

7.5 Whether environmental audit was conducted? Yes  No

8. Plans of institution for next year


Apart from the regular curricular and co curricular activities the institute intends to

- ✓ Initiate short term courses in Sewing and Beauty Parlour
- ✓ Make appropriate reforms in the internal evaluation and assessment of students

Name Dr. Anil S Kaydar

Name Pri. Dr. Sureshbhai S Patel

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

  
\_\_\_\_\_  
Signature of the ~~Coordinator~~ <sup>Principal</sup> Person, IQAC  
**Smt. R. R. M. Patel**  
**Mahila Arts College**  
**At. Vijapur, Dist. Mehsana.**

# Smt. Rasilaben Ranchhodbhai Haribhai Patel Mahila Arts College, Vijapur

Managed by : ASH Education Trust



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

**June-2018**

## 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

#### I. Details of the Institution

1.1 Name of the Institution	Smt Rasilaben Ranchhodbhai Haribhai Patel Mahila Arts College,
1.2 Address Line 1	Amrut Vidhyadham
Address Line 2	B/h T B Hospital
City/Town	Vijapur
State	Gujarat
Pin Code	382870
Institution e-mail address	sspatel71@yahoo.in
Contact Nos.	9998171022
Name of the Head of the Institution:	Dr Sureshbhai Shivabhai Patel
Tel. No. with STD Code:	02763-223583
Mobile:	9998171022

Name of the IQAC Co-ordinator:

Dr Anil S Kapoor

Mobile:

7043205080

IQAC e-mail address:

anilkapoor1970@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

GJCOGN 13658

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)

EC (SC) /01/RAR/76

1.5 Website address:

[www.mahilaartscollegevijapur.org](http://www.mahilaartscollegevijapur.org)

Web-link of the AQAR:

[www.mahilaartscollegevijapur.org](http://www.mahilaartscollegevijapur.org)AQAR2017-18

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	C	1.99	2008	5yrs
2	2 <sup>nd</sup> Cycle	B	2.29	2014	5yrs
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

22/06/2017

1.8 AQAR for the year (for example 2010-11)

2017-18

1.9 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 July 2015
- ii. AQAR July 2016
- iii. AQAR 18/07/2017
- iv. AQAR 19/07/2018

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)

-

1.12 Name of the Affiliating University (for the Colleges)

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	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other ( <i>Specify</i> )	-
UGC-COP Programmes	-		

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

2.1 No. of Teachers	4
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	1
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	1
2.9 Total No. of members	11
2.10 No. of IQAC meetings held	3

2.11 No. of meetings with various stakeholders:

Non-Teaching Staff	1	Students	1	Alumni	1	Others	1
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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

Computer skills for administrative staff

Faculty Exchange Programme in Psychology. Dr Vaishali Panchal from Smt A S C Mahila Arts and Home Science College Mehsana interacted with the students

Training Programme on positive thinking

Workshop on interview skills

Student Visa and Opportunities Training Programme on positive thinking

Workshop on interview skills

Student Visa and Opportunities Abroad

2.14 Significant Activities and contributions made by IQAC

Planning, Execution and Monitoring of teaching-learning and administrative activities

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
Focus on Academic achievements and University Results	Tremendous improvement in University results
Organise Skill oriented Certificate course for students	Conducted Certificate Course in Language Skills
Organise Guest Lectures	Organised Guest Lectures on various topics
Extension activities	Arranged extension activities through NSS and short study tours
Encourage Faculty Members to participate in Seminars	Faculty members participated in various seminars and Faculty Development Programme

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

See Annexure 1

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

✓ Management appreciated activities planned and executed by the IQAC

## 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	2			
PG	3		3	
UG	3			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	1			
Others				
<b>Total</b>	<b>9</b>		<b>3</b>	
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	✓
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  
See Annexure 2*



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

The College implements the Syllabus prescribed by the affiliating Hemchandracharya North Gujarat University

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
11	2	8	1	-

2.2 No. of permanent faculty with Ph.D.

09

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
-	-	-	-	-	-	-	-	-	-

- ✓ The post of the librarian has not been sanctioned by the state government and hence the Management has recruited an eligible and qualified librarian.

2.4 No. of Guest and Visiting faculty and Temporary faculty

5

-

1

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	11	14	3
Presented papers	13	7	
Resource Persons			1

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

- ✓ Continuous evaluation through written exams, presentations, and class interaction
- ✓ Use of Audio visual means
- ✓ Assignments and presentations in all subjects
- ✓ Faculty exchange programme
- ✓ Film appreciation
- ✓ Guest Lectures
- ✓ Tours/Excursions and extension activities to support learning

2.7 Total No. of actual teaching days

180

during this academic year

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 is used in External Examinations
- ✓ Written exams, presentations, and class room activities

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

2

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 %
BA English	129	6	30	36	44	89.92
Sanskrit	90	7	50	24	09	100
Gujarati	252	6	59	90	58	84.52
MA English	37	--	05	--	30	94.59
Sanskrit	37	09	06		22	100
Gujarati	59	03	29		27	100

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

Through proper planning, continuous encouragement, interaction and appropriate intervention wherever necessary

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	
HRD programmes	
Orientation programmes	
Faculty exchange programme	2
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	10
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	9	-	-	1
Technical Staff	-	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- ✓ Encouraged faculty to attend Faculty Development Programme. 10 Faculty members participated in the Faculty Development Programme organised by K C G, in collaboration with the Government of United Kingdom and Gujarat.
- ✓ Encouraged Faculty Members to participate in Seminars and Conferences
- ✓ Encouraged Faculty Members to Present papers
- ✓ Encouraged students to participate in seminars/workshops
- ✓ Introduced Class Seminars and presentations as a part of continuous evaluation
- ✓ Organised Certificate Course for students
- ✓ Encouraged students to use e resources along with library books

#### 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	-	2	1
Non-Peer Review Journals	-	-	-
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	-			2	3
Sponsoring agencies	-			University	College

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:

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   
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: N A

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC: N A

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="2"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="4"/>	Any other	<input type="text" value="2"/>

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

- ✓ Environmental awareness programmes and plantation
- ✓ Social awareness rallies
- ✓ Organised programmes to strengthen democratic values through awareness about electoral process, Voter Card, Importance of Voting, responsibilities of citizens in our democratic system etc
- ✓ Adhar registration and awareness programmes
- ✓ Residential camp in rural areas along with medical and animal husbandry camps, cleanliness and de- addiction drive
- ✓ Old Age Home Visit
- ✓ Excursion and study tour

## 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	14652		Management	14652
Class rooms	14			14
Laboratories	1			1
Seminar Halls	2			2
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	54	1	IQAC	55
Value of the equipment purchased during the year (Rs. in Lakhs)		59350		59350
Others				

#### 4.2 Computerization of administration and library

- |  |
|--|
| <ul style="list-style-type: none"><li>✓ Administration is computerised</li><li>✓ Library uses SOUL and is computerised</li></ul> |
|--|

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5553	982939	74	8688	5627	989627
Reference Books	9358	137827	24	8356	9382	1386634
e-Books						
Journals	06	4010	06	4010	12	8020
e-Journals						
Digital Database						
CD & Video	67	3400				3400
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	54	25	10	5	2	7	-	5
Added	1	-	-	-	-	-	-	1
Total	55	25	10	5	2	7	-	6

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

- ✓ Teaching and non-teaching staff has been trained to use computer applications for administration and research
- ✓ Orientation of students in the use of library resources and internet, in the library
- ✓ Internet access for staff and students
- ✓ Class rooms are equipped with projectors and speakers
- ✓ Live streaming of educational lectures from SANDHAN
- ✓ First Year students have been provided Note-Pads through government scheme

4.6 Amount spent on maintenance in lakhs :

i) ICT	51256
ii) Campus Infrastructure and facilities	-
iii) Equipments	59350
iv) Others	22456
<b>Total :</b>	<b>133062</b>

5.2 Efforts made by the institution for tracking the progression

Alumni Association tracks the progression of students after they leave the alma mater

5.3 (a) Total Number of students

UG	PG	Ph. D.	Mphil
454	132	14	3

(b) No. of students outside the state -

(c) No. of international students -

		No	%		No	%
Men	-	-		Women	586	100



	Last Year						This Year					
	General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
B A	207	68	6	204	4	489	184	64	04	201	01	454
M A	153	22	4	66	-	245	68	20	02	41	01	132
Total	360	90	10	270	4	734	252	84	06	242	02	586

498 students were admitted 454 took the examination

Demand ratio 1:1 Dropout % 8.84%

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

- ✓ Students are encouraged to participate in competitive exams
- ✓ Library is equipped with essential books for the preparation of competitive exams
- ✓ Books and study material is provided to the regular as well as alumni students preparing for competitive exams

No. of students beneficiaries

> 40%

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

- ✓ Special lectures are arranged for final year students to acquaint them about placement opportunities
- ✓ Arranged Training Programme on positive thinking
- ✓ Arranged Workshop on interview skills
- ✓ Arranged Student Visa and Opportunities Abroad
- ✓ 50 Students participated in job fair organised by the Gujarat Government at Ahmedabad

No. of students benefitted

>400

### 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
-	-	-	-

### 5.8 Details of gender sensitization programmes

<ul style="list-style-type: none"> <li>✓ Gender equality is advocated</li> <li>✓ Cultural programmes organised in the institution and in adjoining villages during NSS and other extension activities highlight gender issues and their social implications</li> <li>✓ Syllabus is discussed from various perspectives and appropriate emphasis is laid on relevant gender issues.</li> </ul>
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### 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	8	3560
Financial support from government	289	1291020
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

1) Adhar 2) Voter Card and Democratic process 3) Plantation  
4) Swachh Bharat 5) Hygeine and well being

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

#### **Vision**

'Education of Women for Social Transformation'

The institution believes that education can enable women to participate more meaningfully in the social, economic and the changing scenario of contemporary, transforming Indian society.

#### **Mission**

1 Empowerment of women through education

2 To impart value based quality education to women in Vijapur and surrounding villages.

3 To enhance social participation of educated women.

4 To encourage intellectual as well as economic independence in women through education.

5 To promote social integrity and core universal values along with an objective perception so that the students may become worthy citizens and contribute towards social transformation and thereby the development of the nation.

6.2 Does the Institution has a management Information System

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

### 6.3.1 Curriculum Development

- ✓ Curricula designed by the affiliating University is implemented
- ✓ Two faculty members from the College are members of the Board of Studies
- ✓ While implementing the prescribed curricula the institute's vision/mission are taken into consideration along with various issues related to women, society, nation and global concerns
- ✓ Presentations, Class tests, Group Activities etc are inculcated as part of the curriculum

### 6.3.2 Teaching and Learning

- ✓ The institution has experienced and well qualified teaching staff in all subjects.
- ✓ ICT is used to assist teaching/learning in class rooms
- ✓ Library is equipped with internet facility for teachers and students
- ✓ Staff room is equipped with internet facility
- ✓ Computer Lab is equipped with language learning tools and internet
- ✓ Learner centric activities such as class-seminars, presentations, assignments etc have been introduced
- ✓ Guest lectures are arranged
- ✓ Faculty exchange programme initiated
- ✓ Students are encouraged to participate in the teaching learning process through class seminars presentations and activity based learning

### 6.3.3 Examination and Evaluation

- ✓ Timely and transparent examination, evaluation and result for internal exams
- ✓ Continuous evaluation through assignments, presentations and participation in class seminars and discussions
- ✓ Students are informed about the examination pattern, procedure, marking schemes etc
- ✓ Marks are displayed on the noticeboard
- ✓ students can apply for rechecking/reassessment within the stipulated period
- ✓ Post exam review and guidance

#### 6.3.4 Research and Development

- ✓ Ten faculty members participated in Faculty Development Programme this year
- ✓ Three faculty members have completed Minor Research funded by UGC
- ✓ Faculty members are encouraged to attend seminars and publish research papers
- ✓ Two faculty Members are pursuing Doctoral Research
- ✓ Three faculty members are recognised PhD. Guides and have students registered with them for research Faculty members have participated in National/International Seminars
- ✓ Faculty Members have presented and published research papers
- ✓ Post Graduate students are oriented towards research through seminars and conferences

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

- ✓ Library is computerised with SOUL
- ✓ Magazines, Newspapers and relevant material for research and competitive exams is procured and used
- ✓ Orientation in the use of library is organised for new incumbents
- ✓ Well furnished Library is equipped with computers and internet for students
- ✓ ICT is used to impart education in class
- ✓ Classrooms are equipped with projectors and laptops
- ✓ Adequate infrastructure is available for classroom teaching, Sports and field activities, stage and cultural programmes etc
- ✓ Well equipped audio visual hall with A/C is available for assembly, gathering and academic programmes

### 6.3.6 Human Resource Management

- ✓ The success of the Human resource management can be gauged from the fact that no faculty member has moved to another institute for want of better prospects
- ✓ Participatory approach in decision making
- ✓ Teamwork and appropriate appreciation during get-togethers and academic functions
- ✓ Subsidised medical facility is available for all staff members

### 6.3.7 Faculty and Staff recruitment

- ✓ Staff recruitments are done in accordance with prevalent regulations of the government/University and UGC after approval and NOC by the Commissionerate of Higher Education
- ✓ The post of the librarian has not been sanctioned by the state government and hence the Management has recruited an eligible and qualified librarian.

### 6.3.8 Industry Interaction / Collaboration

- ✓ Guest speakers are invited to interact with students about future prospects and opportunities in relevant areas
- ✓ Certificate course in language proficiency is being conducted

### 6.3.9 Admission of Students

Enrolment process is computerised

Admissions are given in accordance with the prescribed rules of the affiliating University and the prevalent government laws.

Students are informed about the scholarships available for different strata of the society

Economically poor students are also provided monetary help and freships

6.4 Welfare schemes for

Teaching	Subsidised Medical facilities Group Insurance Contributory credit facility has been adopted
Non teaching	Subsidised Medical facilities Group Insurance Contributory credit facility has been adopted
Students	Government Welfare Schemes Subsidised Medical facilities Group Insurance

6.5 Total corpus fund generated

21000

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	Yes	KCG		
Administrative	Yes	KCG		

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?

N A

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

N A

6.11 Activities and support from the Alumni Association

- ✓ Alumni representative is inducted in IQAC
- ✓ Alumni are invited as guests/ speakers
- ✓ Formal and informal feedbacks from alumni help in decision making and policy formation

#### 6.12 Activities and support from the Parent – Teacher Association

- ✓ Formal Parent-Teacher meets are held at regular intervals
- ✓ Parents can meet teachers informally without appointment
- ✓ Parent-Teacher association is helpful during extension activities like NSS, Medical Camps, and other awareness programmes conducted in surrounding villages

#### 6.13 Development programmes for support staff

- ✓ Support staff can avail easy loan from college cooperative and contributory credit facility
- ✓ Subsidised medical treatment is provided to family members of the staff

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

- ✓ Plantation on the campus
- ✓ Rain water harvesting through recharge well
- ✓ Use of plastic is discouraged
- ✓ Standard non hazardous, eco friendly electric equipments are preferred
- ✓ Cleanliness awareness is promoted through rallies, extension programmes
- ✓ Elective Generic paper on Environmental Studies has been included in the syllabus

### **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.

- ✓ Use of ICT to support teaching/learning
- ✓ Online Admissions
- ✓ Workshops,
- ✓ Guest Lectures
- ✓ Training in soft skills
- ✓ Imbibing Empathy for the aged through Old Age Home Visits



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

- ✓ Organised Guest Lectures on various topics like Study and Job Opportunities abroad Interview Techniques
- ✓ University Lecture Series under Faculty Exchange Programme in Psychology,
- ✓ Preparation for Competitive Exams, workshop on soft skills, Positive Thinking
- ✓ Conducted Certificate Course in Language Skills
- ✓ Arranged extension activities through NSS and short study tours
- ✓ Visited Old-Age Home with warm woollen clothes and other essentials
- ✓ Tremendous improvement in University results
- ✓ Conducted Certificate Course in Language Skills
- ✓ Faculty members participated in various seminars and International Faculty Development Programme

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

- ✓ Imbibing Empathy for the Aged

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

**See Annexure iii**

7.4 Contribution to environmental awareness / protection

- ✓ Organised Rallies, Cultural programmes, street plays etc to increase awareness about environmental protection
- ✓ Plantation on the campus and in neighbouring villages during extension activities
- ✓ Organised lectures to encourage conservation and protection of environment
- ✓ Built rain water recharge well

7.5 Whether environmental audit was conducted? Yes  No

8. Plans of institution for next year


Apart from the regular curricular and co curricular activities the institute intends to

- ✓ Initiate short term courses in Sewing and Beauty Parlour
- ✓ Make appropriate reforms in the internal evaluation and assessment of students

Name Dr. Anil S Kaydar

Name Pri. Dr. Sureshbhai S Patel

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

  
\_\_\_\_\_  
Signature of the ~~Coordinator~~ <sup>Principal</sup> Person, IQAC  
**Smt. R. R. M. Patel**  
**Mahila Arts College**  
**At. Vijapur, Dist. Mehsana.**

**Annexure i**

Date	Activity
1/6/2017	Admission process for First Year B A announced
12/6/17	Commencement of Academic Session
14/6/2017 to 16/6/2017	50 students and teachers participated in Education Fair organised by State Government at Ahmedabad
17/6/2017 To 20/6/2017	Yoga training and practice sessions for Teaching/Non Teaching Staff and students
21/6/17	Observed International Yoga Day
3/7/17	Welcome function for incumbent students
8/7/2017	CBCS orientation for new incumbents
9/7/2017	Participation in Classical Music Competition organized by Kala Mahakumbh at Kadi. Leua Reena Rameshbhai represented the College and won the third prize
10/7/2017	Celebration of Gurupurnima
18/7/17	Election/Selection of class representatives and College General Secretary
21/7/2016	Gujarati writer, Uma Shankar Joshi's birth Anniversary was celebrated
2/8/17	Organised Rangoli, Hena, Hair Styling, Cookery competition in collaboration with the Lions/ Lioness Club
5/8/2017	Essay Competition on the Importance of River Narmada in Gujarat
8/8/2017	Electoral Awareness Programme was organised. Students participated in the drive to learn and propagate the democratic values of our country
11/8/2017	To celebrate the patriotic fervour 35 students participated in Music, Song and Dance performances
12/8/2017	Celebrated the anniversary of Gujarati Writer Avinash Vyas. Students presented poems and songs composed by Avinash Vyas
12/8/2017	Two students participated in Kala Maha Kumbh. Kajal M Patel won II prize in Folk Song while Leua Reena R secured the 1 <sup>st</sup> Prize in Light Classical Music competition

15/8/2017	Celebrated Independence Day
4/9/2017	Recitation of Meera's Paddha
5/9/2017	Teacher's Day was celebrated
9/9/17	Observed international Suicide abolition day. Students were cautioned about the reason and symptoms leading to suicide
26/9/17	Navratri Celebrations
11/9/2017 to 25/9/17	Internal Examination and Retest
3/10/17 to 9/10/17 & 21/11/2017 to 1/12/2017 & 28/12/17 to 1/1/18	External Examination
27/12/17	College Level Lecture Series sponsored by the University was organised by the Psychology Department. Dr Vaishali R Panchal spoke on the topic captioned <i>Positive Psychology in Life and Stress Management</i>
27/12/2017	Old Age Home visit
12/1/18	Celebrated Birth Anniversary of Swami Vivekanand
23/1/18	Winter Sports Festival was organised
23/1/2018	Delegation comprising representatives of Jamate Islami Hind Organization visited the campus and interacted with students and staff about the ways to promote religious harmony
26/1/2018	Celebrated Republic Day with cultural programmes
30/1/2018	Drawing competition was organised to commemorate the death anniversary of Mahatma Gandhi
2/2/18	Organised a training programme on Positive Thinking. Well known trainer Kaushik Prajapati was the resource person. All students participated
5/2/18	Organised a workshop on interview skills. Pravinsign Rathore was the resource person

7/2/18	Gujarati department organised a programme to pay tribute to well known Gujarati Poets, Jalan Matri and Niranjana Dave
14/2/18	Programme captioned <i>Student Visa and Employability Abroad</i> was organised in collaboration with District Employment Office
15/2/18	Celebrated Annual Day and Prize Distribution Day
21/2/18	Observed International Mother Tongue Day
26/2/18 to 9/3/18 & 12/2018 to 15/3/2018	Internal Examination & Retest
28/3/18 to 30/3/18	Study tour and excursion trip
20/3/18 to 26/3/18 & 9/4/18 to 21/4/18	External Examination

#### Annexure ii **Feedback Analysis**

Feedback is collected from students every year through a questionnaire containing relevant questions, covering all the seven criteria, included in AQAR/SSR

The feedback is analysed and necessary action initiated

Feedback about individual teacher is discussed in person by the Principal individually with the concerned teachers

Feedback about teaching is collectively analysed and shared with departments

The feedback analysis and recommendations are reviewed in the annual meeting

#### Annexure iii

#### **Best Practice 1**

#### **Imbibing Empathy for the Aged**

#### **2. Goal**

To induct the feeling of empathy and care for the elderly people- living in old age home

#### **3. The Context**

With growing number of Old Age Homes and the elderly people living solitary life due to the changing work culture it was decided that the youth- studying in the institution- should be sensitized and made aware of their socio-psychological responsibilities towards the elderly.

#### **4. The Practice**

Students of the college along with faculty members from the Psychology department visit Old Age Home. They carry gifts and good wishes for the elderly. Students are encouraged to give a patient ear to the elderly and listen to their emotional concerns and experiences of life.

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

Over the years the number of students who volunteer to visit the Old Age Home has increased. Students have become more empathetic towards the elderly people at home and in the society. After the visit, students share their experience with peers and class mates. They also pledge to look after the elderly family members at home and the society.

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

Only limited (around 50-70) students can be taken to an old age home at a particular time. It is essential that more and more people should be encouraged to interact with such elderly people living lonely lives owing to uncaring children or relatives. Students voluntarily bring woollens, clothes and other essentials for the residents of old age home. College contributes with monetary and other help.

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

It gives great satisfaction when change becomes perceptible in student's attitude towards the elderly

#### **8. Contact Details**

**Name of the Principal: Dr S S Patel**

**Name of the Institution: Smt Rasilaben Ranchhodbhai Haribhai Patel**

**Mahila Arts College,**

**City: Vijapur                      Pin Code: 382870**

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