YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution	SHRI AND SMT. P. K. KOTAWALA ARTS COLLEGE, PATAN
• Name of the Head of the institution	DR. LALIT S. PATEL
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02766297732
• Mobile no	9173580878
• Registered e-mail	artspatan@yahoo.co.in
• Alternate e-mail	drllalitspatel@gmail.com
• Address	NGES CAMPUS, NEAR PRANT OFFICE, RAJMAHEL ROAD
• City/Town	PATAN
• State/UT	GUJARAT
• Pin Code	384265

2.Institutional status

• Affiliated /Constituent	AFFILIATED
• Type of Institution	Co-education
• Location	Semi-Urban

- Financial Status **Grants-in aid**

- Name of the Affiliating University **HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN**

- Name of the IQAC Coordinator **DR. RAJESH S. PATEL**

- Phone No. **02766297732**

- Alternate phone No. **02766220483**

- Mobile **9427683310**

- IQAC e-mail address **naacpkkac@gmail.com**

- Alternate Email address **rajrashmipatel@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year) https://patanarts.org/institutional-data/assessment-credentials/

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: http://patanarts.org/wp-content/uploads/2023/02/Academic-Calander-2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**81**	**2006**	**02/02/2006**	**01/02/2011**
Cycle 2	**B**	**2.50**	**2013**	**25/10/2013**	**24/10/2018**
Cycle 3	**B++**	**2.94**	**2019**	**01/04/2019**	**31/03/2024**

6.Date of Establishment of IQAC **27/09/2006**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
DEPT. OF GUJRATI	**SEMINAR**	**GUJARAT SAHITYA ACADEMY**	**2021-22**	**50000**

8.Whether composition of IQAC as per latest NAAC guidelines   `Yes`

- Upload latest notification of formation of IQAC   [View File](#)

9.No. of IQAC meetings held during the year   `16`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   `Yes`

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   `No`

- If yes, mention the amount

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

`Emphasis on Online Teaching and Learning E-Content Development Emphasis on Online Exam System Organize and Participation in online FDPs, Webinars, Orientation Programs, Refresher Courses Precautionary Steps such as Vaccination for prevention of COVID Pandemic`

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
ICT based Teaching and Learning	Most faculty Members use ICT for effective online teaching as well as in the classroom
E Content development and its use	Most faculty members prepare e-material and promote students for its use
MCQ Based online Exam	All the Faculty members continued preparing MCQ based question papers in MS Excel and were able to conduct online exam very efficiently
Participation in the online webinars and FDPs	Most of the faculty members participated in the online Webinars and FDPs using various online platforms like ZOOM, Google Meet, etc.
CORONA Awareness and Vaccination	Staff and the students were made aware of the precautionary steps to prevent CORONA and its vaccination

13.Whether the AQAR was placed before statutory body?   No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

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- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	18/01/2023

15. Multidisciplinary / interdisciplinary

The Institution is affiliated to Hemchandracharya North Gujarat

University, Patan. The University adopted the CBCS pattern from 2011-12. As per the CBCS pattern, the university offers several self learning and value based courses of interdisciplinary nature. The Constitution of India, Indian Geography, Environment, Cultural Heritage of Gujarat, History of India (Modern Period), and Personality Development are the courses for the First to Sixth Semesters respectively. Our University is likely to implement NEP 2020 in June, 2023 and will offer multidisciplinary courses. As per the regulations and guidelines of university we will follow the same.

16.Academic bank of credits (ABC):

Not Applicable

17.Skill development:

- The institute signed an MOU with UNICEF to establish Young Leaders' Lab for the Skill Development of the students. Under this title students were trained for Job Readiness and Career Guidance, SDG Awareness and Education, 21st Century Skills, and Digital Literacy and Online Safety.
- Finishing School Training Programme for Personality Development and Communication Skills
- Various Skill Development Activities under NCC
- Various Skill Development Activities under NSS
- Various Skill Development and Vocational Training Activities organized under Women Cell
- To equip some interested students in music and performing arts

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Nil

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Our institute has adopted the CBCS pattern of Hemchandracharya North Gujarat University, Patan since 2011-12. As per CBCS guidelines, the university reconstructed the syllabi of all the programmes. In restructured programmes university included the outcomes in the form of objectives of the courses and programmes. We discuss with the students regarding the course and program outcomes at the beginning of the academic year.

20.Distance education/online education:

- Realizing the need of the time, our institution has started

Distance Learning Centre of Dr. Babasaheb Ambedkar Open University commencing from the Academic Year 2021-2022.

- **12 Certificate and 07 Degree programmes are offered by BAOU.**
- **More than 20 Faculty Members of our Institution have been appointed as Counsellors for the guidance of various programmes.**
- **Our centre remains in constant contact with The Regional Centre, Patan of BAOU for various academic and co-curricular activities.**
- **20 students have been enrolled in various programmes for the Academic Year 2021-22.**

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**523**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**7539**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**2143**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**2127**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**28**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**32**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**38**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**112.59**
4.3 Total number of computers on campus for academic purposes	**111**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institute arranges a meeting of the IQAC with all the staff members to ensure effective curriculum delivery through proper planning. The mechanism for the same advice the teachers to prepare an Academic Diary for the planning of the lectures. There is a great emphasis on the fruitful output of the course content.

During this academic year, the regular teaching of the institute was badly affected by the pandemic. Due to the restrictions of the Covid guidelines of the Government, direct teaching was not possible. However, following the instructions of the Government, the institute planned for online teaching. The faculty members of the institute equipped themselves with the latest technology of online teaching and they mastered the new latest applications of video lectures like ZOOM, Google, Webex, etc. All the staff members developed their own Youtube channels and uploaded the video lectures on the channel. The link of the video lectures was delivered to the students through social media to the learners and the same was uploaded in the notice board / Notification of the institutional website and the Android App of the institute. Through the use of the latest technology, a successful attempt was made.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	http://patanarts.org/e-learning/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

At the beginning of the new academic year, the IQAC arranges a meeting with the stakeholders and prepares Academic Calendar to ensure the regular and effective outcome of the learning. While preparing the Academic Calendar, the committee checks the Academic Calendar of the affiliated University and adheres to the important dates of Enrollment and University exams after that, it takes care of all the holidays and the other optional events of national importance. Throughout the year the institute follows the Academic Calendar to conduct the internal Exams. The institute also takes care of frequent meetings of the IQAC in the Academic Calendar and arranges them as per the scheduled time. Even during the Covid period, the institute has very effectively managed and maintained the system of Continuous Internal Evaluation through the online MCQ exam on the institutional website. After the COVID – 19 Pandemic, the institute has successfully reinstated the pen and paper exam system. The institute takes the help of NextGen Software Company for the cyber activities and guides the agency in its need.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://patanarts.org/wp-content/uploads/2023/02/Academic-Calander-2021-22.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

16

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

30

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

550

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The Institution integrates cross-cutting issues like Gender Sensitization, Environment and Sustainability, Human Values and Professional Ethics in the curriculum for the holistic development of the students in fields of life.

Gender

The college runs a Mahila Cell which carries out the activities with female students at the centre. Girl students are trained in cooking, sewing, embroidery, etc. Moreover, the college authorities have built up a separate hostel for girl students of our college on the campus recently. Girls are guided and helped properly through expert lectures, a sanitary pad vending machine, Anti-ragging Cell and Grievance Redressal Cell, and Anti Sexual Harassment Cell.

Environment and Sustainability

The college has an Eco Club guided by the Geography Department which takes care of issues regarding environmental sustainability. The motto of our campus, 'Neat Campus, Clean Campus, Safe Campus' reflects the awareness of the values of nature. The institute has developed a number of underground tanks for rain-water harvesting as well. A tree-plantation programme is a routine activity every year by the NSS and NCC units of the college.

Human Values and Professional Ethics

Prayer is the base of humanity. Everybody in the college worships Goddess Saraswati every day. We believe in the line "Service to Mankind is Service to God". Blood donation is a regular programme of the college. A number of programmes on the Birth Anniversary or Death Anniversary of dignitaries, Celebrations of Teachers' Day and Guru Purnima are organised on regular bases.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	https://patanarts.org/feedback/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://patanarts.org/feedback/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

3489

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

2797

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college assesses the learning levels of the students on the bases of students' level of comprehension, classroom observation, and interaction, and continuous and periodic assessment.

PKKAC draw up the schedule for organizing Remedial coaching classesfor slow learners. During these classes, slow learners are encouraged and pushed to recognize their shortcomings and register willingly. Teachers give personal attention in remedial classes.

Mentors keep track of slow learners' progress. Corrected assignments are shared with each student and discussed to enable students to recognize their weak areas and improve. Faculties make themselves available to students personally, over the phone, by mail, and through social apps.

Advanced learners are encouraged to study Recommended Readings listed in the syllabus. Proficiency classes of English and Personality Development programs are organized to enhance the employability of the students. Placement Cell provides training in interview skills and communication skills.

Students are encouraged to participate in seminars, conferences, and workshops. The Faculties order such books for the library that can cater to the needs of both slow and advanced learners. The library also ensures accessibility to computer facilities and the internet for the online resources and provides an amicable atmosphere for learning. The faculty facilitates students to publish their articles in college peer-reviewed journals.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
7539	28

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college focuses on imparting education through a student-centric approach. It transforms students from being mere passive recipients to active and involved stakeholders, boosts their confidence, and encourages independence. Teachers make classes encourage innovative thoughts and interpretations. Audio-Visual methodology, Language Lab, Field Work, and Projects are some of the means utilized by the Departments to provide experiential and participative learning.

Internal assessments include written assignments and their presentation in the class seminars. This process encourages students to work independently and thereby boost their confidence and develop writing skills and research abilities. These activities help students acquire experiential learning and problem-solving ability.

Discussions and debates on contemporary issues are encouraged so that students can respond to the subject under discussion. Non-CGPA courses like sports and music are provided to evolve the varied abilities of the students. NSS Cell and NCC units have been set up for the students to participate, integrate and learn.

Student representation in administration is an important initiative taken by the college. Representatives of students serve as members on committees like Internal Quality Assurance Cell, Grievance Redressal Cell, Anti-ragging Cell and participate in the decision making process and nurture a sense of responsibility in them.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In order to prepare the students to master the latest technologies and face the cut-throat competition, teachers use technology with the traditional mode of instruction to engage students in learning. College uses ICT in education to support, enhance, and optimize the delivery of education. The following tools are used by the Institute.

ICT Tools:

1. Projectors- 12 projectors in different classrooms/labs

2. Desktop and Laptops- 111 computers in Computer Labs, library, reading room, etc, and 24 laptops with Faculty on the campus.

3. Printers- 05 Multi-function printers and 07 mono-function printers at prominent places.

4. Photocopier machines – 04 Multifunction photocopiers with scanners.

5. Seminar Rooms- Two digitally equipped seminar halls

6. Auditorium- A digitally equipped auditorium

7. Online Classes through Zoom, Google Meet, Microsoft Team.

8. Library Repository- 500+ titles

9. E-resources - N-list etc.

Use of ICT:-

A. PowerPoint presentations- Faculties use PPTs in their teaching by using LCDs and projectors.

B. Industry Connect- Guest lectures, expert talks, and various competitions are organized for students regularly.

C. Video lecture- Recording of video lectures is made available to students for long-term learning and future referencing. More than 300 lectures of various faculties are available on YouTube.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

26

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

25

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

472

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

As the college is affiliated toHemchandracharya North Gujarat University, Patan, it follows the University norms and guidelines regarding semester-end examination and evaluation. As it is a 70:30 pattern of annual and internal examination, the college evaluates the students for 30 marks in each course. Of these 30 marks, the college holds a traditional examination for 20 marks. The other 10 marks are allotted to Continuous Internal Evaluation (CIE) comprising of assignments, Unit Tests, Class Seminars, etc. It is observed that every student passes through this CIE process during the year.

Assignments: The students are assigned the topics on which they prepare their assignments in every course of their program. The teachers assess these assignments and give marks on the bases of this assessment.

Unit Tests: All the students have to take the unit tests of four units of each paper every semester. The results of these tests get reflected in the internal award of marks.

Class Seminars: Every student has to read a paper on the given topics in the presence of their teachers in departmental class seminars at least once a semester. Their performance is reflected in the form of marks at the end of the semester.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

At the college level, an examination committee is constituted of senior and junior faculties and non-teaching staff as members for the smooth conduct of the internal examination. The college strictly follows the guidelines issued by the affiliating university.

*One internal assessment test is conducted each semester at the college level.

* Time table and proper seating plan for the test is prepared well in advance and communicated to the students earlier.

* After assessment of answer scripts, they are shown to the students to check any discrepancy or doubt in checking.

* Their doubts are clarified by faculty to enable them to fare better in the future.

* If a student has any grievances related to the evaluation of college answer scripts, the student can apply for re-evaluation.

* Complete transparency is maintained in internal assessment tests.

* After preparing the assessments report, the faculty submits the report to the Head of the concerned department.

* The assessment marks of these tests are uploaded on the college website.

* Parents are informed about their ward's performance through SMS and Mail.

* The final internal assessment marks calculated on the basis of attendance, marks of the class tests, and assignments are submitted to the university at the end of the semester.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Our institute is affiliated with HNGU, Patan. We offer UG, PG, and Research programs and courses under the Faculty of Arts. For these programs and courses, the institute follows the curriculum designed by our affiliated university. The Programme outcomes, Programme Specific Outcomes, and Course Outcomes are suggested by the university along with the syllabi. The college supplies the detailed syllabi and suggested POs, PSOs, and COs to the HoDs. The HoD conducts the meeting with the concerned department and plans how that can be percolated to the students.

The students are also communicated about the POs, PSOs, and COs through discussion in the classroom and departmental notice board. POs, PSOs, and Cos are described to the first-year students at the commencement of the program. At least three hours are spent introducing the subject to the students. They try their best to make the students understand how the syllabus is useful in carving their careers. Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution website for reference. The students, having come to know about POs, PSOs, and COs, prepare themselves in the right direction to attain their desired goals.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://patanarts.org/courses/
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The attainment of POs, PSOs, and COs is evaluated by the institution at the end of the program. The institution observes

the rate of passing students, their progression to higher studies, the development of the character of the students, increasing rate of placement at the end of every academic year, etc. The institution takes the utmost care of measuring the level of attainment of POs, PSOs, and COs and follows formal as well as informal mechanisms for the measurement of attainment of the outcomes. Even we take feedback from all the stakeholders in this respect and try to take necessary steps accordingly.

The mechanisms employed by the institute are as follows:-

Maintaining Teacher's Academic Diary for every academic year.

Preparation and analysis of Semester-Wise evaluation Reports.

Procuring Feedback from the Stakeholders for the attainment of PO, PSO, and CO. Review of Students' Progression to Higher Studies and their Placement.

The Program outcomes :

PO1: Students' introduction to community engagement and global understanding

PO2: Development of Critical and creative thinking among the students.

PO3: Development of Students' Communication skills.

PO4: Inculcation of Ethical values among the students

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1435

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://patanarts.org/feedback/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

16

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

College has been running an innovation club committee under KCG by CHE, GoG. Under this committee 10 students and 02 professors are enrolled and completed the certificate course on "Basics of Vernacular Innovation Training" from 24/01/2022 to 23/02/2022.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

16

File Description	Documents
URL to the research page on HEI website	https://patanarts.org/research-corner/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

3

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers

in national/ international conference proceedings year wise during year
23

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The following Extension activities have been carried out in the for their holistic development of the students during this year.

- **Celebration of Yoga Day**
- **Programme of Corona Vaccination**
- **Lecture on "svachchh bharat abhiyaan"**
- **Group national anthem competition and fit India Freedom run**
- **Cleanliness Programme**
- **Celebration of State NSS Day**
- **Orientation Programme**
- **Drawing Competition**
- **Patriotic song competition**
- **Book exhibition**
- **Essay Competition**
- **Tree plantation**
- **Voting awareness Programme**
- **programme for Improvement in voter list**
- **Essay Competition**
- **Vaccination of Corona (15 to 18 years first dose)**
- **National girl child day celebration**
- **Vaccination of Corona (15 to 18 years first dose)**
- **The programme of group suryanamaskaar**
- **Vaccination of Corona (15 to 18 years second dose)**
- **The rally for theTrbute to the martyrs of Pulvama**
- **NSS annual shibir**
- **Best campus ambassador**
- **Pri R.D. Camp**
- **SRD camp**
- **National Youth Festival**
- **NIC camp**
- **NSS day celebration**

- **The Shibir for environment maintain ace**
- **Natural and manmade disaster training shibir**
- **Youth leadership training shibir**
- **Vaccination Programme**
- **Tree plantation**
- **National Unity Day Rally**
- **Trail Trek Camp**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

7

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

36

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2121

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

31

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The infrastructure facilities of the institution are designed to meet requirements of various stakeholders. The facilities of Fees Collection Centre,and ATM.The three-storeybuilding has well-furnished and spacious classrooms with good ventilation. The College has an adequate number of ICTenabled classrooms, a Psychology Lab, a Counseling room, a women's cell, a library, a faculty room, an auditorium, playgrounds, an herbal garden, and a hostel as well as freeWi-Fi. A Generator is installed to ensure an uninterrupted power supply on the campus.

The college has 2 computer labs, 1 Wilhelm Wundt Smart Psychology Lab, and a digital library, The College library is an outstanding resource with a stock of titles and Books, National and state journals, periodicals, CDs, Maps, Charts, and e-books. It is is equipped with Reprographic and Internet facilities. It is automated with OPAC and is equipped with online journals, NDL and Inflibnet. Hostels are maintained for Boys and Girls with an adequate water supply and power supply. A wheelchair is available and a separate ramp has been built for differently-abled persons. A separate allocation of seating arrangements in the classrooms and parking areas is also available for differently-abled

students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Shri and Smt. P. K. Kotawala Arts College, Patan is one of the oldest campuses in the North Gujarat University area. Sports and cultural activities are the fields wherein our college has remained invincible for more than a decade in the university. The success of the college is due to the following facilities offered to the students. The college provides excellent support and coaching facilities by the Physical Director for indoor and outdoor games. Consequently, they have achieved many milestones in the field of sports. The college has established facilities for indoor games like Chess, Carom, etc. College uses the Gymnasium Hall for practice and tournament of Wrestling too.The college provides facilities for outdoor games such as Cricket, Athletics, Kabbadi, Kho-Kho, Basket Ball, Handball, Football, volleyball, Hockey, Netball, Badminton, etc on its ground. The institute provides all the facilities to the students interested in Yoga. Since the UNO declared 21st June as the Yoga day in the world, the college has been organizing one-week practice sessions of Yoga for faculties prior to 21st June every year. All the employees on the campus with a large number of students celebrate Yoga Day very enthusiastically every year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

37

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

112.59145

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is one of the oldest constituents of this grant-in-aid institute. It spreads in an area of 3106sq ft area of the Library. The collection includes more than 42,000 books, journals, magazines, CDs, Back Volumes of the periodicals. The collection of books includes documents covering a wide range of Arts Discipline. The library is automated and has a spacious reading hall and reference section with ICT facilities as well as integrated library management software SOUL 2.0 of INFLIBNET. The various library activities are done through the software. The Books are classified according to Dewey's decimal classification. Our library database is shared with GujCat Union Catalogue. OPAC service is also provided by the collection of books. Barcode system is available. E-resources of N-list is accessible for stakeholders. The new books are displayed for two weeks on the

display stand. User orientation is provided at the beginning of the year regarding the various facilities services and resources available in the library. The library provides reprographic service and internet service. For Enhancing, a security closed-circuit camera has been installed in the main part of the library. Fire safety units are also available. The Library is provided with a Wi-Fi facility.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://sites.google.com/site/collegelibraryresearchcenter/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

5.79276

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

112

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Internet Subscription with LAN and VAN

Photo Copiers: 04

Digital Library facilities for both students and staff

12 classrooms with ICT and LCD Projectors, with 4 Smart Boards

Total 24 laptops have been given to the faculty with Membership of INFLIBNET to access e resources

Every department has at least one classroom furnished with an LCD projector to enable teachers and students to switch over to ITsupported teaching-learning methods.

The Computer facility of total of 111 computers gets upgraded periodically

The college has a Language Lab which receives annual updation in the form of maintenance of computers and the addition of novel video lessons.

The Student Service Centre in the library has 07 computers with internet connectivity which are accessible to students on their requirements.

There are six computers in the staff room which have good Wi-Fi connectivity. In addition, the institution has one common portable projector which is accessible to the Departments at any time.

The College has two Seminar Halls with IT facilities and interactive Boards

The College has a well-equipped fully automated Library with computers for accessing digital materials through INFLIBNET and browsing the internet.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

111

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

10.48666

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	[View File]
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File]

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Governing Body takes direct initiative in maintenance and upkeep of infrastructure and support facilities in consultation with Principal and IQAC. Principal and hired agency monitors quality of maintenance of infrastructure and equipment. Custodians of equipment frequently examine m for timely maintenance and repairs to ensure performance and accuracy.

Laboratory:

Psychology Lab equipment and facilities are strictly taken care of. Visitors' feedback register is maintained in Lab. Management bears maintenance expenses in lab.

Class Room:

Principal, IQAC, and faculties of discipline committee oversee maintenance of classroom equipment. College building is lent to external agencies and Government for Exams on request.

Computers:

Though college does not have a duly appointed System Administrator to oversee maintenance of Computer Systems, There are two people from Non-teaching staff and two from teaching staff who oversee maintenance of computers in college. In case of any repairs beyond capacity of local staff, college has made a contract to an external agency namely Sun InfoTech who looks after maintenance of computer systems in college.

Sports amenities:

All Sports amenities are under charge of Director of Physical Education. Separate room is provided for Sports utilities.

Management has employed a peon for ground maintenance.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

8016

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<u>View File</u>
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1015

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://patanarts.org/aqar-2021-22/#167661 1644728-28de6a3c-e3c4
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

123

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent   A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

59

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

574

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

8

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

58

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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

5.3.2 The representation of studentsrepresentatives in various college-committees for academic, co-curricular and extension activities of the institution

The major objectives of the student representatives in various college-committees for academic, co-curricular and extension activities 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.

List of Student Representatives : 2021-22

NAME OF COMMITTEE / Cells / Activity

NAME OF STUDENT REPRESENTATIVES

Library Advisory Committee

1. AchalYadav (MA sem-1),

2. Hardik G. Kapadiya (BA Sem-VI)

NISHTHA -(Forum for Literary/ Creative Activities)

1. Mitul R. Joshi (BA Sem-VI),

2. AchalYadav (BA Sem-VI)

NCC (National Cadet Corps)

1. Patel Hirabhai R. (BA Sem-VI),

2.ChauhanHimanshu B. (BA Sem-VI)

NSS (National Service Scheme)

1. Kanoliya Rahul B. (BA Sem-VI),

2. ChaudhariIshwar V. (BA Sem-VI)

Cultural Committee

1. Joshi Parth S. (BA Sem-IV),

2. Joshi Rina B. (BA Sem-IV),

3. Patel Shrushti R. (BA Sem-IV),

Student Discipline & Cleanliness

1. ChaudhariIshwar V. (BA Sem-VI),

2.Desai Vijay G. (BA Sem- VI)

Grievance Redressal Cell & Anti-Raging Committee

1. Patel Hirabhai R. (BA Sem-VI),

2. ThakkarDiya R. (BA Sem-VI)

Placement Cell (UDISHA)

1. Kanoliya Rahul B. (BA Sem-VI),

2. ChaudhariIshwar V. (BA Sem-VI)

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

145

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

5.4.1

The registration of the Alumni Association is in process. Yet the alumni have contributed their efforts whenever there is a need of the Institution.

Alumni contribution during the year 2021-22

ALUMNI STUDENTS FUND / CONTRIBUTION

YEAR

CONTRIBUTION

(INR)

No. of students

2021-22

146000

1460

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**D. 1 Lakhs - 3Lakhs**

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institute has designed its mission and vision with certain objectives and keeps pace with objectives. It is reflective in the governance of the institute. Vision: To attain excellence of students in the academic world and prepare them to face the challenges of the 21st-century world, to inculcate in students the skills and values necessary to succeed in real life, and above all to make them responsible citizens and real human beings with compassion and love.

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

Vision and mission are communicated to all stakeholders through our functioning, extracurricular activities and publications like "Nishtha" college magazine. New students are communicated with our Information Booklet, provided free of charge to students with the admission form. They are also communicated to students during orientation program in the first week of the new term. The other stakeholders have also communicated these things during their meetings and through our college magazine sent to them. They are communicated to all through our college website. Vision and Mission are displayed on the central porch on written decorative boards.

File Description	Documents
Paste link for additional information	https://patanarts.org/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college works on the basis of a very well-defined federal structure that involves a hierarchy of management, Principal, followed by faculty members. The top Management provides an adequate infrastructure to the college and monitors administration to the satisfaction of all. It also looks after the legal and administrative aspects of all institutes. He also encourages teachers for research work. He looks after the curricular, co-curricular, and extracurricular activities of the college. It is under his able administration, coordination, and guidance the college achieves success. The role of the Principal is that of a leader. The faculties are the persons to implement the policies of the institute at the grass-root level. They are in direct contact with the students, the true stakeholders, so their role is also a vital one. The faculties in our college are determined to impart qualitative education to the students. Management creates a supportive environment of participative nature where every member associated with the institute contributes on his / her merit in the growth and development of the education process. All the members of the institute contribute to the success of the quality

process

File Description	Documents
Paste link for additional information	https://patanarts.org/code-of-conduct/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Yes, the institution has a prospective plan for development. The institute makes extensions in infrastructure and builds hostels for the students. It has started certain skill growth courses like certificate courses in computer skills, communicative English, Certificate course on Astrology and Religious Rituals, Vyavahar Bhasha Hindi, tailoring, etc. as pilot projects. To fulfil the requirement of the number of students, the institute started a study centre of open University, Babasaheb Ambedkar Open University, Ahmedabad in its building. The institute offers regular courses of BA and MA to the students who are deprived of regular admission in the institute. During the COVID -19 situation, the institute had developed a strategy to create the platform of online lectures. The practice of providing study material online is still continued over College Website as well as Android Application. The implementation of this plan was successful that many of the faculty members had started their YouTube channels and some of the channels are still doing well.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Principal of the college formulates the action plans for all the operations taking into confidence all the heads of the departments and the conveners of the various committees framed for the various activities of the college. He may encourage the

students for better performance by awarding them prizes. He forms various committees for the smooth implementation of the policies and assigns responsibilities to committee heads/conveners. He also provides moral and material support to all committees. Top-level management including the Principal of our college, Executive Director of NGES, Trustees of NGES, and members of IQAC play a core role in the formulation of quality plans aimed at the growth of our institute. Executive Director as head of NGES and Principal as an institutional head monitor implementation of operations regarding the quality process and action plans.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	http://patanarts.org/management/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institute and the NGES take a keen interest in the welfare of the staff. The staff members of the sister concern colleges conduct a cooperative firm under the name of Uttar Gujarat Kelavani Mandal College Karmachari Dhiran Grahak Sahkari Mandli (Association of the Employees of North Gujarat Kelvani Mandal's

Consumer Credit Society). It was established in 1970. The on-roll members are the stakeholders of the mandali. There is a provison of accidental death insurance to its members. The death sum of Rupees 3 lakh is provided to the family deceased. The mandali provides loans with very less papers and low-interest rate. The insteresr rate of loan is 8% to the beneficiary. The maximum loan amount is Rs. 15 lakh. Savings Account holders are provided 6% interest on their accounts. The society deducts a maximum 3000 rupees and a minimum of 1000 rupees from the salary of the employee. The shareholders of the society are provided a 10% dividend on their shares.

As per the provision,12 CLs are given to teachers. Clerks enjoy 12 CL - 30 ELs every year. Commuted DLs are given to the teachers to attend various capacity building events and Election duties as per the Govt rules. T.A. and seminar registration fees are also given by the institution. Female teachers enjoy 06 months' Maternity Leave as per government rules Male teachers can claim Paternity Leave as per Government rules.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

34

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Institution has adopted PBAS of the teachers to analyse the SWOT of teachers. It evaluates and determines the level of self-efficiency. It is a mandatory process for every teacher to have the self-appraisal form furnished by UGC as per regulation 2010. It evaluates the involvement of the teacher in extracurricular and co-curricular activities. Active Participation in all the academic capacity building events and extension activities are assessed The self-furnished appraisal form is submitted to the Head of the Department to transfers it to the IQAC.

Teacher's Diary

The Teacher's Diary is also an assessment mechanism, evaluated by the HoD and the Principal. It is a record of the teacher's work throughout the year.

The Results of Exams

On the bases of the statistics of the results of Semester exams, the Principal tries to judge the performance of the teacher and discusses the matter with the concerned teacher personally. He guides the teacher for improvement in his/her performance.

Non-Teaching Staff

The performance of the non-teaching staff of the college is assessed on the basis of a general feedback form filled out by the students and parents about the college. Training program related to life skill and computer skill is also conducted by college management from time to time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various

internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Following the guidelines of the Dept of Higher Education and Chartered Account for this internal audit, The principal and the admin staff jointly scrutinize and verify the financial data. At the end of every financial year, the annual financial statement is prepared and sent to the authorities in the Department of Education. Even the institute has a provision of internal auditors for internal audit of the college. After the scrutiny and checking of expenditure of the institute by an internal auditor, it is forwarded to the recognized CA. The audit of the institute is carried out in the stipulated time provided by the Department. The College seeks the services of the External auditor for interim audit in September and Final audit in March every year. The audited report is sent to the concerned officer of the Education department. Financial Audit of the Grants sanctioned by the UGC. All the files relating to that grant are submitted to the appointed external auditor, Mahendra N. Shah & Co, Chartered Accountant, Ahmedabad a qualified Chartered Accountant for verification and audit certificate is obtained. These certificates and statements of account are submitted to the UGC. Financial Audit of the Management account An auditor from the management 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1.13885

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Various strategies for mobilization of funds:

1. Scholarships from central/state governments

2. Central/State Government fund under various heads.

3. University assistance for different activities

4. Contribution from teachers, donors, and parents under Poor Students Relief Fund.

5. Financial assistance from Management, and philanthropists.

Various ways of utilizing funds:

1. UGC funds are deposited in separate bank accounts and utilized as per the heads which are sanctioned by UGC.

2. Students' scholarships from Government and private agencies are distributed only through bank accounts

3. Most of the items are purchased through GEM and payment is paid through PFMS.

4. The income from fees is spent on the maintenance of the purchased equipment, furniture, library maintenance, sports facilities, and updating of other facilities.

5. Contribution of teachers and donors are provided to support financially backward open category students.

6. All the collections are deposited in the bank and all expenditures, recurring and non-recurring, are incurred through cheques.

7. The college maintains an annual budget system and internal external audit for the effective and efficient utilization of available financial resources.

8. Collection of tuition fees, purchases of books, stationeries, equipment payment of bills etc. are done through centralized accounts department.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The primary role of the IQAC is Quality enhancement and encouragement in the Institute. The IQAC of the Institute has contributed significantly to institutionalizing the quality assurance strategies and processes, as per the guidelines by NAAC. Academic and administrative planning is done in the meetings held by IQAC. During the year 2021-22 following quality initiatives were conducted by IQAC:

- Continued the Online Teaching-learning, evaluation process till it was needed.
- Corona awareness initiatives were refreshed among the stakeholders
- Vaccination Programme organized at our college
- Promoted the students to support the medical team in vaccination program in the surrounding area
- Cleanliness Drive in the campus and surroundings
- Voter Awareness Programme and other new schemes of the Govt. for students

Celebration of various Days of National and Cultural importance

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

It is the duty of the Higher Education Institute to check the Learning outcomes and their desired effects on the students as well as on society. The futile education system will just ruin the resources of the nation. With the noble vision, mission, and objectives of the institute, the IQAC checks the procedure regularly and if the need is felt, improvements are introduced. To enhance the English language and soft skills of students. The concept of the Finishing School Programme has been introduced to improve students' soft skills and life skills. To prepare students for successful careers in teaching, research, and administrative services Under Career Counselling Cell, guidance and special coaching regarding various competitive exams like NET, GSET, Teachers Aptitude Test, Teachers Eligibility Test, Juni. Clerk, Talati, etc are given to the students. To initiate a formal feedback mechanism from the entire stakeholder, the College has a clearly set mechanism for obtaining feedback from the students to improve the performance of the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international	B. Any 3 of the above

agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://patanarts.org/institutional-data/assessment-credentials/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

This institution is an arts college where Boys and Girls study together. Many curricular, co-curricular, and extra-curricular activities are being carried out throughout the year where equal opportunities are being provided to Boys and Girls.

Our authority pays proper attention to the Girl students regarding their facilities, safety, and security. For the well-being and safety of our Girl students, we have separate Girls' Room with all the comforts such as a washroom, sanitary napkin dispensing and destroying Machines, proper lights, and fans.

A full-time security guard remains present in the college building and campus.

More than 100 CC TV cameras spread over the campus ensure the safety of students and their vehicles.

We have allotted a separate Reading Room in our Library for the girl students.

We have a well-equipped Girls' Hostel on our campus itself.

Equal opportunities are given to all the girl students for participation in Sports and Cultural Activities at College, University, State, National, and international levels.

Girls are guided and helped through the Grievance Redressal and AntiSexual Harassment Cell.

We run a Women Cell where several important activities are being organized for the enhancement of different skills of our Girl Students. Girls participate in the activities like sewing, embroidery, knitting, cooking, music, imitation Jewellery making, Beauty Parlor, Self Defence, etc.

We also organize several expert lectures related to women's hygiene and health, safety, and security, gas safety, Indian Law for women, psychological counseling, etc.

File Description	Documents
Annual gender sensitization action plan	https://patanarts.org/aqar-2021-22/#167661 1645944-ffe59f32-2c19
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://patanarts.org/aqar-2021-22/#167661 1645944-ffe59f32-2c19

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Ours is an arts college, so no other than waste paper and garden waste (leaves, grass, etc.) need to be managed majorly. This kind of solid waste is being collected in the dustbins placed at various places in the college building such as office, staff room,

library, lobby, parking, etc. and sweepers regularly carry it to the wastecollecting container in a corner of the campus, which has been put by the municipality. The municipality Waste Collecting Van regularly picks it up and thus it is being disposed of.

Wastewater from washbasins and water coolers is diverted for gardening purposes and Waste Water from washrooms/toilets flows to the absorbent wells for the recycling of the wastewater, nearby the college building. Thus, we try to save as much water as we can.

Ours is an Arts College, hence no Bio-medical or Hazardous Chemicals and Radioactive waste is produced. And very little E-Waste that comes out every year, we collect it in a storeroom and periodically we call a scrap dealer in the college, who takes away all our plastic and metal waste along with the old newspapers, magazines, etc. which are being recycled by some other agencies.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered

A. Any 4 or All of the above

vehicles
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies	**C. Any 2 of the above**

of reading material, screen   **reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

This college provides Graduation and Post-graduation programs with diverse subject choices in Arts faculty since 1959, with a good reputation in society not only in our district but in the neighboring two districts also. From this wide and far geographical catchment area, a very large number of students get admission to our college. These students belong to diverse cultures, religions, communities, socio-economic strata of society. They use different dialects in their daily routine. They follow different social customs, rites, and rituals. All these students – Boys and Girls study together and collectively participate in all the curricular, co-curricular, and extra-curricular activities organized throughout the year. Their variety of cultures creates a kind of curiosity among them to know about the life of their other counterparts. During this academic year, we organized several activities that provided our students with many opportunities to be together, work together, live together, to learn together, and thus it shows unity in diversity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

We are conscious and committed to making our students aware of the constitutional obligations and helping them to be responsible citizens. In our daily routine, we follow such practices that our students may learn about moral values such as honesty, discipline, dedication to work, sincerity, etc., and our constitutional rights and duties like awareness for voting, cooperation, conservation of environment – air, water, and land, cleanliness, communal harmony, compassion for the weak, poor and sick people around us, etc. Every year we organize many such activities but this year due to the COVID-19 pandemic we could manage some of them, such as the Voter Awareness Programme, Training for Cooperative Activities, "MANO SEVA" – Online Psychological Counselling to the COVID-19 patients, Sapling Plantation, Personality Development Programme, Cleanliness Drive, Donation for Communal Harmony, Removal of Malnutrition, Awareness and help for COVID-19 Vaccination, Participation in Pre R. D. Camp, Environment Awareness Camp, etc. The supporting documents related to the activities done during the year 2020-21 are provided in the Web Link.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://patanarts.org/aqar-2021-22/#167661 1645944-ffe59f32-2c19
Any other relevant information	https://patanarts.org/aqar-2021-22/#167661 1645944-ffe59f32-2c19

| 7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized | B. Any 3 of the above |

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Our college celebrates/organizes the following national and international commemorative days, events and festivals every year:

* Independence Day and Republic Day: These days are celebrated with utmost reverence and involvement, by arranging various competitions like Essay Writing, Elocution, Patriotic Song Competition, etc. Moreover, the flag hoisting ceremony on Independence Day is held on a grand scale with the participation of the staff members and students of all the institutes on the campus. The NCC cadets welcome the guests with the Guard of Honour, and also make cultural performances.

* International Yoga Day: Our college ground has been one of the few venues of the District level celebration of International Yoga Day (21st June) for the last three years. But this year due to COVID 19 we organized this programme locally in our BISAG Hall with a limited strength.

* The Kargil Vijay Diwas is also celebrated on 26th July with the same patriotic spirit.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Under the guidance of library, the practice of Vichar Vartul – Thinking Circle ofstudents andteachers. The activity is not limited only in the building or the campus of the institute. The literary group visits the Anand Sarovar of Patan with some books and arranges an exhibition of the books on every Thursday of the week. This is the place, where many of the senior citizens, young boys and girls, School going children with their parents visit the place in the evening for a walk or just to play and sit. They visit the exhibition and many a times borrow a book to read at their home. Such readers are registered readers of the college. The Library maintains a register to keep the record of the borrowed books. This way our institute becomes instrumental in making people read.

2.Theinstitute is taking healthcare for students and society. The NSS, NCC and other cells of institute regularly organize Blood Donation and blood testing camps in collaboration with NGOs and GMERS, Patan. Some programs for HIV/AIDS awareness on World AIDS Day - 01st December every year organized with the support of NSS. During the pandemic, institute had taken a great toil for prevention of COVID – 19. The institute has prepared many awareness programs for pandemic. The institute invited vaccination team to its own premises and vaccination program was arranged for all stake holders.

File Description	Documents
Best practices in the Institutional website	http://patanarts.org/wp-content/uploads/2023/02/Vaccination-Programme-2021-22.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institute successfully imparts Civic Sense among young students of institute. Election is a pious festival of democracy. There is a vital role of young voters in democracy. The institute actively participates in "Voter Festival." The students of

institute show activeness in voter awareness programs such as Voter Awareness Rally, Voter Registration, etc. and due to active participation in this festival, institute has succeeded in achieving The Best Campus Ambassador Award for last four years. The students viz, Panchal Hiral, Mahendrasinh, Vishnu Chaudhary and Goswami Bakiben are lucky award winners.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- To encourage faculty for more research and publication
- To encourage departments to organize seminars, conferences, workshops, and FDPs
- To make ICT based teaching-learning process more effective
- To get more economical contribution through Alumni Association and PTA
- To establish the fire safety system and update its facilities with some of latest equipment.
- To encourage students for participating in sports and cultural activities and to maintain the long retained general championship of athletics.
- To organize various empowerment programs for women.
- To install solar plant.
- To build a gym hall for indoor games.
- To make use of online platforms for Teaching-learning, study material, syllabus, and guidance.
- To evaluate the continuously the academic performance of students.