination and Evaluation</p>	<p>Semester examinations are conducted by the affiliating university. College conducts internal assessment of students as per the guidelines laid by the university. Unit tests, student seminars, interactive sessions, practical examinations (especially for Psychology), field visits and socio - economic surveys (especially Economics and Sociology) 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 and its evaluation. Committee takes care that the students get a stress-free environment and the examinations are conducted in a fair and just 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.</p>
<p>Teaching and Learning</p>	<p>Teaching is always at the centre of the Institute in the campus. Generally, the college starts functioning within the first week of its opening of a new semester after the summer vacation. The teaching is regularly planned and organised in advance for the academic activity. 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. 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.</p>
<p>Curriculum Development</p>	<p>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. Various departments like Sanskrit, English, History and constituent departments organises short term and need based</p>

courses for the student development like English Improvements, Sanskrit Sambhashan, Archaeological Camps Etc.

Library, ICT and Physical Infrastructure / Instrumentation

As a post-NAAC initiative, the college has encouraged the use of ICT based techniques for teaching and learning by all the faculty members of the college and the students. Computers have been allotted to all the departments. The physical infrastructure has also received sincere attention from the college and management. Renovation and up gradation 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

Human Resource Management

As the institute has large number of students, the Human Resources are required in a large numbers to cater the need of teaching and learning. The Dept of Higher Education, Govt of Gujarat provides NOC to fill the vacant posts of teachers and administrative staff. If the Dept is not providing an NOC for the requirement, the college appoints required staff with the help of NGEs management. The salary of such staff is paid from the fund of the college provided by the NGEs budget. Students and staff members are encouraged to participate in seminars, special lectures, field tours, surveys, quiz, debate etc to increase their skill and experience. Some of our students have made themselves invincible in the fields like debate, elocution etc. Faculty members are provided assistance to prepare and upload their E Content modules on the institutional web.

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. The institute has an MoU with Elixir Foundation, Ahmedabad to conduct and organise heritage related program in collaboration with UNESCO. The institute has also signed MoUs with local hospitals for the health of the students and the staff members. 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
Admission of Students	Admission Committee looks after the whole process of admission at B.A. and M.A. programs. Committee is responsible for the proper and legal procedure of the admission following the merit and government rules of reservation. The admission process of 2019-20 was conducted by both the system of online and offline. Admission of students commences after the declaration of results of 12 examinations by different boards and the students were given admissions as per their merit.

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

E-governance area	Details
Planning and Development	The principal is solely instrumental in smooth functioning of the administration and academic activities. There is an office automation system and all the clerks are assigned the responsibilities of scholarships, exam work, enrolment work, accounts and salary component, fee collection etc. The admin work of the institute is managed through Management Information and an android app System developed by NextGen Software Solutions, Ahmedabad. The circulars, notices and important information are disseminated by these platforms. The Library automation has been initiated by the use of SOUL software and the library is fully automated.
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. There is a system of 70:30 ratio of external and internal exam. 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 these programmes is displayed on the website too. Even the links of the results declared by the university are also displayed on the college website
Administration	As the college is a very old

institute in this area, many of the administrative staff is retired due to the age limit. At present, the college does not have any new recruited on pay roll administrative staff. The management has appointed and bears the expenses for the ad-hoc admin staff. The newly appointed staff is trained and guided by the principal and retired clerks. Notices and circulars are uploaded on the college website and android app. 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 through e-mail and Whatsapp group.

Finance and Accounts

All the details about Finance and Accounts are maintained through Tally. It is audited twice a year. All the financial transactions are maintained in manual form also.

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, all transactions regarding dissemination of the information is carried out through digital platform of the 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.

### 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
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

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	Title of the administrative training	From date	To Date	Number of participants (Teaching	Number of participants (non-teaching
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	programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)
2019	Knowledge Management Program for Faculty	Automated Management Information System	23/12/2019	28/12/2019	31	10
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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
Curriculum Development ( )Psychology	1	19/05/2020	26/05/2020	08
Creating online courses through Open Educational Resources	1	28/06/2020	28/06/2020	01
E Learning workshop on Language Literature and Theory	1	06/06/2020	10/06/2020	05
FDP on Curriculum Development	1	19/05/2020	26/05/2020	08
Faculty Development Program, KCG	3	12/12/2019	14/12/2019	03
E Learning Workshop on Research on Pandemic	1	21/04/2020	27/04/2020	07
Post Covid Scenerio of Teaching Learning and Evaluation	8	23/05/2020	30/05/2020	08
Spring up E learning workshop	2	15/05/2020	21/05/2020	07
No file uploaded.				

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

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

#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
02	02	01

### 6.4 – Financial Management and Resource Mobilization

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

Generally 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 Chartered Accountant for verification and audit certificate. Omissions or errors, if any, reported by the C.A. are corrected as per his directions, after the due corrections, 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 up to 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 an 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
Philanthropists	113885	Student Scholarship for Academic and Sports Achievement

[View File](#)

## 6.4.3 – Total corpus fund generated

21342772

**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	Null	No	Null
Administrative	No	Null	No	Null

## 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 a 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 and superstitions related to the drop-out of girl students. This has resulted in an increase in the overall percentage of girl students in the college. Moreover, the teachers discuss the 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 in more than 70 students from surrounding villages and economically and Socially Deprived Classes. Faculty members maintain an attendance record of students. If there is poor attendance from any of the students, the parents are consulted about the same by faculty members and Principal and subsequently, meetings are arranged by the college authority with the parents for the proper counseling. 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 PTA (Parent-teacher Association).

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

- 1 Training program for the updated tally version software for the admin staff
2. Orientation program to understand human psychology by Dept of Psychology (Prerna Counselling Center) for teaching and admin staff
3. Orientation for Office assistance and procedures of the filing work through the NextGen Soft, Ahmedabad

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

- 1.Focus on the job oriented programs
2. Student awareness programs for the sustainable Jobs
3. Career and personalities Enhancement programs for the youth well being

## 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	Date of	Duration From	Duration To	Number of
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initiative by IQAC	conducting IQAC		participants
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**No Data Entered/Not Applicable !!!**

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## 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
University Youth Festival	27/09/2019	29/09/2019	6	14
District Youth Festival	27/08/2019	27/08/2020	17	3
Sapt Dhara Git Sangit Band	14/08/2019	14/08/2019	10	2
Hair Grooming Beauty and wellness	30/08/2019	30/08/2019	22	0
Sapt Dhara Rang Kala Kaushlya Band	29/08/2019	29/08/2019	40	0
Female Health and Hygine	05/09/2019	05/09/2019	46	0
Women Empowerment Dowry Prohibition	01/08/2019	14/08/2019	162	0
Rakhi Production	13/08/2019	13/08/2019	18	0
Sapling Plantation	04/07/2019	04/07/2019	11	19
Elocution and Essay Writing Competition	30/08/2019	30/08/2019	9	16

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 electricity by switching off lights and fans while leaving the classrooms 2. Replacing old lamps and tube lights with new LED lights in as many rooms as possible 3. The college has an Eco Club managed by Geography Department which takes care of issues regarding environment sustainability and reducing the one time use of plastic 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 sapling-plantation programme is a regular activity of 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	7
Provision for lift	No	0
Ramp/Rails	Yes	7
Braille Software/facilities	No	0
Rest Rooms	Yes	7
Scribes for examination	Yes	7
Special skill development for differently abled students	No	0
Any other similar facility	Yes	7

#### 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
<b>No Data Entered/Not Applicable !!!</b>							
<a href="#">View File</a>							

#### 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 : <a href="http://patanarts.org/code-ofconduct/">http://patanarts.org/code-ofconduct/</a>

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

Activity	Duration From	Duration To	Number of participants
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

1. Sapling plantation is carried out by the Eco Club, NSS, NCC and all the other stake holders of the institute. 2. Awareness program for the Reduce, Reuse and Recycle of the one-time Use Plastic is organized. 3. Awareness program for the eradication of pollution is planned and arranged on the campus 4. Awareness on the water Harvesting and watershed programs are carried out. 5. With the help of local NGOs a special camp for savings the birds are carried out during Utrayan (Kite Flying Festival)

## 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. The institute is a single faculty college having more than five thousand students conducted 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 2019 - 20, the management paid Rs. One lakh as premium for the student insurance and 2 lakh rupees for the staff insurance. The institute has also adopted group insurance for the staff at the cost of only rupees 2098/-
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 female students 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 2019 - 20, more than 250 female 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 through 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

Virtual Pustakalaya:- During the pandemic, it was observed that the people were in their houses for a long time. It was not possible for the publishing agencies to send the newspapers to its readers. The libraries of the whole India were also closed. It was decided by the Coordinator of the IQAC and the librarian as well as the Fatehsinh Rav Library, Patan to start a Virtual Platform as a reading library on the Whats App. With the increasing strength of the readers and due to the limitations of 257 members in a group, the college admin has to create 05 groups of the readers and more than 1200 readers are regularly using the Virtual Pustakalaya group to read news papers, magazines, story books and the books of competitive exams. Pustak Parab The activity is started by the Dept of Gujarati and the meaning of the word parab is a place where the people get drinking water free of charge. The theme behind the Pustak Parab is to satisfy the need of the thirst of the literary interest of the people.

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 the 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, the sports person is hospitalized or shifted to another hospital. All expenses of medical treatment are borne by the 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 favor of sports. They are supposed to attend all classes as many as possible.

Provide the weblink of the institution

<http://patanarts.org>

### **8.Future Plans of Actions for Next Academic Year**

The institute is having a rich legacy of academic in the area of North Gujarat and it is one of the biggest institutes of Gujarat. The institute has contributed a lot for the development and the well being of the society and nation by inculcating the value based ethical education to the young students of North Gujarat. The institute is very well aware with the changing scenario of the competitive era. Hence, the institute has decided some future plans for the welfare of the student fraternity as well as for the society and the nation. 1. To apply for the B.Voc Program to the UGC and start vocational certificate, diploma and graduation courses in the college 2. As per the need of the time, it is seen due to the pandemic academic work is to be carried out on the virtual platform. So the future plan of the coming years, the institute has decided to empower the teaching and admin staff to cope up with the need of the web enabled functions. As a result all the teaching staff will be trained to create their own E Content material for the web. The institute will create its own YouTube channel and all the staff members will be asked to create their YouTube channel and upload the lectures of their subjects on it. On the same, there will an attempt to organise virtual conferences and seminars through ZOOM, Google Meet and similar other platforms. 3. The various Departments of the institute will plan and organise the virtual workshops, seminars and conferences as well as the physical arrangements of the events will be also planned after the normal condition of the pandemic. 4. The Departments of the Economics, Sociology and Psychology will undertake a project to solve the socio-economic and psychological issues of the society after the pandemic. 5. The NSS, NCC, and the Eco Club of the institute will make an attempt to create a Herbal Garden on the campus. 6. There will be an attempt to establish renewable solar energy in the campus.



