The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)* | 2017-18

1. Details of the Institution

1.1 Name of the Institution | Anand Arts College, Anand

1.2 Address Line 1 | Nr. Electric Grid, Anand

Address Line 2 |

City/Town | Anand

State | Gujarat

Pin Code | 388001

Institution e-mail address | aac.anand@yahoo.co.in

Contact Nos. | (02692) 250260

Name of the Head of the Institution: | Dr. Manoj Patel

Tel. No. with STD Code: | (02692) 250260

| Mobile: | 9824043050 |

| Name of the IQAC Co-ordinator: | Dr. Suresh Gadhavi |

| Mobile: | 7984906640 |

| IQAC e-mail address: | surgadhvi@yahoo.com |

1.3 **NAAC Track ID***(For ex. MHCOGN 18879)*   GJCOGN 13730

OR

1.4 **NAAC Executive Committee No. & Date:**   EC(SC)/11/A&A/59.2 dated 19/01/2016
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: www.aac.ac.in

Web-link of the AQAR: http://www.aac.ac.in/AQAR2017-18.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	1st Cycle	B	2.81	2009
2	2nd Cycle	2nd Cycle	B	2.91	2016
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   30/06/2009

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

    i. AQAR   2016-17 submitted on 10/11/2017

1.9 Institutional Status

    University   State [√]   Central [ ]   Deemed [ ]   Private [ ]

    Affiliated College   Yes [√]   No [ ]

    Constituent College   Yes [ ]   No [√]

Autonomous college of UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [ ]   No [√]

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

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

                            Urban [√]   Rural [ ]   Tribal [ ]

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

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

1.10 Type of Faculty/Programme

    Arts [√]   Science [ ]   Commerce [ ]   Law [ ]   PEI (PhysEdu) [ ]

    TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

    Others   (Specify) [.]

1.11 Name of the Affiliating University *(for the Colleges)*

    | Sardar Patel University, VallabhVidyanagar |

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

Autonomy by State/Central Govt. / University | - |

University with Potential for Excellence | - | UGC-CPE | - |

DST Star Scheme | - | UGC-CE | - |

UGC-Special Assistance Programme | - | DST-FIST | - |

UGC-Innovative PG programmes | - | Any other (*Specify*) | - |

UGC-COP Programmes | - |

2. IQAC Composition and Activities

2.1 No. of Teachers | 04 |

2.2 No. of Administrative/Technical staff | 01 |

2.3 No. of students | 01 |

2.4 No. of Management representatives | 01 |

2.5 No. of Alumni | 01 |

2. 6 No. of any other stakeholder and

community representatives | 01 |

2.7 No. of Employers/ Industrialists | 02 |

2.8 No. of other External Experts | 00 |

2.9 Total No. of members | 13 |

2.10 No. of IQAC meetings held   04

2.11 No. of meetings with various stakeholders: No. `02`   Faculty `04`

Non-Teaching Staff Students `04`   Alumni `01`   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 Level ☐

(ii) Themes `-`

2.14 Significant Activities and contributions made by IQAC

> The College IQAC acts as a local peer. It helps the Principal and other college committees by providing suggestions for various activities and for maintaining the quality of education. It also looks after academic activities including teaching-learning and evaluation.

2.15 Plan of Action by IQAC/Outcom

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
To organize seminars for teachers	Two seminars- one state level and one national level- were organized.
To encourage faculty for research	Faculty participated and presented papers in seminars/conferences organized by other institutions. One of the teachers was awarded the Ph.D. degree.
To organize students oriented seminars	Student-oriented seminars were organized by all the eight subject departments.
To ensure transparency in the examinations	Internal and university examinations were conducted smoothly.
To arrange internal examinations keeping in my the University academic calendar.	The internal examinations in both the terms were arranged as per the university calendar.
Computerization of library and purchase of new books	New books were purchased in the library. Computerization of library is in progress.
To arrange guest lectures	Guest lectures were arranged by almost all subject departments.
To prepare proposal for grants.	The proposal for grants was prepared and sent to RUSA.
To monitor completion of syllabus, evaluation and conduction of co-curricular activities .	Strict monitoring of completion of syllabus, evaluation and conduction of co-curricular activities as well as innovative teaching.

* Attach the Academic Calendar of the year as Annexure .(**Annexure- I attached**)

2.15 Whether the AQAR was placed in statutory body   Yes | √ | No | |

Management | √ | Syndicate | - | Any other body | - |

Provide the details of the action taken

> The college management approved the AQAR 2017-18 and recommended the same for sending to the NAAC office. The management also directed the Principal to execute all the plan of action proposed by the IQAC.

Part – B

Criterion – I

1. 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	-	-	-	-
PG	-	-	-	-
UG	01	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	01	-	-	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	01
Trimester	-
Annual	-

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

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

Please provide an analysis of the feedback in the **Annexure**   **(Annexure: II attached)**

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

No

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
23	09	14	00	-

2.2 No. of permanent faculty with Ph.D.

15

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

0		0		01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	06	-
Presented papers	04	08	05
Resource Persons	03	01	03

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

Assignments, guest lectures, use of O.H.P., L.C.D. and Audio-visual aids, subject wise assignments and subject wise activities, interactive sessions of students are some of the innovations introduced by the institution which make the teaching-learning process more effective and interesting.

2.7 Total No. of actual teaching days during this academic year $\boxed{198}$

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

Bar coding system in the University examinations

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development

23		

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students $\boxed{80}$

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	188	21	76	47	28	-

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

The college IQAC monitors and supervises the Teaching & Learning processes by conducting periodicalmeetings. It helps the administration for smooth and effective implementation of teaching-learning process.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	00
UGC – Faculty Improvement Programme	01
HRD programmes	05
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	09
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	03	12	00	08
Technical Staff	00	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

> The IQAC meets regularly to discuss various plans to promote research climate in the institute.We have formed a College Research Committee which monitors the research work done by the faculty members. The faculties are encouraged to participate and present papers in seminars/conferences/workshops organized in other institutes. We also organize such seminars in our college. They are also motivate for research publications, M.Phil., Ph.D., Refresher Courses, etc. The IQAC also encourages and helps the teaching staff to apply for Minor/Major Research Projects.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	01
Outlay in Rs. Lakhs	-	90,000	-	1,50,000

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	03	06
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range [-]   Average [-]   h-index [-]   Nos. in SCOPUS [-]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	--	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No.   01   Chapters in Edited Books   -

ii) Without ISBN No.   -

3.8 No. of University Departments receiving funds from   NA

UGC-SAP   CAS   DST-FIST

DPE   DBT Scheme/funds

3.9 For colleges   Autonomy -   CPE -   DBT Star Scheme -

INSPIRE -   CE -   Any Other (specify) -

3.10 Revenue generated through consultancy   -

3.11 No. of conferences   organized by the Institution

Level	International	National	State	University	College
Number	-	01	01	-	-
Sponsoring agencies	-	Gujarat SahityaAkademi	Gujarat Sahitya Akademi	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons   05

3.13 No. of collaborations   International | - | National | - | Any other | - |

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency | - | From Management of University/College | - |

Total | - |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	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	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides | 08 |
and students registered under them | 35 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 02 |

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

JRF | 07 | SRF | 00 | Project Fellows | 00 | Any other | 00 |

3.21 No. of students Participated in NSS events:

University level | 73 | State level | 2 |

National level | 00 | International level | 00 |

3.22 No. of students participated in NCC events:

University level | 193 | State level | 19 |

National level | 08 | International level | |

3.23 No. of Awards won in NSS:

University level | 00   State level | 00

National level | 00   International level | 00

3.24 No. of Awards won in NCC:

University level | -   State level | -

National level | -   International level | -

3.25 No. of Extension activities organized

University forum | -   College forum | 02

NCC | 02   NSS | 03   Any other | -

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

- The college encourages the staff and students to take up various activities in the sphere of extension activities and Institutional Social Responsibility.
- Apart from the regular work, a number of faculty and students actively take part in various social activities through NSS, NCC, CWDC etc.
- Outreach programmes like Blood Donation Camps, HIV-AIDS Awareness, Health Awareness(thalassemia check up, etc), Yoga and Youth Awareness Programmes were organized.
- For environmental awareness programmes like tree plantation and cleanliness drive were arranged.
- The students and teachers actively participated in fund raising programme for the visually challenged.
- Awareness programmes were arranged to make people aware of the dangers of alcohol, smoking, chewing tobacco etc.
- Independence Day and Republic Day were celebrated.
- The students and teacher visit the slum areas and distribute among the children clothes, notebooks, breakfast etc.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4046.86 sq.mts	-	-	-
Class rooms	23	00	-	23
Laboratories	03	00	-	03
Seminar Halls	02	00	-	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

Admission process, Fee collection, and examination sections are computerised.

Students and teachers have easy access to computers and internet in the computer lab.

ICT has been integrated in the college activities.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books	48532	530215	132	59150	48664	589365
e-Books	-	-	-	-	-	-
Journals	05	5000	-	-	05	5000
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	56	47	20	00	00	09	00	00
Added	00	0	00	00	00	00	00	00
Total	56	47	20	00	00	09	00	00

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

> The well-equipped college computer lab provides computer training to our students. The students and teachers have free internet access in the computer lab.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   00

  ii) Campus Infrastructure and facilities   00

 iii) Equipments   59754

 iv) Others   00

                                    Total :   59754

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC organizes Orientation programme for the students at the beginning of the academic year to provide information regarding the vision and mission of the college and the facilities available in the campus.

The IQAC motivates the students to use Technology like PPT, Study Projects and assignments using Internet, OHP, etc. A Smart Board has been installed in one of the classrooms.

Every year feedback in questionnaire form is taken from students to assess the quality and standard of the institution and measures are taken for further improvement

The IQAC meets the students and encourages them to give their views and suggestions for the enhancement of quality of the institution.

The students are motivated to participate in various curricular, co-curricular and extra-curricular activities. They are also encouraged to attend and present papers in students-oriented seminars organised by other institutions.

5.2 Efforts made by the institution for tracking the progression

The following efforts were made by the college for the progress of the institution:

1. The institution monitors and ensures the achievements of the learning outcome through analysis of the tests, examination results and the pass percentage.

2. The management encourages the faculty to adopt innovative teaching techniques such as computer assisted learning, project method, group discussion, pair work, presentations through PPT, referring e-Journals, watching BISAG Programmes etc.

3. The teachers and students are motivated to participate and present papers in seminars/workshops organised by various colleges

4. Research climate and aptitude is inculcated in the staff and students.

5. The faculties are motivated to undertake research projects and publish research papers.

6. The students are made aware of ecological and environmental issues.

7. The institution encourages the students to engage in community services.

8. The institution creates awareness about Yoga by organizing Yoga Training Programme..

9. NCC, NSS, CWDC create social awareness among the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
909	-	-	-

(b) No. of students outside the state

00

(c) No. of international students

00

Men

No	%
464	51.05

Women

No	%
445	48.95

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
200	127	84	341	03	755	260	119	86	444	3	909

Demand ratio   1:1   Dropout   % 8.91

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> We could not conduct coaching for competitive examinations but in the first and second semesters, we have a paper on General Knowledge which definitely helps students to prepare for competitive examinations. We arrange expert lectures through which the students are given guidance regarding various competitive examinations and preparations for them.

No. of students beneficiaries

-

5.5 No. of students qualified in these examinations

NET | - | SET/SLET | | GATE | - | CAT | |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | - |

5.6 Details of student counselling and career guidance

> We have formed the Student Counselling and Career Guidance cell for our students. This committee arranges various programmes for students counselling and career guidance. Apart from this wheneveranystudents approach any faculty for conselling or guidance, they are helped thoroughly. Students have an easy access to all teachers for such matters.

No. of students benefitted

90

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

> We have an active CWDC in our college. The Women Cell conducts a number of programmes on various issues related to women. The following programmes were arranged for female students: Orientation programme, Mehndi competition and Hair Style Competition, a lecture on "Laws for Women' by Rekha Singh, International women's Day celebration, sanitary napkin distribution, Women's Week Celebration, Women Teacher's Day, and Female Helpline guidance.

5.9 Students Activities

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

State/ University level | 14 | National level | - | International level | -

No. of students participated in cultural events

State/ University level | 12 | National level | 01 | 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	-	-
Financial support from government	271	1140386
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level [-]   National level [-]   International level [-]

Exhibition: State/ University level [-]   National level [-]   International level [-]

5.12   No. of social initiatives undertaken by the students   [05]

5.13 Major grievances of students (if any) redressed:

There were no major grievances of students to be redressed. In case of any minor grievances, we see to it that they are redressed soon.

Criterion – VI

6. Governance, Leadership and Management

6.1

The vision of our institution is:

"Dissemination of knowledge and formal university education for the people who could not afford to go to metropolises due to paucity of income. It is a vision to educate the have-nots with minimum expenses and education at doorstep."

The Mission of the institution is:

"As the needs and aspirations of citizens of Anand and Charotar area go on expanding, the mission of the college expands. The ultimate aim is to educate and transform the minds of people to live in tune with the times. Hence all efforts of the college are in the direction of enlightenment and enrichment of the minds of students and this way to bring about a socio-economic change."

6.2 Does the Institution has a management Information System

Yes. From admission to final result all details of the students are computerized. Cash, Accounts, and fee receipts are computerized. Students Transfer Certificates, Students Transcripts, Recommendation Letters, all are computerized. Students Presence Sheet, Records of Marks for Internal Examination as well as University Examination are computerized. Employees' details of services, development, salary, etc.are computerized

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

6.3.1 Curriculum Development

The college is affiliated to Sardar Patel University, so it follows the rules and regulations of it. The institution takes the following steps for curriculum development:

The content of the syllabus and the ideas of course content are conceived from the U.G.C. guidelines. The faculty members of the concerned department frame the course curriculum and put-up before the Board of Studies for approval. The syllabus which is approved by the Board of Studies is put up before academic council for approval. Finally the syndicate and the senate of S. P. University approve the syllabus. Feedback from students and faculty is generally obtained before restructuring the syllabus.

6.3.2 Teaching and Learning

1. Teachers are encouraged to use ICT as their teaching aids to make their classes more interesting and effective. For this, the college provides necessary infrastructure to the teachers.
2. The teachers prepare the study materials and distribute the same to the students.
3. The college has well experienced and qualified teachers.
4. We have in our university the Choice Based Credit System.
5. We have developed students' feedback mechanism to evaluate teachers' performance and syllabus.
6. The teachers are encouraged to attend refresher courses, seminars, workshops, conferences, Orientation courses etc. the students are encouraged to attend various competitions and seminars organised by our college and other institutions.

6.3.3 Examination and Evaluation

Our college is affiliated to the Sardar Patel University VallabhVidyanagar. The examination reforms are initiated by the university. It has formed "University Examination Reform Committee" for the purpose. The institution implements the reforms suggested by the committee. At the college level, we have formed the Examination Committee, the chief concern of which is to see that the examinations are conducted properly and no malpractices are done.

6.3.4 Research and Development

The college makes available a good number of journals and related materials in the college library. It also encourages the faculties to participate in various seminars/conferences/workshops etc where they can exchange their views with the peers on the frontier knowledge.

The Research Committee of the college helps the teachers who want to apply for project to UGC and other funding . The committee provides the necessary information and guidelines for the same.

The college provides all necessary infrastructures (including laboratory, internet, Xerox machine, etc) to the teachers who undertake research projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The library service is to be improved by initiating computerised process for book lending.

To improve the Teaching-learning process the college plans to introduce smart boards in the class rooms.

In the college computer we have ample numbers of computers with internet facility for students and teachers.

6.3.6 Human Resource Management

1. The college authority encourages the faculties to pursue research work that would help them to update the frontiers of knowledge.
2. Along with a good number of research journals, various daily news papers, magazines and news bulletins are subscribed to help the staffs.
3. The college organises seminars for quality improvement of the faculty and the staff.
4. The college authority convenes staff meeting as and when require to discuss and address various problems of the staff.

6.3.7 Faculty and Staff Recruitment

So far as the recruitment of teachers or administrative staff is concerned, we have to follow the rules and regulations of the State Government. The Government of Gujarat has implemented centralised recruitment system. The information regarding workload and vacant positions are to be sent to the office of the Higher Education Commissioner and the Govt. gives advertisements for the posts. Candidates have to send online applications. Interviews are held and recruitment is held purely on merit basis. Colleges have a very little role to play in the whole process.

6.3.8 Industry Interaction / Collaboration

NA

6.3.9 Admission of Students

Theadmission of the students in theFirst Semester are taken strictly on merit basis.

The date of admission and other related news are announced in college notice board and through local media (both print and electronic). Moreover, the same has been uploaded in the college website for wide circulation.

6.4   Welfare schemes for

Teaching	-
Non teaching	-
Students	-

6.5   Total corpus fund generated

-

6.6 Whether annual financial audit has been done   Yes √   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	-
Administrative	No	-	Yes	-

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

For UG Programmes   Yes ☐   No √

For PG Programmes   Yes - No -

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

> The University has formed the Examination Reform Committee. The college has also formed College Examination Committee. These committees constantly monitor the matters related with examinations. Transparency is maintained in the examinations. Every effort is made to see that the examinations are conducted properly and no malpractices are done.

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

> NA

.**6.11 Activities and support from the Alumni Association**

> During the year 2016-17 two meetings- first in the first term and second in the second term- with the members of the Alumni Association were held. Various issues regarding teaching-learning were discussed. The members actively participated in the discussions and gave some very valuable suggestion. We didn't get any financial support from them but they provided us with much needed moral support all the time.

6.12 Activities and support from the Parent – Teacher Association

> At beginning of the year, in the month, a formal meeting is held so, that the previous year's results of the students are deliberated and a plan for the upcoming year is prepared. One more meeting was held in the second term in which the curricular, co-curricular and extra-curricular activities that took place during the year were discussed.

6.13 Development programmes for support staff

> Our Managememt Shri Ramkrishna Seva Mandal motivational, lectures for the academic and administrative staff from time to time.

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

The college has a lush green campus. Tree are planted every year in the campus and taken proper care of. The college garden is also well maintained.

1. Initiatives have been taken not to use the plastic materials in and around the college premise.

2. Plantation programme has been done to make the college campus green.

3. The NSS unit of the college often undertake 'Clean the college campus' programme, under which the cleaning of the college premises is carried out.

Criterion – VII

7. Innovations and Best Practices

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

❖ The college had in charge principal for the last four years. This year the college appointed ne principal. The teachers in the beginning of the academic year prepare planner to cover the syllabi within the time frame.

❖ The teachers write lesson diary to keep the record of the covered course.

❖ We encourage students to attend students- oriented seminars organised by other institutes.

❖ Regularity of the students in the class room is monitored by taking daily attendance.

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

Two seminars- one state level and one national level- were organized.

Faculty participated and presented papers in seminars/conferences organized by other institutions. One of the teachers was awarded the Ph.D. degree.

Student-oriented seminars were organized by all the eight subject departments.

Internal and university examinations were conducted smoothly.

The internal examinations in both the terms were arranged as per the university calendar.

The proposal for grants was prepared and sent to RUSA.

New books were purchased in the library. Computerization of library is in progress.

Guest lectures were arranged by almost all subject departments.

Strict monitoring of completion of syllabus, evaluation and conduction of co-curricular activities as well as innovative teaching.

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

> 1 .Every year seminars are organized for teachers and students for competence building. We also encourage the faculty and students to attend seminars and workshops organized by other institutes and universities.
> 2. The institute encourages its faculty for research work. The teachers who complete any research work are honoured by the management publicly.

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> Environmental Studies is one of the subjects at the FYBA level. Various activities to contribute environmental awareness/protection such as Tree Plantation and cleanliness drive are undertaken in the college campus. These activities are also undertaken in villages during our annual NSS camps.

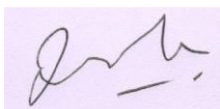7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

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

- ❖ The students are given assignments which are assessed and common mistakes of the students are discussed and rectified in the class room.
- ❖ Monthly tests are arranged for the enhancement of students' knowledge.
- ❖ In Functional English the students write Book review on well known literary works other than prescribed in the course.
- ❖ The students of functional English practically perform the situations in the class to get conversational practice.
- ❖ Study tours are arranged by the departments like Psychology, Sociology, Economics and History.
- ❖ The Department of Gujarati invites well known literary figures for guest lectures under the auspices of "BabuDavalpura lecture series".
  - ❖ The Department of Hindi, every year, celebrates "Hindi Week" and   arranges different literary competitions along with the celebration of
    "Hindi Din" (Hindi Day).
  - ❖ The Department of Sanskrit celebrates Bhagvad Git Jayanti every year and arranges various programmes on that day.
  - ❖ The Department of English shows English Movies, based on famous literary works for students of English literature.
  - ❖ In addition to conventional methods of teaching, some faculty members use L.C.D. and audio – visual aids for teaching – learning process.
  - ❖ We organize seminars for teachers. The institution encourages its faculty to attend seminars organized by other institutes and universities.
  - ❖ The institute encourages its faculty for research work. The teachers who complete any research work are honoured by the management publicly.
  - ❖ Our Students are sent to participate in student orientated seminars organized by other colleges.

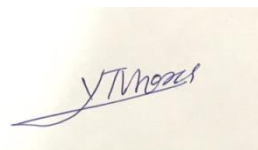.**Plans of institution for next year**

1. To apply to the UGC for grants for women hostel.
2. To renovate college building.
3. To equip classes with digital smart boards.
4. To organize national level seminars.
5. To encourage faculty for research.
6. To organize student-oriented seminar.
7. Renovation of the college website.

Name : Dr. Suresh Gadhavi   *Name :Dr. Manoj Patel*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Annexure I & Annexure II Attached

Annexure I
SARDAR PATEL UNIVERSITY
TIME TABLE FOR ACADEMIC YEAR 2017-18

The Time Table for faculties of Arts, Science, Commerce, Management, and Home Science for the academic year 2017-18 (Term Schedule) is as under:

Under Graduate Level (Semester System)

First Semester	(12/06/2017 to 02/12/2017 = 25		
	Starting	**Ending**	**Total Week**
Admission Work	12/06/2017	17/06/2017	1
Teaching Work	19/06/2017	14/10/2017	17
Diwali Vacation	16/10/2017	04/11/2017	3
Examination Related Work	06/11/2017	02/12/2017	4
			25
Second Semester	(04/12/2017 to 09/06/2018 = 27		
Teaching Work	04/12/2017	24/03/2018	16
Examination Related Work	26/03/2018	21/04/2018	4
Summer Vacation	23/04/2018	09/06/2018	7
			27

ANNEXURE - II

Analysis of Feedback

 Every year we take feedback manually from the students. Each student gives feedback of their respective teachers on 5 point scale. A committee constituted by the head of the institution goes through these feedback forms and gives report card to the teachers which help to know present position and scope for their improvement as far as student expectations are concerned. Students' feedback states that there is scope to improve ICT based teaching in the classrooms. Students have suggestions for few faculties to provide multiple choice questions on topic taught. The faculty tries to improve the suggestions in the forthcoming year.

Feedback from Faculty, Alumni, Parents and the Management are taken informally.

FACULTY

- Feedback is obtained from both the faculty members in our college
- **PARENTS and ALUMNI**

- Parents and alumni are important stake holders of this system.
- Parents and alumni meetings are periodically conducted in this college and their suggestions are regularly obtained and analyzed.
- The following parameters are accommodated in the feedback.
  - Teaching faculty
  - Fees Structure
  - Infrastructure
  - Library
  - Environment
  - Career guidance and Placement

EMPLOYERS

- The feedbacks offered by the employers are given due significance

.