

# ANNUAL QUALITY ASSURANCE REPORT (AQAR)

*Submitted to*

**National Assessment and Accreditation Council (NAAC)**

*by*

**ARTS COLLEGE, SHAMLAJI**  
(Re- accredited by NAAC with 'B' Grade with a CGPA of 2.51)

**11<sup>th</sup> July- 2016**

## Part – A

### I. Details of the Institution

1.1 Name of the Institution

**ARTS COLLEGE, SHAMLAJI**

1.2 Address Line 1

BAHECHARPURA COLONY

Address Line 2

AT & PO: SHAMLAJI

City/Town

SHAMLAJI

State

GUJARAT

Pin Code

383355

Institution e-mail address

akpatel60915@gmail.com

Contact Nos.

9426060915

Name of the Head of the Institution:

Dr. Ajay Patel

Tel. No. with STD Code:

02771-240169

Mobile:

09426060915

Name of the IQAC Co-ordinator:

Dr. A.K.Yadav

Mobile:

09427402643

IQAC e-mail address:

akpatel60915@gmail.com

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

EC (SC)/01/RAR/43 dated 05.05.2014

1.5 Website address:

www.artscollegeshamlaji.org

Web-link of the AQAR:

<http://www.artscollegeshamlaji.org/AQAR2016-17>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	72.40 Score	2007	2007—2012
2	2 <sup>nd</sup> Cycle	B	2.51	2014	2014—2019

1.7 Date of Establishment of IQAC:

15.06.2006

1.8 AQAR for the year

2015—2016

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i. AQAR: 25.03.2015

ii. AQAR 11.07.2016

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women   
Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys. Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

MA (SF)

1.12 Name of the Affiliating University

Hemchandracharya North Gujarat University,  
Patan

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence CPE

UGC

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme  
FIST

DST-

UGC-Innovative PG programmes  
(Specify)

Any other

UGC-COP Programmes

## **2. IOAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4. No. of Management representatives

2.5 No. of Alumni

2. 6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10. No. of IQAC meetings held: 4

2.11. No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Lev

(ii) Themes

1. Development of the Internal Quality Assurances IQACs in Colleges -21/12/2015
2. Mahakavi Bhas: 29/2/2016
3. Umashankar Joshina Sahityanu samagra lakshi Mulyankan:29/30/1/2016
4. Swatyantrottar Hindi Kahaniyon me Kathya Vevidhya-29/30/1/2016

2.14. Significant activities and contributions made by IQAC

- Student Feedback on Teachers was conducted on 20.01.2016.
- IQAC motivated research publication and so **67** papers were published in National and International Journals. This is the highest number of publications during the years.
- In order to conduct Academic Audit, a Core Committee, comprising the Principal, IQAC Coordinator, was constituted.
- International conferences national seminars and state-level seminars/competitions were attended by Teaching Faculty. It was possible because of the encouragement given to the Departments.

## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"><li>➤ To construct the indoor stadium</li><li>➤ To cater to the needs of slow learners through remedial classes</li><li>➤ Admission - All the seats are to be filled up.</li><li>➤ To conduct an academic audit of departments</li></ul>	<ul style="list-style-type: none"><li>* Indoor stadium is sanctioned yet not constructed.</li><li>* Coaching classes (without any fee) were conducted to help the slow learners improve their academic performance.</li><li>* All the seats in aided stream and self-financing stream were filled up.</li><li>* Academic Audit was conducted. 4 meetings were held to facilitate interaction between IQAC and Departments.</li></ul>

2.15. Whether the AQAR was placed in statutory body: Yes

Management  Syndicate  Any other body

### Provide the details of the action taken:

Every Year a copy of AQAR is sent to the Management. They go through it and provide their feedback in the meetings of the Head of the Institution with Management Representatives. The suggestions provided by them are incorporated in the next yearly plan.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	03	-	-	-
PG		-	5	-
UG	05	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others – M.Phil.	01	-	-	-
<b>Total</b>	09		05	-

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

##### (ii) Pattern of programmes:

Pattern	Number of Programmes
Semester	5
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

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

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

Revision was made in UG third year syllabus in order to include current trends.

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

NA



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
22	12	09	-	01

2.2 No. of permanent faculty with Ph.D.

16

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
12	02	09	--	--	--	01	--	22	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	18	53	65
Presented papers	18	53	65
Resource Persons	02	02	-

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

ICT-enabled teaching-learning process followed.  
Student-centered teaching strategies were introduced.

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

180

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

\*Evaluation of students is based on both Continuous Assessment (internal) 30% and the end Semester Examinations (external) with an allotment of 70% marks for each.

\* Different methods of assessing the student – tests, seminars, assignments, projects, etc.

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

Three faculty members are involved in curriculum restructuring and syllabi revision. Feedback from the course teachers and interaction in the department help in incorporating current trends in various courses.

2.10 Average percentage of attendance of students

80%

2.11 Course/ Programme wise distribution of pass  
Percentage: Details of semester results:

Title of the Programme	Total no. of students appeared	Division			
		Distinction	I	II	Pass
B.A. English	183	2	16	5	1
B.A. Hindi	104	2	12	2	-
B.A. Sanskrit	56	-	10	6	-
B.A. Gujarati	130	3	14	2	1
B.A. Sociology	234	5	35	4	-
M.A. English	110	32	51	21	4
M.A. Hindi	52	12	24	-	-
M.A. Sanskrit	37	7	11	-	-
M.A. Gujarati	111	35	48	-	-
M.A. Sociology	234	5	35	4	-

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

# By conducting academic audit through interaction with Departments

The IQAC periodically conducts sessions to explore avenues to enhance teacher effectiveness through professional skill development training programmes. The College encourages research, publications, paper presentations and participation in international/national/regional workshops, conferences and symposia. Senior faculty and administrative heads discuss future plans of the institution and prepare a road map for quality assurance and enhancement.

**2.13 Initiatives undertaken towards faculty development**

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC - Faculty Improvement Programme	4
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	12
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

**2.14 Details of Administrative and Technical staff**

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	10	-	-
Technical Staff	-	-	-	2

## Criterion – III

### 3. Research, Consultancy and Extension

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

Research is a significant activity of the college.

- Formation of a **Research Committee** which encourages, guides and provides every possible support to take up research projects.
- Provision of seed money to those who present research papers in seminars/conferences/workshops
- Access to duty leave
- Fully furnished and rich library with adequate reading space and easy access to books.
- Faculty members are free to purchase the books for the library as per their need of research.

During this academic year ---7- research scholars have obtained their Ph. D. from the research supervisors of our college. In order to promote quality research, ---67---research papers of our faculty are published in research journals.

#### 3.2 Details regarding major projects

	completed	ongoing	sanctioned	submitted
Number	----	----	----	----
Outlay in Rs. lakhs	----	----	----	----

#### 3.3. Details regarding minor projects:

S.No.	Name of the Teacher	Title of the Project	Funding Agency	Amount (Rs)
1.	Dr. A.K.Yadav	Shiv K Kumar: Assessment as a Poet	UGC	40000.00
2.	Dr. A.K.Yadav	Challenges of Teaching English at College Level in Gujarat State	UGC	80000.00
3.	Dr. V.H.Patel	Prijat Haranchampu – A Study	UGC	85000.00

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	17	60	
Non-Peer Review Journals	-	08	
e-Journals	07	-	
Conference proceedings			

#### 3.5 Details on Impact factor of publications:

Range :- Average

Nos. in SCOPUS

h-index

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations.

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Received
Major Project	-	-	-	-
Minor Project	2012 to 2014	UGC	205000.00	165000.00
Interdisciplinary Project	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects	-	-	-	-
Any other( Spacify)	-	-	-	-
Total	03			

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: N.A.

UGC-SAP



DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

Autonomy  
INSPIRE

CPE  
CE

DBT Star Scheme  
Any Other (specify)



3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
4	-	02	01	-	01

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

3.13. No. of collaborations: International  National  Any other 10

3.14. No. of linkages created during this year

3.15. Total budget for research for current year in lakhs : As per requirement (PTAC)

From funding agency UGC  From Management of College

Total: 57000/(Fifty seven thousands)

3.16 No. of patents received this year:

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialized	Applied	-
	Granted	-

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

Total	International	National	State	University	District	College
1	1	-	-	12	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

**3.21 No. of students Participated in NSS events:**

University level  State level

National level  International level

**3.22. No. of students participated in NCC events:**

University level	<input type="text" value="85"/>	State level	<input type="text" value="50"/>
National level	<input type="text" value="15"/>	International level	<input type="text"/>

**3.23. No. of Awards won in NSS:**

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="01"/>	International level	<input type="text" value="-"/>

**3.24. No. of Awards won in NCC:**

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text"/>

**3.25. No. of Extension activities organized**

University forum	<input type="text" value="30"/>	College forum	<input type="text" value="46"/>
NCC	<input type="text" value="85"/>	NSS	<input type="text" value="200"/>
		Any Other	<input type="text"/>

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

An orientation programme for students was held on 10<sup>th</sup> July 2015, focusing on the significance of outreach programme and code of conduct during the year. Schedule of the college /events conducted /extension activities: NSS, NCC, Sports, Sapt Dhara/ Career related Activities/ Campus recruitment programmes were explained to the students in detail.

A special orientation related to M.A. students was organized in July 2015. 175 students attended the programme.

Karate training was given to the female students in women empowerment programme. More than 150 girls' students participated in the programme with much enthusiasm.

After completion of 25 **years** of our college, Silver Jubilee Festival was celebrated by the whole campus with great enthusiasm. The students took part in different activities conducted during the whole year

<b>S. No</b>	<b>Programmes</b>	<b>No. of Programmes</b>	<b>No. of Villages</b>	<b>Total no. of Beneficiaries</b>
1	General Medical Camp	1	1	600
2	Eye Camp	1	1	200
3	Dental Camp	1	1	50
4	Self Employment Training	1	1	300
5	Tree Plantation	1	1	200
6	Rally	5	1	All students of the college
7	Orientation & Workshop	2	1	1500
8	Silver Jubilee Festival	15	1	170
9	Yoga Course	1	1	800



## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

The campus area is 58 acre. The buildings, furniture and equipments are put to optimum use and are available for teaching-learning process and evaluation, co-curricular, extra-curricular, research and extension activities.

Facilities	Existing	Newly created	Source of fund	Total
Campus area	3865.86 sq.mts.	-	1	3865.86 sq.mts.
Class-rooms	22	--	--	22
Laboratories	02	-	state govt.	02
Seminar Halls	02	--	local	02
No.of important equipments purchased (1-0 lakh) during the current year.	163	33	UGC	9.27175
Value of the equipments purchased During the year (Rs.in Lakhs)	9.27175	--	UGC	9.27175
Others				
Library Block	--		--	--

#### 4.2. Computerization of administration and library:

A system technician is appointed for the maintenance of the computers and its accessories. If any problem arises in any of the computers, it is entered in a complaint slip and handed over to the Din-charge of Computer Centre. Twice a week or whenever required the system engineer goes through the complaint slip and takes necessary steps to maintain the instruments in good condition. Periodical pest control measures are taken to maintain books and journals in the library in good condition.

- The library provides open access to staff and students.
- At the beginning of every semester, the Librarian addresses the students, explaining the methods of using the library resources.
- Auto Lib software facilitates are going to be provided in near future.

- Journals and magazines are kept in open racks.
- The librarian and one library assistants ensure the use and security of resources in the library.
- CC TV has been established in the library for security purpose.

#### 4.3 Library services:

	Existing up to 2014-15		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books/ Reference books	24225	4352928/	566	284721/-	<b>24791</b>	<b>4637649/-</b>
e-books	-	-	-	-	-	-
journals	470	90991	66	20216	<b>536</b>	<b>111207/-</b>
e- journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	130	3250	-	-	<b>130</b>	<b>3250/-</b>
Others ( Specify)	-	-	-	-	-	-

#### 4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Depart-ments
Existing	85	2	20	2	2	1	5
Added	28	-	-	-	-	-	-
Total	113	2	20	2	2	1	5

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

Every department has been provided with Computers, Laptops, LCD and internet system. Expansion of E-technology has enhanced the use of computers in curriculum development, teaching-learning, evaluation and research.

\* Students are encouraged to make use of computers for Power Point Presentations of their seminars and projects.

\* Broadband internet connectivity is given in Library, Administrative offices, Principal's chamber and in Computer labs to all the departments. Internet browsing is available for teachers and students at the Internet Centre free of cost during the working hours of the library.

**4.6 Amount spent on maintenance in lakhs :**

i) ICT 342980/

ii) Campus Infrastructure and facilities 277320/

iii) Equipments 522000/

Total: 1142300/

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- A format is designed by Internal Quality Assurance Cell (IQAC) to consolidate student feedback on teachers.
- IQAC helped the Student Service Centre to establish Reception counter for providing information to visitors and students, Xerox facility and Phone facility. Besides the Student Service Centre, a canteen facility is provided to the teachers and the students.
- Financial assistance extended to economically weaker students and personal counseling given by Counselors and Teachers minimize the dropout rate in the college.
- Add-on courses for development of soft skills were offered.
- Mock Interviews were conducted at the departmental level.
- The institution publishes its updated prospectus and handbooks annually. The information content is disseminated to students at the beginning of every academic year. During CBCS, The IQAC Co-coordinator explains the salient aspects of the Choice Based Credit System. The Principal of the College and the Coordinators of extension service organizations explain the benefits of performing extension activities. The Heads of Department explain the course material and question pattern.

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

- The Placement Cell conducts training programmes for students and arranges job fair in collaboration with employers.
- The Alumni/are Association maintains consistent correspondence with alumni.
- The visiting faculties provide necessary guidance to students in the choice of their career.
- The Dept. of Foundation Courses helps students in personality development.
- Add-on courses help students get employment opportunities.

#### 5.3 (a) Total Number of students:

UG	PG	Ph.D	Others
2805	1042	14	-

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

-
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(c) No. of International Students

No	%
-	-

No.	%
-	-

5.4 Details of student support mechanism for coaching for competitive examinations:

- Orientation Programmes/Training Programmes for competitive examinations such as Banks, Indian Railway, LIC, Clerks, Para military forces (police, Army, BSF, CRPF, SRP, Talati were organized in our college by Career Guidance Cell.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CATE   
IAS.IPS etc  State PSC  UPSC  OTHER

5.6 Details of student counseling and career guidance:

The Placement Cell is continuing its activities to guide the students towards meaningful jobs as the logical corollary to their educational pursuits. It is very gratifying to record that many students get employment after the completion of their studies on their own efforts. Efforts to propagate the idea of the need for training oneself for employment, honing one's skills and acquiring additional skills, especially communication skills, are the key activities of the Career Guidance and Placement Cell. In addition, the following are the initiatives during this academic year.

No. of students benefitted

5.7 Details of campus placement:

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	400	50	50

5.8 Details of gender sensitization programmes:

Women's Forum of Arts college, Shamlaji organized a special programme on Recent trends in women's health on 30<sup>th</sup> November 2015. The special invitee Dr.Suresh T. Patel gave suggestions and tips on women's health.

A special orientation programme for women students was organized on 10<sup>th</sup> February

2016. Women Faculty members shared their fruitful thoughts and trained our students.

International Women's Day was celebrated in a grand manner on 7<sup>th</sup> March 2016.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events:

State/University level

National level

International level

No. of students participated in cultural events.

State/University level

National level

International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events:

**Sports:**  
State/University level

National level

International level

#### **Cultural:**

State/University level

National level

International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	00	00
Financial support from government	2046	11776235/
Financial support from other sources	00	00
Number of students who received international/ national recognition	00	00

### 5.11 Student organized / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

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

## Criterion – VI

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

6.1 State the Vision and Mission of the institution

#### **OUR VISION**

Our vision is to cater to the needs of the Adivasi, Harijan and Down Trodden people of this Tribal area of this backward district so that they can earn their livelihood by getting professional and vocational training at this institute.

#### **MISSION**

The mission of the institution is realized in the sense that the youth of the region get graduate and post-graduate degrees and make them not only enlightened but also fully qualified to seek jobs in the educationally advanced society of modern India.

- (a) Equal access to knowledge to all the students on same way without any barriers of cast, creed, class, religion sector region.
- (b) Each students especially Girls students with more opportunity to pursue higher quality education to achieve higher goals in their life.
- (c) Every student with suitable opportunity to learn Computers, and advanced technology to keep oneself equipped with advanced technological skills and keep pace with the rest of the world.
- (d) To develop all round personality.
- (e) To develop an urge of achieving Excellency in whatever field they are.
- (f) To inspire educationally poor student for competitive examinations through Remedial Coaching Classes and Entry in Service Programmes.
- (g) To equip students with global competencies.

#### **6.2. Does the Institution have a management Information System?**

The College ensures a system of participative management whereby information flow and decision making processes are systematized and channeled through all key constituents of the College. The suggestions given by the Governing Body, the Management Committee and the Finance Committee are implemented by the various administrative offices, under the leadership and guidance of the Principal. The Heads of departments ensure the smooth functioning of the activities of the department in collaboration with other members of the department. Regular meetings of the Staff Council are held to discuss and decide on matters relating to academics and administration. For the smooth and effective functioning of the College, interactions with stakeholders comprising of faculty, parents, alumnae and the students, are regularly organized. Feedback received from faculty, students, alumnae and other stake-holders are considered for continuous review and revision which are relevant to the changing needs of higher education



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

#### **6.3.1 Curriculum Development**

- The institution focuses on multi skill development of students in order to ensure employability. Curriculum under CBCS enables the Placement Cell to conduct programmes throughout the year so as to help students acquire the necessary soft skills for employment.
- The Choice Based Credit System followed at present in the college facilitates horizontal movement, enabling students to make their choices.
- All the Skill Based Elective courses are available to students irrespective of their major subjects. This facility enables students to choose the courses of their interest and for future development.

#### **6.3.2 Teaching and Learning**

- ICT-enabled teaching-learning process has made students —active participants in the classroom.
- Apart from classroom interaction, the following methods are used.
- Meaningful learning is initiated through guided teaching and guided library assignments, group discussion, seminars, debates, quiz, viva, etc.
- Peer learning is promoted within and outside the class hours.

#### **6.3.3 Examination and Evaluation**

- Semester system with Continuous Internal Assessment (CIA) is followed.
- The Principal and the Heads of Department monitor the performance of the students by making an analysis after every internal test and external examination.
- The teachers make an analysis of the performance of students after every internal test and external examination in departmental meetings.
- The performance of students is analyzed in Academic Council meeting in October and March.
- Governing Body meetings in July and March.

### 6.3.4 Research and Development

Research is a significant activity of the college. During this academic year **67 (Sixty Seven)** research papers were published in National and International Journals **08** Books / Proceedings have been published. **3 (Three)** teachers have been appointed as members in Board of Studies in Hemchandracharya North Gujarat University, Patan. College Principal has been appointed as Member in Board of Studies in Hemchandracharya North Gujarat University, Patan, Veer Narmad University, Surat and Shri Shyamji Krishna Verma University, Kutch ( Bhuj)

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

**Library:** Networking has been installed in the library which facilitates access of information on various types such as online databases, e-journals, e- books, digitally through networked systems. Access may be allowed online remotely through internet.

**ICT:** The institution adopts policies and strategies for adequate technology deployment and maintenance. The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes. The staff and students have access to technology and information retrieval on current and relevant issues. The institution deploys and employs ICTs for a range of activities. In keeping with rapid advancements in technology, and for students to benefit from state-of-the-art equipment, the College has set up six SMART Boards in selected classrooms located in different buildings on campus. Additionally, every department has been provided with a laptop and a portable/mounted LCD projector. A multimedia language lab, computer labs provide opportunities for hands-on training.

**Physical Infrastructure/Instrumentation:** Seminar halls, conference room, classrooms (some equipped with SMART Boards), buildings to house administrative offices, staff room, well equipped laboratories, library, a common prayer room, students' common room, games field, browsing centre, canteen, a parking area and residential facilities for girls students are provided.

A new building for the support staff is being constructed on campus. All the large halls have LCD and screen facilities. Digital notice boards with LCD screens have been installed in strategic locations in order to disseminate information relating to events, news, and other important information that every student needs to know. In order to ensure safety and security of the campus community, the College is under central surveillance with the installation of CCTVs at several locations on campus.

### 6.3.6 Human Resource Management

At the end of each academic year the Management Committee reviews the existing positions and identifies personnel for various teaching and non-teaching positions. The management makes appointments through prescribed procedures.

Orientation and training programmes are periodically organised for new recruits. In order to enhance capacities of staff need-based training/workshops are organised for faculty, administrative, and supportive staff.

Recreation programmes are also organized for teaching, non-teaching and supportive staff.

### 6.3.7 Faculty and Staff recruitment

Advertisements inviting applications from qualified candidates are published in leading newspapers. Applicants who meet the eligibility criteria lay down by the UGC and HNG University, Patan are called for an interview cum trial teaching session. The selection panel consists of the Principal, Secretary, members of the Management, Head of the concerned department, a senior member of the faculty and an external subject expert. Candidates deemed suitable to meet the institutions requirements are appointed on probation. They are given a permanent position by the Management after assessment of their performance.

### 6.3.8 Industry Interaction / Collaboration

College invite the industries for campus selection some organizations select our students as per their requirement.

### 6.3.9 Admission of Students

- The admission procedure is absolutely transparent and as per the guidelines of university and state government
- Students are selected for admission on the basis of past academic record. Dalits, women students, poor students and first generation learners are given preference in admission. As the college is an aided institution, admission of students is done as per Government norms. 50% of the seats are filled as per the Government policy of reservation and 50% of the seats are filled using the minority quota.

### 6.4 Welfare schemes for

Teaching	Loan facility by College credit society
Non teaching	Loan facility by College credit society
Students	Scholarship by Govt.

### 6.5 Total corpus fund generated

### 6.6 Whether annual financial audit has been done

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

Audit Type				
External			Internal	
		Agency	Yes/No	Authority
Academic	Yes	KCG	Yes	IQAC
Administrative	Yes	KCG	Yes	IQAC

**AAA Audit has been done in 2014. The validity of AAA Certificate is till March-2016**

**External Evaluation:** The National Assessment and Accreditation Council (NAAC) Peer Team visited the College from ....., 2014 for the second cycle of re-accreditation. The College has been awarded ‘B’ grade with a CGPA of 2.51 .The Knowledge Consortium visited the College from ..... For the second cycle of re- accreditation.

**Internal Evaluation:** The College conducts periodic evaluation in a structured manner through meetings. These provide feedback on the syllabus, teaching methodology, evaluation, etc. The feedback is used to assess the teaching-learning process. The College plans to conduct an Academic Audit in the year 2016-17 to facilitate curriculum restructuring.

6.8 Does the Autonomous College declare results within 30 days? - NA

For UG Programmes      Yes  -      No  -

For PG Programmes      Yes  -      No

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

Ours is Grant-in-aid College, it takes internal examinations, and HNG University takes the final examination.

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

The university provides all the necessary support to the college. It prepares syllabus and conducts examinations.

### **6.11 Activities and support from the Alumni Association:**

- 12-02-2015: On the celebration of Annual Day, Annual General Body, Meeting of Alumni Association was held. More than 50 Members attended the meeting, Annual reports w a s submitted.
- 13-02-2015: Alumni Association and all the students of the college celebrated the joyful Silver Jubilee Festival at college Campus. The Vice- Chancellor of Hemchandracharya North Gujarat University, Patan Dr. R.L.Godara, EC Member Mr. Shailesh Patel and other dignitaries were present over the festival. A variety of cultural programmes were performed. Prizes were distributers to the participants. Lunch was also arranged for all students, teachers, invitees and others.

### **6.12. Activities and support from the Parent – Teachers’ Association:**

Parent-Teacher Meetings help to communicate to parents the areas their children are excelling in and the academic progress their children have made. Keeping this goal in mind, we organized Parent-Teacher Meetings on 09.02.2015.

### **6.13. Development programmes for support staff:**

-Our college organizes Orientation Programme for Support Staff every year.

### **6.14. Initiatives taken by the institution to make the campus eco-friendly:**

- Eco-friendliness in the campus is the policy of the college. Lawns and gardens are maintained with utmost care.
- Approach roads are lined with trees and shrubs.
- Use of plastic materials is prohibited in the college.
- \* Use of Tobacco, Smoking and Liquor is prohibited in the college campus.

## **Criterion – VII**

### **7. Innovations and Best Practices**

#### **7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution.**

- As per the guideline of University new syllabus is initiated, Saptdhara initiation of KCG is strictly followed.

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

- Coaching classes (without any fee) were conducted to help the slow learners improve their academic performance.
- All the seats in aided stream and self-financing stream were filled up.
- Academic Audit was conducted. 4 meetings were held to facilitate interaction between IQAC and Departments.
- With an aim to expose the Teaching Faculty of our institution to new frontiers of knowledge, current trends in educational psychology, and counseling, IQAC organized an Orientation Programme.

#### **7.3 Give two Best Practices of the institution**

##### **Best Practice - I**

###### **English Improvement Programme:-**

This programme was initiated to help first year students who lack the required competency in English and to improve their proficiency in English to help them understand their core disciplines and subjects. The outcome was that the students were able to blend with the rest of the class. Improved English language competence lead to improvement in academic performance. The involvement of student helpers in this programme has several advantages. Informal, interactive teaching methods are creatively used by student- teachers and the enthusiasm which they radiate in the classroom is an instant success with the learners. The impact of this programme extends beyond academics and has created a sense of togetherness, mutual understanding and has narrowed the divide between the different sections of the student population on campus.

##### **Best Practice – II**

###### **Institutionalizing the Mentoring System**

The Mentoring System was introduced to monitor student progression both in academics and help students deal with issues related to life on campus and also give guidance related to their personal issues. Each member of the faculty is assigned students belonging to their departments

## **Best Practice – III**

### **1. Title of the Practice: “STUDENTS COUNSELLING”**

### **2. Objectives of the Practice:** The objectives of the practice are:

To provide an opportunity to students (stakeholders) to express their feelings, grievances, likes and dislikes, etc. and to suggest remedial measures.

To eliminate the weaknesses and reinforce the strengths.

To explore jointly the strengths and weaknesses of the overall functioning of the Institute in terms of students, infrastructure facilities, teaching and non-teaching staffs and management.

### **3. The Context**

The College has scope for free and open expression of the students’ feelings, grievances, likes and dislikes in particular, academics and administrative problem faced by the students.

Students learn from their teachers within the four walls of the classroom for a stipulated/limited period, while teachers teach actively to the students, no matter how much the students understand or digest the subject-matter.

The head and his administrative staff manage the institution, no matter how efficiently they are managing. Parents also send their children to the institution with a certain objective but with little or no knowledge or information about the overall functioning of the institution.

The management also invests resources in the institution with a certain objective, no matter how efficiently, precisely and economically the resources are utilized. Education being a joint venture needs co-operation from all sections of the society. Most particularly, strenuous efforts with mutual understanding among the students are highly desirable in attainment of the desired goals and objectives of the mission. But unfortunately, there has been no proper platform for exchange of views among the students. Our counseling system is an important practice where students can exchange their views freely and openly with their counselor which in turn helps the institution to understand about the functioning of the institute and in taking up the necessary measures for appropriate/overall improvement of the college.

### **4. The Practice**

#### **Admission counseling Process:**

Important feature of the college is admission counseling process. The admission counseling process begins prior to class 12th science results. Arts College, Shamlaji faculty inspired the young mind to think out of box to solve the common problem of the nations.

The admission counseling cell comprises of the faculty representatives of each course.

Teachers provide all the necessary information about the courses inquired and their future prospects. They also provide other information regarding the admission procedure, fee structure, mode of payment, academic record of the institute at University level etc.

During the admission counseling there is a provision for the spot admission so that students and parents can secure the admission immediately.

### **Counseling Process:**

The institute has modified existing counseling scheme that created positive impact on parents and ultimately on the functioning of the institutions. Students' counselors are the subject teachers so that the students can share their problems easily without any fear. In the beginning of the session a team of selected teachers (counselors) is appointed for all the semesters. The objectives of the practice are explained to the students in very first meeting.

Counselor maintains all the basic information, attendance record, internal test result and leave record of the students. As online system is developed by the institute overall attendance and progress of the students can be continuously monitored and regulated by the counselors.

Counselor also discusses the overall attendance and student performance in the quiz, internal theory and practical examination. Matters relevant to the classroom learning difficulties or its outside problems including hostel and mess issues are also shared with the counselor.

Counselor communicates with the parents as and when need arises and performance and regularity can be accessed any time by the parents.

Counselor delivers and receives suggestions from the students/parents to enhance quality of teaching, learning and administration.

Any point raised by any student is properly recorded by the counselor and required clarifications may be given by the counselor instantly or later on as per the seriousness of the matter.

### **Open house for the parents:**

The college keeps parents- teacher meeting which gives a platform to the parents for interaction with teacher concerned, counselor, Principal regarding their wards performance in detail.

Important suggestions regarding quality improvements of the college functions are invited from the parents.

The information will be shared with the appropriate subject sharing teachers and he/she can also express their views on the improvement of the college, their grievances, their expectations from the students, colleagues, head of the institute and management. This way, this practice helps to explore quality education by understanding the strengths and weaknesses of the student and the college.

## **5. Evidence of Success of the Practice**

The responses of the students to the practice are really encouraging.

The students assemble in the room in time at the venue and discuss their view or problem without any hesitation. Counselor also discusses the progress made by the individual students and drawback in terms of attendance, progress, thus the practice reinforces the classroom teaching-learning process.

This practice also motivates the students to believe in over all development and therefore they are encouraged to participate in co and extra- curricular activities including competitive examinations.



From such a practice, now the institute more or less ascertain the strengths and weaknesses of every personnel of education (teachers, students, principal and management) thereby giving the opportunity for self as well as collective correction of error, if any.

This would help to bring about a mutual understanding and a sense of belongingness among the students.

Through this practice, College can maintain the transparency in the overall functioning of the institute by exploring the merits and drawbacks of the institution.

## **6. Problem Encountered and Resources Required**

Problems encountered were not insuperable. The counselors had to schedule the sessions so that students were free to meet them. Some of the problems were extremely personal which need personal guidance, care and patience. The genuine cases came forward were discussed with the head of the department and head of the institute and corrective measures were taken. Though it took up their time, due attention was given to both, to work towards a positive solution.

## **7.4 Contribution to environmental awareness / protection**

The College constantly seeks to promote the Care of Mother Earth initiative. One of the primary objectives of the institution is to sensitize students on environmental issues and to motivate them to promote ecological justice and sustainable development. The College, on a regular basis, makes a thorough environmental assessment of the campus and implements healthy ecological practices in water and energy conservation and waste management. The three 'R's': "Reduce", "Reuse" and "Recycle" form the essence of every eco-friendly practice adopted in the College.

**7.5. Whether environmental audit was conducted?** Yes  No

We have an environment audit committee of senior faculty members. They physically check the environment of the college. We don't have any registered auditor for this purpose.

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

IQAC conducted academic audit which served three important purposes:

To facilitate SWOC analysis at the Departmental level,

## **SWOC Analysis**

### **STRENGTHS**

- 100% selfless social commitment of the management and the employees.
- Excellent team work of the employers which has been appreciated even by the NAAC peer teams and other committees
- We cater to the needs of Adivasi, Harijans and down trodden students basically economically and socially backward strata and thereby contribute to the nation's policy of prioritizing them education.

## **WEAKNESSES**

- Comparatively lesser proficiency in English amongst staff and students

## **OPPORTUNITIES**

- We can increase proficiency in computers and English amongst staff and students
- We can increase indoor sports activities

## **CHALLENGES**

- Social pressures on our students in their families due to gender discrimination still prevalent in society
- To work in limited infrastructural facilities.

## **8. Plans of institution for next year:**

- To conduct an orientation programme for students.
  - To cater to the needs of slow learners through coaching classes.
  - To organize classes for competitive examinations- Police, SRP, BSF, CRPF, Talati etc.
  - Re enrolment in NCC for Girls.
  - To organize lectures on Personality Development.
  - To conduct an academic audit of departments.
  - To augment infrastructural facilities.
  - To update the college website with a new format for better collaborative activities.
  - To organize national seminars/conferences.
- 
- 3rd cycle of NAAC Reaccreditation to be initiated
  - To develop Smart Classrooms equipped with Interactive Board and other necessary facilities
  - To do extensive social activities through NSS and Youth Red Cross
  - To put in extra efforts in training the students for various competitive exams and get the desired output
  - To increase industrial and field visits for students for practical knowledge and exposure
  - To ensure extensive research and publication by the faculty members
  - To work towards infrastructural development for the better academic facilities

**(Dr.A.K.Yadav)**  
**Coordinator of IQAC**

**(Dr. Ajay Patel)**  
**Chairperson of IQAC & Principal**