

***C.B.PATEL ARTS COLLEGE, NADIAD***

***MANAGED BY THE NADIAD EDUCATION  
SOCIETY, NADIAD.***

***2014-15***

***AQAR REPORT***

***SUBMITTED TO NATIONAL ASSESMENT  
AND ACCREDITATION COUNCIL,  
BANGALORE.***

## 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)

2014-15

#### 1. Details of the Institution

1.1 Name of the Institution

C.B.Patel Arts College, Nadiad

1.2 Address Line 1

COLLEGE ROAD, P.B. NO. 39, DIST. KHEDA

Address Line 2

Nadiad

City/Town

Nadiad

State

Gujarat

Pin Code

387001

Institution e-mail address

cbartsnadiad@yahoo.co.in

Contact Nos.

0268-2528274

Name of the Head of the Institution:

Principal Dr.Manoj .R.Patel

Tel. No. with STD Code:

0268-2528274

Mobile:

9824043050

Name of the IQAC Co-ordinator:

Prof. Nisha. C.Vyas

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**OR**

1.4 NAAC Executive Committee No. & Date:   
(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:

Web-link of the AQAR:

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	1 <sup>st</sup> Cycle	B+		2007	2012
2	2 <sup>nd</sup> Cycle	B	2.50	2014	2019
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

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

- i. AQAR \_\_\_\_\_ 22/5/2008 \_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ 24/8/2009 \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ 29/6/2010 \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ 29/6/2011 \_\_\_\_\_ (DD/MM/YYYY)

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 (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

- 1.UGC certified three courses
- 2.UGC recognised vocational Functional Hindi as elective paper
- 3.One value add on course

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

Gujarat University, Ahmedabad

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

UGC

Autonomy by State/Central Govt. / University

NIL

University with Potential for Excellence	NIL	UGC-CPE	NIL
DST Star Scheme	NIL	UGC-CE	NIL
UGC-Special Assistance Programme	NIL	DST-FIST	NIL
UGC-Innovative PG programmes	NIL	Any other ( <i>Specify</i> )	NIL
UGC-COP Programmes	03		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	04		
2.2 No. of Administrative/Technical staff	04		
2.3 No. of students	05		
2.4 No. of Management representatives	01		
2.5 No. of Alumni	02		
2.6 No. of any other stakeholder and community representatives	01		
2.7 No. of Employers/ Industrialists	-		
2.8 No. of other External Experts	01		
2.9 Total No. of members	18		
2.10 No. of IQAC meetings held	04		
2.11 No. of meetings with various stakeholders:	No.	04	Faculty 06
Non-Teaching Staff	04	Alumni 02	Others
Students			
2.12 Has IQAC received any funding from UGC during the year?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, mention the amount	3.00.000		

### 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

- 1.Students are benefitted with three UGC.cop programs.  
One value add on course.  
UGC recognised vocational Functional Hindi as Elective paper.
- 2.Interclass seminars by students.
- 3.Research and publications by faculty members.
- 4.Training to students by experts.
- 5.'Know your college' program for Sem I students.
- 6.'Know your library' program for Sem I students.
- 7.The IQAC team revised.
- 8.Revamping of different institutional committees and their functions.
- 9.Celebration of Annual Day ,meritorious students in all fields felicitated.
- 10.Sports Day celebrated-students and staff participated.
- 11.NAAC Peer Team visit to college.
- 12.Navratri Mahotsav is celebrated in college with students and stakeholders.Best three male and best three female students are felicitated by the Principal.
- 13.Financial/Books/and other guidance provided to the needy students.

### 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
1.UGC sponsored three certificate courses.	1.UGC sponsored three certificate courses.
2.Students' seminars	2.Students' seminars

3.Research work	3.National,international conference,seminars, registration by faculty members for M.Phil,Ph.D.
4.Guest lectures	4.Guest lectures were organised.

\* Attach the Academic Calendar of the year as Annexure,

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

Nil

## 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	7	Three Year		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	3	6 Month		
Others	1	Functional Hindi		1
<b>Total</b>	11			
Interdisciplinary				
Innovative				

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

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

1.3 Feedback	Pattern	Number of Programme			from
	Semester	06			
	Trimester	-			
	Annual	2			

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*

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

N.A

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

N.A



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
16	03	13	-	09

2.2 No. of permanent faculty with Ph.D.

06

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
01				-	-	-	-	01	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

03

09

2.5 Faculty participation in conferences and symposia:

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

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

1. Seven classrooms for seven departments offering the core subjects are enabled with digital technology. It includes the whiteboards, projector and laptop which is multimedia compliant, so that the teachers can teach through self-prepared material in pen drive or can directly connect to the internet.
2. For students and teachers the entire college campus is Wi-Fi enabled for teaching and learning purposes.
3. Every department organized core subject related students' seminar to enable the students to get examination preparation and orientation. This improved the teaching and learning and also improved the performance of the students.
4. Student participation is further encouraged by field visits, debates, group discussions, elocution and presentations.

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

209

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

- 1.We at university exam follow Bar-coding system.
- 2.Our institution is affiliated to Guj. Uni. and we have Credit Based Semester system.
- 3.The internal marks are displayed on the notice boards and students can apply for re-checking.
- 4.Major evaluation reform is the merging of MCQs in the question paper itself so the candidate appearing for the examination has to study the whole curriculum.

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

Bos  
members  
01

2.10 Average percentage of attendance of students

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	1347	-	312	522	357	229

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

From the first day itself the college starts functioning. Admission committee is formed to counsel the students in choosing their subjects. At the very outset the Academic Calendar is prepared by the IQAC. Regular classes are held as per the time table set by IQAC and timetable committee norms.

In all meetings the coordinator is invited as he/she is the effective bridge between the teaching faculty and the Principal and among the students.

Besides the academic calendar ,the students are informed via notice boards,social networks.Urgent information is announced on mike.Feedback is collected from students regarding all aspects of teaching.

In regular staff meetings the results are discussed and measures are taken to improve the performance of students. Create an environment where faculty is encouraged to teach with modern teaching aids.The qualified, experienced computer faculty extends training to the teachers with ICT teaching.

The college offers for various core/elective subject, Foundation and Soft Skill subjects. UGC recognised courses are run for the benefit of students. For the students attendance is mandatory. When the students remain irregular, their parents are informed and called for clarifications. A student's progress is monitored by internal examination, assignments and participation in various competitions.

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	05
HRD programmes	02
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	-
Others	KCG Training -2

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	13	-	-	-
Technical Staff	01	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

1. Research committee is formed to encourage and assist the teachers to take up projects and research work.
2. Ample research facilities are provided to all researchers (library facility, free internet facility, leaves etc.)
3. The IQAC propagates different research grants available at UGC and other agencies.

#### 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	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	01
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 <i>(other than compulsory by the University)</i>	-	-	-	-
Any other (Specify)	-	-	-	-
Total	-	-	-	-

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

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	Nil	NII	01	Nil	Nil
Sponsoring agencies	NII	Nil		NII	Nil

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

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 : Nil

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
02		02				

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

01

06

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 02

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

State level 15

National level 13

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level

State level

National level 05

International level

3.25 No. of Extension activities organized

University forum

College forum

NCC 03

NSS 05

Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility(2014-2015):

1. Under NCC,NSS,CWDC a rally on 'Save Girl Child' was carried out.
2. To celebrate women empowerment week lectures on 'Career Development and Counselling','Social and Economic Empowerment','Employment Opportunities in the Technical Field' were organised.
3. 'Run for Unity' program was organised.
4. A traffic rally was organised by R.T.O. and NCC cadets participated in it.
5. In an adopted village different activities were organised by NSS unit like cleanliness drive,rally,lectures on health,yog shibir,eye checkup camp,distribution of free specs, Thalassemia camp.
6. Tree plantation,cleanliness of college campus,rally on cleanliness were organised to create awareness among the students about environment. Masks were distributed for protection from swine flu.

## 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	66.00acre			
Class rooms	20			
Laboratories	02			
Seminar Halls	01			01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		Xerox Machine-1	Self	
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Library Management System software
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#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	60306	1238819	564	42011	60870	1280830
Reference Books	123	30162	70	8000	193	38162
e-Books	we also subscribe INFLIBNET N-List Membership					
Journals	19	6480	17	5620	17	5620
e-Journals	N.List Membership					
Digital Database						
CD & Video	140	12000	-	-	140	12000
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	87	02	✓	-	70	06	08	01
Added	-							
Total	87							

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

- 1.Seven classrooms are enabled with digital technology,so that the teachers can teach through self-prepared material in pen-drive or can directly connect to the internet.
- 2.Each department is provided with a laptop to prepare lectures/powerpoint presentations for the students.
- 3.The campus is wi-fi enabled.
- 4.Seminar Hall is furnished with LCD projector,interactive board,bisag lectures,mike,sound system etc.
- 5.The Computer Lab has 70 computers.
- 6.The Administrative work is done with the help of computers.

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

i) ICT	711000/-
ii) Campus Infrastructure and facilities	5200000/-
iii) Equipments	375150/-
iv) Others	
<b>Total :</b>	<b>6286150/-</b>



## Criterion – V

### 5. Student Support and Progression

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

1. Orientation program is held for the fresh students. All professors introduce themselves during this 'Know your College' program and inform the students about the activities they are in charge of.
2. 'Know Your Library' program is held for the students to acquaint them with the library.
3. The college provides full support to SC/ST/OBC/financially weaker students, when they are spotted at the time of admission. Scholarships are given to them.
4. The admission committee counsels the students in choosing their subjects. They collect all details about students - his hobbies/job etc., so that his/her skill can be further moulded by the college. During lectures faculties share important details and discuss the benefits of joining the activity.
5. Notices are circulated, displayed, centrally announced.
6. The IQAC team monitors and directs the activities of different units like Saptadhara, NCC, NSS, CWDC, Sports and Cultural Activities. In Cultural Activities training is given to the students before participating in different activities. During this training a teacher is always present to take care of them.

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

1. Programs and events are arranged where students share their achievements.

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

UG	PG	Ph. D.	Others
1225			

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

Nil

#### (c) No. of international students

Nil

Men	No	%	Women	No	%
	803	65.55		422	34.45

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
996	142	50	175	05	1368	821	163	76	160	05	1225

Demand ratio 85.36

Dropout %

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

1.The Career and Placement Cell of the college invites experts to deliver lectures in providing guidance to the learners for their competitions.They are prepared by different techniques like mock interviews, group discussions,personal grooming.

2.Our teachers also engage themselves in providing guidance to the students and provide interview facing techniques to 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

Sr.No	Programme	Topic	Date	Beneficiaries	Organized By
1	Lecture	Career Development & Counselling	6/8/2014	50	C.B.PAtel Arts College Nadiad
2.	Lecture	Employment opportunities in technical field	8/8/2014	50	C.B.PAtel Arts College Nadiad
3.	Lecture	Career Counselling	27/1/2015	50	YRTC Institution
4.	Training	Japanese Art	21/1/2015	40	Prakashbhai Barot , Jaipur

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
01 (1.Reliable First 2.Digicall Teleservices Ltd )	100	-	-

### 5.8 Details of gender sensitization programmes

Sr.No	Activity	Place	Organized	Date	Beneficiaries
1.	Heena Competition	C.B.Patel Arts College Nadiad	CWDC	8/7/2014	35
2.	Women Empowerment				
	1.Career Development and counselling	C.B.Patel Arts College Nadiad	CWDC	6/8/2014	40
	2.Social & Economic Empowerment of women	C.B.Patel Arts College Nadiad	CWDC	7/8/2014	32
	3.Employment Opportunities for women in technical field	C.B.Patel Arts College Nadiad	CWDC	8/8/2014	37
	4.Rally on Save Girl Child	C.B.Patel Arts College Nadiad	CWDC	7/8/2014	50
	5.Celebration of Female Teacher Day	C.B.Patel Arts College Nadiad	CWDC	8/8/2014	50
					244

## 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		
Financial support from government	451	11.37.635
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

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- ✓ **Vision:** Education for Empowerment, Education for Accountability, Education for Enlightenment
- ✓ **Mission:** Education for Healthy Wealthy and Cultured Society.  
Education for Discipline, Dedication and Empowerment.  
Education for Effective Personality Development.  
Education for Accountable Individual towards Community and Society

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

1. Teaching plans & Teacher's Diary
2. Subject allocation as per specialisation of teachers
3. Every term in academic year the college has to send its progress report to the management.
4. College achievement in academic and curriculum performance record is sent to management bodies .
5. The Add on courses are also framed by the respective interested faculty. Examinations are conducted from time to time in these courses and Mark sheet is prepared
6. Foundation and soft skill courses are conducted and evaluated by the faculty.

6.3.2 Teaching and Learning

1. Time Table is well designed and in the absence of any faculty lectures are adjusted in such a manner that none of the lecture goes free.
2. Tests are conducted regularly
3. Teachers diary showing complete teaching plans are signed by the Principal
4. Assignments are distributed to all the students and checked by the respective faculty.
5. To inculcate true competitive spirit they are sent to participate in different competitions like Quiz, Debate/Essay Writing , Rangoli, Elocution Etc.
6. Recorded Bisag lectures also benefit the students.

### 6.3.3 Examination and Evaluation

1. Different types of evaluation methods with transparency.
2. Assignments are given to students.
3. At the end of every semester the college conducts the internal exam.
4. Information is provided to the students about exam format approximate time of the exam evaluation pattern (External marks and internal marks) in the very initial lectures of the semester along with syllabus .
5. Re-test is held for students who could not appear for genuine reasons. New paper is set by the teachers in each subject
6. To avoid malpractice of any sort examinations are held under strict surveillance of cameras.

### 6.3.4 Research and Development

1. Three faculties have sent their proposal for minor research project.
2. Research paper published with ISBN.
3. College has formed a research committee for promotion and motivation of research. Faculties and students are sent to participate in seminar, conference .Duty leaves are sanctioned.
4. College appreciates research activities by honouring the faculty momento , certificate and prizes in the annual day function of the college.
5. Facilities (Library, Computer, Leaves Etc...) are provided as per the demand of the research .

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

1. Library is updated.
2. ICT based instrument and computer with zerox machine are purchased and used.
3. The college has Language lab, Psychology lab.
4. College is under CCTV surveillance .
5. College campus is Wi-Fi .
6. Seven classes are equipped with smart classes.

### 6.3.6 Human Resource Management

1. Various types of leaves are sanctioned.
2. Both teaching and non teaching staff are encouraged to higher studies by providing leaves and other facilities.
3. Co.op consumer store run by management for employers and student.
4. College co-operative staff credit society.
5. Faculty members are always updated.

### 6.3.7 Faculty and Staff recruitment

1. Staff is recruited through Government policy. Government of Gujarat.
2. Ad hoc staff is recruited by the management.

### 6.3.8 Industry Interaction / Collaboration

1. Industry's experts are invited to take expert lectures and organized to workshop.

### 6.3.9 Admission of Students

- 1225 students are admitted. It is given on merit.
- Admission committee is formed .
- All SC/ST/OBC category students are given admission as per the policy of central and state government.

## 6.4 Welfare schemes for

Following are the Welfare Schemes:

- Teaching and non-teaching staff are being sent for various workshops and trainings and the expenses are borne by institute.
- Staff tour
- The committee prepares the list of staff that has some special achievements in curricular, co-curricular and extra-curricular field and felicitation of these staff is done by principal in general meeting.
- Medical checkups for teaching, non- teaching staff and students.
- Various types of scholarships are provided to students.
- Handicapped and disabled students are given ground floor in exam time .
- Tea club and free parking for Teaching and Non teaching Staff
- Ro Water ,Wi.Fi Campus

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? No

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

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?

Our institute is affiliated to Gujarat university .So it has to follow the evaluation process designed by the Gujarat University. It has adopted the choice based system since three years which has shown a major change in the internal evaluation .The internal evaluation became continuous evaluation which includes unit wise assignments, besides examinations. Each paper now has a compulsory MCQ to improve the students performance in the section.

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

1. Meetings Organised.
2. Participate in annual Day , Blood Donation Days .
3. Extend all type of assistance in updating and maintaining institutional infrastructure , Training Students for cultural activities , Sports Etc...

6.12 Activities and support from the Parent – Teacher Association

1. Regular meeting organized
2. They offered full support during NAAC peer team visit.
3. As our college is in Semi-Rural area, many of our students are commuting from near by villages. During meetings counseling with parents makes things easier. In cultural activities, Sports, NSS, NCC Female Students get a chance to expose their talents parents agree to send their daughters to participate in competitions. They are sent for regular practices.



### 6.13 Development programmes for support staff

- Talented staff contribute in functions / Events.
- They are encouraged to pursue studies to improve their prospects.
- Provision of loans to them.
- Individual support in cash and kind extended to the support staff by both Academic and Administration staff.

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

1. The institution has a lush green campus with garden.
2. Large dustbins are placed in the college building and campus.
3. The sweeper collects the garbage twice to avoid burning of the garbage in the campus.
4. Quit often NSS and NCC arrange cleanness drives and rallies where the academic staff , administrative staff , Stakeholders and students clean the campus , plant sapling
5. Use of plastics is discouraged.
6. In semester II foundation environment subject is introduced to make the students aware of environment.

## 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.

1. Students seminar.
2. College Management Software .
3. ICT Application
4. Meritorious students are included in the IQAC team
5. IQAC Re-Structured.
6. Administrative –Fees payment direct to bank.(COSMOS Bank)
7. Students, Faculty , Support staff engage collectively in cleanliness programme.
8. Students of Semester 6 Sociology prepared a project .

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

1. Certificate courses - Tourism, Translation, Journalism.
2. State level seminar by Gujarati department.
3. Student seminar.
4. Expert Lecture

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

## **1. Title of the Practice**

Guest lecture

## **2. Goal**

Higher education today embraces the ideas of interdisciplinary thinking and performance. With Naac peer team's suggestions, the college realizes the importance of giving additional inputs to the students in the form of expert lectures in addition to academic knowledge being imparted during class room lectures.

Students are probably bored of our teaching methods and class. Guest lecturers will speak at a different pace, use different teaching aids and engage with students differently. Plus, it is an opportunity for students to interact with unfamiliar people and get comfortable talking to other adults—always a plus for networking down the road. Having another person teach a quick section of your class is a nice break for students—and it lends a different perspective.

Inviting guest lecturers has benefits for our learners. Learners of all ages and experience levels are hungry for variety and seeing a new face in front of the room can liven up the class. They speak on various important topics that would prove beneficial for them while choosing the right career paths.

## **3. The context**

Students coming from rural areas have little knowledge about their subject. They are academically, economically poor. The school teaching is more of rote learning for students. To create their interest in extra activity besides academic demands a lot of time. Students have no communication skills, presentation skills, command on language. So, we have been arranging to invite guest lecturers in every subject, CWDC, NSS, Saptadhara, Placement cell.

When the college organises any program, the students conduct them. Prayer, vote of thanks, verbal welcome are done by them. In such a program their stage fear, poor language, poor presentation skill is seen. Their pronunciation is very weak. In NSS, NCC, CWDC, Sports, Cultural activities orientation program is held to boost their confidence. 'Know your College' function is held to guide them about

timetable,subject,other activities.Every year 5<sup>th</sup> September is celebrated in our college and classes are conducted by the students.Counselling sessions are held to make them participate in these activities.Few students take the challenge of being a teacher.A part of syllabus is taught by them ,they commit many mistakes but they are inspired and full of enthusiam.For the students it is a nice break from everyday monotonous lecture. These experts can be faculty from other institution (but perhaps outside of our department or college) or experts from the community.Students are learners.Their teachers are their role-models.They follow what the teachers tell them.

#### **4 The Practice**

Eminent speakers from the top are invited to impart best educational light and enlighten our students with their ideas and experiences they share with us.NSS held lecture on “Aids Awareness” to make people aware of aids.NSS annual camp was organized in Narsanda.Everyday in the noon session experts were invited to deliver lectures on Deaddiction,Save Girl Child,Superstition,Ethical Values.To empower girls CWDC was formed in every college .It held lectures on Career Development and Counselling,Social and Economic Empowerment,Opportunities of Employment in Technical Field.Many students were benefitted from this lectures.

As per KCG norms Udisha Club was formed to guide the students in their career,personality development,job oriented workshop and competitive exams.An expert lecturer was invited to deliver a lecture on how to prepare for bank,railway,and GPSC exams.It also held a lecture on ‘Financial Planning for young investors.’To develop the students’ overall personality training was given to them on Hastakala Art Japanese Art .A lecture was organised on Management Course.

The college offers seven principal subjects and one subsidiary subject.English,Gujarati,Hindi,Economics,Psychology,Politics are offered as main subjects and Sanskrit as subsidiary subject.In Hindi department Premchand Jayanti was celebreted on 31<sup>st</sup> July and an expert scholar was invited on that auspicious occasion. Not only the students of Hindi department but other students also enjoyed his lecture.Hindi Day was celebrated by the Principal, professors and students and a lecture was organised to explain the importance of the national language. The students also presented their papers to share their views on this language .This lecture ended with poetry recitation . The lecture was very fruitful and motivating for the students.

An inspiring lecture was organised in Sanskrit department.The Principal,professors and students also enjoyed this lecture and there was a session for question answer.

In the same way even Economics department organised a lecture on population explosion and its global impact for the students of social sciences and its video was shown to the students. This lecture was inspiring not only for students but also to the professors .Psychology department also invited scholar to deliver lecture on ‘Psychology and Health’ .This lecture was informative for psychology students,but it

was more informative for the professors. Sociology department also arranged lecture on 'Sociology of Gujarat'. The students conducted this program and participated in it.

Even professors of our college are also invited as guest lecturers in other colleges. When women empowerment week was celebrated in our college our professors expressed their views on women empowerment.

### **5.Evidence of Success**

The Principal of this college is a Ph.d guide. He is also invited in other colleges and universities as an expert lecturer. Other professors offer their services as a guest lecturer.

Well equipped audio visual hall-Guest lectures are delivered here.

Well equipped library-The readership has increased in the library. Teachers and students make more use of reference books.

Because of inviting guest lecturers students' strength has increased in the class. Their perception is changed. Their communication skill, presentation skill has improved. Their command on the language has increased. Their participation in other activities has increased. Students become aware of multimedia.

Students participate in seminars and present their papers in different colleges. Their participation in debate, elocution, extempore is improving. They write articles, poems, and are published in college magazine 'Sankalp'. Each department held seminar and 70% students participated in it. They presented their papers on different subjects. In some departments seminar continued for two days.

Our is a reputed college in Kheda district. It gains its popularity by organizing such activities which is reflected in the admission seekers who flock from surrounding areas. The learners come from distant areas of Kheda district.

College receives appreciation from parents, alumni association and even management. A strong closeness has developed between students and teachers. First they are inspired by the teachers to attend lectures. Such kind of activity inspires students to read more and it increases their visit to library. Teachers lend their personal books to students.

Management and Alumni association also took notice of this practice. They appreciated college for holding this activity and gave their consent to help college financially.

But the best appreciation is from parents side. They insist on holding these activities again and again.

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

College has to hold any activity in the morning because students are commuters they have to catch their buses. They leave college after three lectures. It is a real challenge . Classes are left to attend guest lecture. They are acclimatized with only rote teaching, chalk and duster methods. They have no idea about computer and other ITC methods.

To keep pace with digital development it has to be updated off and on with all security measures.The campus is wi fi enabled and off and on facing disconnection problem.

Absence of a permanent Librarian makes many things difficult.

## 7.Notes(Optional)

## 8.Contact Details

Name of the Principal :Dr.Manoj R Patel

City: :Nadiad

Pin Code: :387001

Accredited Status: :B

Work Phone : :0268-2521923

Website: :www.cbpatelarts.org

Fax: :-

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## **1 Title of the Practice**

Students' Seminar

## **2.Goal**

The aim to carry out this practice is to bring out the hidden ability of the students which can be moulded by such practice. Further such activity enhances students' communication skills .Lack of communication skills hamper their growth. Coming from rural areas they have no presentation skills and are full of stage fear.

Students are learners. Their teachers are their role models. They learn what they are taught. Such activity boosts their confidence, develop their personality, and enables the students to become a responsible citizen.The rural knowledge seekers become more efficient in academic as well as extra curricular activities.

## **3.The Context**

As we have students coming from quite poor backgrounds (academically,economically ),there is little support and awareness from their families to pursue studies to attain good percentage.They study to earn a degree sans 100% focus on studies.It is difficult to convince them to participate in a seminar.Class is only a means for them to hear their professors and taking notes.Most of them are commuters.Such activity can be held only in the morning. After three lectures they leave college. Counselling sessions are held for them and are guided by the teachers to take part in this activity.It is an innovative practise adopted by this college for student learning. It is a break from the daily, continuous lectures.Encouraging students' participation in activities facilitates developing various skills and competencies and foster holistic development.

## **4.The Practice**

Students' seminar conducted by all departments

The Head of the department of Economics, Politics, Psychology, Sociology, Hindi, Gujarati, English, Sanskrit organised departmental seminars in Audio visual hall. First they are encouraged and counselled by the teachers to read a paper. They used the library and internet for reference books. Sem. I,III,V students participated in it.In every departments 70% students participated in it. Even the organization of the whole program was given to them. They did prayer, welcome, floral welcome, vote of thanks, paper presentation, announcement of results etc. They chose different topics in different subjects and each paper threw light on some new area. In some departments, seminar continued for two days and each seminar ended with question answer session and recital of national anthem. Questions were raised by

some students and answers were also satisfactory. Best three papers were selected in each subject and they were felicitated by the Principal.

Even in the classroom students are encouraged to speak on any topic for 2 or 3 minutes.

Whenever there is any function in our college prayer, anchoring, vote of thanks, are always managed by the students of the college.

Gyan dhara held competition like debate, elocution and students participated in it.

Students also participated in seminar held in sister institutions and even different colleges and presented papers.

### **5. Evidence of Success**

As a result of conducting students' seminar ,the strength of the students in the class is increasing.First it was decided that Sem vi students would take part in it,but slowly sem II and IV students became enthusiastic .

Counselling sessions were held and students were guided by the teachers to participate in a seminar .Some of them spoke on the topic orally .Each student tried to be different from other.

Teaching, non-teaching staff, and even management, alumni association appreciated this practise of the college. The Principal also announced that the students' papers would be compiled and edited in the form of a book. The best thing is that the students' parents' also took notice of this and insisted on holding this kind of activity again and again. This practise helps in developing bond with parents. Students are now avid readers and make more use of the library books. Their articles and poems are published in college magazine Sankalp. A closeness has developed between students and teachers. Students often consult their teachers without hesitation.

The management and alumni association felicitated the Principal and teachers for the extraordinary activities held by them.

This college has gained reputation by holding such activities which is seen in the admission seekers who flock from surrounding areas.

Well equipped audio visual hall

Well Equipped library

Dell

Udisha Placement Cell and Career Counselling Cell

Well Equipped Teachers

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

It is a very challenging task to spare time for students' seminar. It is a time consuming process. Classes are left to attend seminar. Most of the students are commuters and they leave college after 3 lectures. Such practices can be held only in the morning.

Fulfilling the demand from students for books of curriculum and other readings is quite a challenging task.

Increasing Readership is another challenge. Developing an entirely new hobby among the new comers proves quite difficult.

Counselling sessions are arranged at different levels.

Absence of a permanent Librarian makes many things difficult.

## **7.Notes(Optional)**

### **Contact Detail**

Name of the Principal :Dr.Manoj R Patel

City: :Nadiad

Pin Code: :387001

Accredited Status: :B

Work Phone : :0268-2521923

Website: :www.cbpatelarts.org

Fax: :-

Mobile: :9824043050

E-mail: :cbartsnadiad@yahoo.co.in



#### 7.4 Contribution to environmental awareness / protection

1. Cleanliness of adopted village, college campus by the students of college .
2. Cleanliness of bus stand by the students of NSS
3. Tree plantation
4. Environment paper is introduced in semester 2 Foundation

7.5 Whether environmental audit was conducted?    Yes     No

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

#### **Strength**

- ✓ Regular Organization of seminar
- ✓ Good Students Strength
- ✓ Participation of students in different activities

#### **Weakness**

- ✓ Non Availability of Permanent Teachers in some subjects
- ✓ Closure of P.G. Programme
- ✓ Lack of Major Research Project

#### **Opportunity**

- ✓ Introduction of more and varied courses
- ✓ Remedial Courses
- ✓ Linkages with industries
- ✓ Expansion of IQAC

#### **Threats**

- ✓ Maintaining the track records of outgoing students
- ✓ Filling up the vacant positions

8. Plans of institution for next year

- Setup of Nature Club
- More seminar and conference to be conducted
- Counselling
- Collaboration with Institution and Industries to be initiated.
- Vocational Courses.
- Applied for CPE
- Affiliated with Baba Saheb Ambedkar University

PGDCA , DCA , BSW, BCA, BBA, CCC and National Skill Development Centre

Name *\_Prof.Nisha C Vyas*



\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

Name *Dr.Manoj R Patel*



\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_\*\_\*\_\*\_\_\_\_\_  
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# Academic Calendar

## June: 2014

- ◆ Beginning of the academic term Orientation and welcome of B.A.Sem 1<sup>st</sup>
- ◆ Scope: Registration and orientation
- ◆ Sport and NCC :Orientation→Name Collection & Sport Selection
- ◆ NSS: Registration process and orientation program for NSS students
- ◆ Placement Cell : Framing of the UDISHA Club
- ◆ CWDC: Selection of CWDC representatives and annual planning of its activities
- ◆ IQAC preparation for NAAC peer team.

## July: 2014

- ◆ Library Orientation .
- ◆ Scope: Filling Submission of CRF forms.
- ◆ NSS: Selection of volunteers
- ◆ NSS Selection of volunteers
- ◆ NCC : Regular and promise parade
- ◆ Placement : arrangement of Campus Interviews
- ◆ Sports: General meeting for sports persons and practice of timings selection of best candidates game wise and practice
- ◆ IQAC meet 4/7/2014
- ◆ CWDC : Meetings held for arranging its activities
- ◆ Academic : enrolment process for new admission

## August: 2014

- ◆ Academic : filling of University Semester examination forms
- ◆ Library :Distribution of library tickets and books.
- ◆ NSS: tree plantation and rally
- ◆ NCC :Regular parade and preparation of students to celebrate Independence Day, participation of students in C.A.T.C.camp.
- ◆ Sports :preparation of students
- ◆ Placement cell: Lectures on career development and counseling
- ◆ IQAC: Preparation for NAAC Peer team visit
- ◆ CWDC :Lectures and rally on women empowerment celebration of women empowerment Week
- ◆ Alumni and parents Association :meeting for Naac Peer Team visit
- ◆ Cultural Activities: Selection of students and practice schedule for their participation in Gujarat University Youth Festival

## September: 2014

- ◆ IQAC: IQAC Meeting 1/9/2014
- ◆ NSS: Lectures visit to social agencies ,cleanliness of college campus
- ◆ 5/9/2014 Teachers Day Celebration
- ◆ 5/9/2014 ,6/9/2014 NAAC Peer Team visit to our college
- ◆ Placement Cell : Program-Preparing students for competitive examinations
- ◆ NCC :Regular parade arrangement
- ◆ Sports: Set participation of students in Zonal , Inter University games
- ◆ Cultural Activities: Practice and student participation in Gujarat University Youth festival
- ◆ Cultural Activities : Arrangement of NavratriMahotsav

## October-2014

- ◆ Internal Examination
- ◆ NSS: Volunteers participated in Zonal seminar held in Bhadran
- ◆ Sports: Students participation on University ,Competitions
- ◆ NCC :NCC cadets participation in all India tracking camp & NIC camp
- ◆ Cultural Activities: Students participation in University inter Zonal competition
- ◆ Evaluation of Assignment in the last weeks
- ◆ Diwali Vacation 20<sup>th</sup> oct to 8<sup>th</sup> Nov

## November-201

- ◆ University Semester Examination
- ◆ IQAC: Meeting 25/11/14
- ◆ Participation of NCC cadets in C.A.T.C camp

## December-2014

- ◆ NSS: NSS weekly annual camp in Narsanda
- ◆ NCC: Regular parade and selection of cadets for Republic Day
- ◆ Sports :Selection of students for University South zone events
- ◆ Placement Cell :Preparing Students for different competitive examinations, University Semester Examination
- ◆ Cultural Activities: Planning Days Celebration

# Academic Calendar

## January: 2015

- ◆ NSS:NSS weekly annual camp in Narsanda ,Checkup camp Thalassemia
- ◆ Placement cell : Training and lecture
- ◆ NCC: 26/1/2015 :Participation in Republic Day celebration
- ◆ Sports: Preparing students to participate in annual sport day
- ◆ Celebration of days
- ◆ Black and white day
- ◆ Class decoration Day

## February: 2015

- ◆ Academic filling of University Semester examination forms
- ◆ NCC :Students participation in L.R.N. E camp and traffic rally , Preparation for B and C Certificate Examination
- ◆ 28/2/15 Annual Day
- ◆ NSS: Submission of final accounts to Gujarat University relating its regular and camp activities
- ◆ evaluation of Assignments
- ◆ Final soft skill and foundation examination

## March: 2015

- ◆ NCC:Distribution of washing allowance
- ◆ Internal semester examination with Re-Test

## April: 2015

- ◆ Preparation of Internal marks
- ◆ University Semester Examination
- ◆ IQAC: Final Evaluation of quality improvement efforts 22/4/2015

## May-2015

- ◆ May 2015 Summer Vacation
- ◆ University Semester Examination