

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)

2015-16
AQAR REPORT



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

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)

2015-16

I. 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, Kheda

City/Town

Nadiad/Kheda

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:

9824416328

IQAC e-mail address:

cbartsnadiad@yahoo.co.in

1.3 NAAC Track ID (For ex. MHC0GN 18879)

GJCOGN13077

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)

EC(SC)/04/RAR/24

1.5 Website address:

www.cbpatelarts.org

Web-link of the AQAR:

http://www.cbpatelarts.org/images/IQAC-2014-15.pdf

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 st Cycle	B+		2007	2012
2	2 nd Cycle	B	2.50	2014	2019
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

15/6/2005

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 (Specify)

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

01

Community representatives

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. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Set up of nature club and its effective functioning
2. Celebration of World Yoga Day
3. Students are benefitted with three UGC COP programmes.
4. One value add on course.
5. UGC recognized Functional Hindi as Elective paper.
6. 'Know your college' program for Sem I students.
7. 'Know your library' program for Sem I students.
8. Revamping of different institutional committees and their functions.
9. Celebration of Annual Day ,meritorious students in all fields are felicitated.
10. Navratri Mahotsav is celebrated in college with students, staff and non-teaching staff and the principal. Principals of sister college also graced this function. Best three male and best three female students are felicitated by the Principal.
11. Sports Day is celebrated-students and staff participated.
12. Guest lectures are organized by all departments.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. UGC sponsored three certificate courses.	1.UGC sponsored three certificate courses.
2.setup of Nature Club	2.nature club has been set up in college
3.Affiliated with Babasaheb Ambedkar University .It is national skill development centre	3. PGDCA,DCA,BSW,BCA,BBA,CCA,courses have been started.
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

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				
PG				
UG	7	Three Year		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	3	6 Month		
Others	1	Functional Hindi		1
Total	11			
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of Programme
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
17	05	12	-	05

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
02				-	-	-	-	02	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

01

05

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	5	1
Presented papers	-	3	1
Resource Persons	-	-	7

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. All departments invite guest speakers in their subjects who we use different teaching aids and engage with students differently.
3. For students and teachers the entire college campus is Wi-Fi enabled for teaching and learning purposes
4. Student participation is further encouraged by class seminar, quiz competition, field visits, debates, group discussions, elocution and presentations and by arranging syllabus based film show.

2.7 Total No. of actual teaching days
During this academic year 231

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-1

2.10 Average percentage of attendance of students 75%

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	415	-	34	142	84	63.41

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

From the first day itself the college starts its work. Different institutional committees are formed for the smooth working of the college Admission committee is formed to counsel the students in choosing their subjects. Regular classes are held as per the time table set by IQAC and timetable committee norms.

The students are informed via notice boards, social networks. Urgent information is announced .Know your College function is held for welcoming the students of sem-I and they are acquainted with the head of the institution head of different departments, faculties , on teaching staff ,CWDC,NSS,NCC,sports cultural activities run by this college.

In regular staff meetings the results are discussed and measures are taken to improve the performance of students. Faculty is encouraged to teach with modern teaching aids.

The college offers for various core/elective subjects, 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	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	-	-	-
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
3. Five proposals for Minor research project were submitted.
4. Eleven proposals for seminar were also submitted.
5. Ph.D or M.Phil holder is felicitated on the annual day by the Principal.

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	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil	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	-
	-	-

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

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 - SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level 05 State level -

National level - International level -

3.22 No. of students participated in NCC events:

University level State level 20

National level 02 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 10

National level 02 International level -

3.25 No. of Extension activities organized

University forum College forum

NCC 03 NSS - Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility(2015-2016):

NSS

1. NSS visited Hindu Anath Ashram
2. Cleaned the adopted village Kamla jointly with Rotari club and distributed dustbins.
3. Planted saplings in the college campus and the whole teaching and non teaching staff took part in it.
4. Under CWDC ,NSS AND NCC a rally was carried out from college to Santram Temple to celebrate women empowerment week.
5. Planted saplings in the adopted village Kamla.
6. Patriotic songs competition was held by this wing jointly with Samudaik Seva Dhara.
7. On world blind Day NSS volunteers collected contribution and sent it to blind people mandal.
8. celebrated National Voter Day
9. The Nadiad Education Society organized Blood Donation camp jointly with Rotary Club and Red Cross society and 10 volunteers of NSS donated Blood.
10. NSS annual camp was organised at Kamla from 5th Jan to 11th Jan. Different activities were conducted .They were cultural activities intellectual lectures prabhat Pheri ,Wall posters , Socio-Economic survey of the village cleanliness drive, eye check-up camp ,diabetes check-up and distribution of speets at nominal rates to the villagers. The head of the institution, the teaching staff and non-teaching staff also participated in it.

NCC, SPORTS

1. RTO organised rally on "Traffic Rules" to spread awareness about traffic among the college students.120 NCC cadets and other students participated in this rally.
2. Yoga training from 1st April to 15th April was conducted by NCC and 50 Cadets participated in this training.
3. Blood Donation camp was organised by the Nadiad Education society jointly with State bank of India and 22 NCC cadets donated blood.
4. 'Run for Unity' was organised by Heart hospital and a lot of students participated in this rally.

Carrier counselling and Udisha Placement cell

- Lectures on Career Guidance Employment Opportunities guidance on Competitive Exams were organised by this cell
 - The institution building is lent to the government as a centre for competitive exams and election .The teaching and non teaching staff offers services in these examinations held by the government.
 - Social Sciences Department visited Civil Hospital and distributed Fruits to poor patients and their relatives.

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.		-	-	
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Library Management System software

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	60870	1280830	107	33363	60977	1314193
Reference Books						
e-Books	we also subscribe INFLIBNET N-List Membership					
Journals	17	5620	15	5030	15	5030
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.)

- All administrative work is computerized.
- Seminar Hall, Interactive board, Mike, sound system etc.
- The computer lab has 70computers.
- Each department is provided with a laptop to prepare lectures PowerPoint presentations for the students.
- 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.
- Computer applications paper is introduced this year in Sem iv in foundation paper to enhance the students knowledge of computer.
- The campus is Wi-Fi enabled

4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	59850/-
iii) Equipments	-
iv) Others	-
Total :	59850/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Involvement of meritorious students in all the IQAC meetings in the institute.
2. Interaction with the students.
3. Information related to curriculum Scholarship, placement, Management, cultural, social activities and programs are displayed on notice boards and sometimes centrally announced.
4. Repeated messages are sent to the students informing about any changes made in the course examination and schedules. Also schedule of activities, calendar of events and programmes have been provided.
5. The institute provides full support to SC/ST/OBC/Financial Weaker students when they are spotted at the time of admission Scholarships and other financial helps are provided them.

5.2 Efforts made by the institution for tracking the progression

1. Suggestion Box
2. Programs and events are arranged where the students share their achievements.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
952			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	619	65.55		333	34.45

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
821	163	76	160	05	1225	649	31	84	184	5	952

Demand ratio 88.25

Dropout %

11.75

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

1. The Career and Placement Cell of the institute invites experts to deliver lectures in providing guidance to the students for their complete examination. They are prepared by different techniques like mock interviews, group discussions, personal grooming etc.
2. Our Faculties member also engage themselves in providing guidance to the students.
3. Our faculty members are also invited in reputed institutions to guide students.

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

1.Lecture on Bank ,Railway ,GPSC Exam

No. of students benefitted

Sr.No	Programme	Topic	Date	Beneficiaries	Organized By
1	Lecture	Career guidance	20/8/15	150	C.B.Patel Arts College Nadiad
2.	Lecture	Career Counselling	20/1/16	130	C.B.Patel Arts College Nadiad
3.	Lecture	Employment opportunities	22/1/16	140	C.B.Patel Arts College Nadiad
4.	Training	Career Counselling through digitel India	1/2/16	100	C.B.Patel Arts College Nadiad

5.7 Details of campus placement

	<i>On campus</i>	<i>Off Campus</i>	
	Number of Students Participated	Number of Organizations Visited	Number of Students Placed
	nil	nil	

5.8 Details of gender sensitization programmes

Sr .No	Activity	Place	Organized	Date	Beneficiaries
1.	Women Awareness Celebration of women empowerment -week	C.B.Patel Arts College Nadiad	CWDC	15/7/15	100
2.	Rally	C.B.Patel Arts College Nadiad	CWDC	1/8/15	200
3.	Lecture on Women Rights	C.B.Patel Arts College Nadiad	CWDC	7/8/15	150
4.	Lecture on Yoga	C.B.Patel Arts College Nadiad	CWDC	14/8/15	100
5.	lecture on Women in literature	C.B.Patel Arts College Nadiad	CWDC	17/8/15	520

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		5,16540
Financial support from other sources	136	
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. UGC recognised three certificate courses and add on course are also framed by the respective faculties examinations are conducted from time to time in these courses and mark sheets are also prepared.
6. Foundation and soft skill courses are conducted and evaluated by the faculties.

6.3.2 Teaching and Learning

1. Innovative method of teaching is very much encouraged.
2. 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.
3. Internal Tests are conducted regularly
4. Assignments are distributed to all the students and checked by the respective faculty.
5. Students are encouraged to participate in different competitions like Quiz, Debate/, Elocution, seminar Etc.
6. Recorded Bisag lectures also benefit the students.

6.3.3 Examination and Evaluation

1. At the end of every semester the college conducts the internal examination.
2. Assignments are given to the students and checked by the faculties.
3. 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 .
4. Re test is held for the students who could not appear for genuine reasons, New paper is set by the teachers in each subject.
5. To avoid mal practice of any sort examinations are held under strict -surveillance of cameras.

6.3.4 Research and Development

1. Five faculties have sent their proposal for minor research project.
2. Eleven proposals for seminar were also sent to UGC.
3. The college has formed a research committee for promotion and motivation of Research.
4. Faculties and students are sent to participate in seminar, conference .Duty leaves are sanctioned.
5. The college appreciated research activities by honouring the faculties' member certificate and prizes in the annual day function of the college.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Library is updated.
2. ICT based instrument and computer with zerox machine 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. Committees are made for various activities of the institute and staff members provided an opportunity to work in these committees.
2. Subjects allocated based on the preferences given by the faculty members and according to their specialisation
3. Faculty members are always updated and supported through training programs.

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

1. Professionals and experts are invited to interact with our students.

6.3.9 Admission of Students

- The admission committee is formed to plan and implement the strategies for admission
- 952 students are admitted it is given on merit.
- 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:

- 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.
- Various types of scholarships are provided to the students.
- Handicapped and disabled students are given ground floor in exam time
- Ro Water
- Tea club and free parking for teaching and Non-teaching staff

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	No			No
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 four years which has known a major change in the internal evaluation .The internal evaluation become continuous evaluation which includes unit wise assignments besides examinations. Each paper now has a compulsory MCQ to improve the student's performance in the section.

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

6.11 Activities and support from the Alumni Association

1. Regular meetings organized.
2. Participate in Annual Day.
3. Financial contribution from them.

6.12 Activities and support from the Parent – Teacher Association

1. Regular meetings organized.
2. Parents are invited in Know Your College function.
3. Your college function and Annual Day Celebration.

6.13 Development programmes for support staff

1. Talented staff contribute in functions /events
2. They are encouraged to pursue studies to improve the prospects.
3. Provision of loans to them.

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

1. Set up of Nature Club
2. Lecture is organized by this club.
3. The institution has a lush green campus with garden.
4. The sweeper collects the garbage twice to avoid burning of the garbage in the campus.
5. Quite often NSS and NCC arrange cleanliness drive and rallies where the academic staff ,administrative staff and students clean the campus ,plant saplings
6. Use of plastic is discouraged
7. Dustless chalk is used.
8. In semester 2 foundation environment subject is taught 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. Set up of nature club and its effective functioning.
2. Education tour organized twice.
3. Quiz competition organized by economics department.
4. Social Sciences department visited civil Hospital and distributed fruit to patients.

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. Guest lecture
3. Cleanless drive in campus and adopted village KAMLA

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

1. Career Counseling Cell:

Being a very renowned institute in Kheda district, the college has its own career counseling and Udisha Placement cell. We realized that the students coming from rural areas having very sharp mind but don't have any awareness about the options available to them. After completing their graduation students hardly have educated, rich motivating family background where parents and families can guide them to choose their careers.

This cell has been working since 2010 for all those students who are interested in making their careers. Experts counsel them socially, psychologically, educationally and for their professional life. Regularly students use books, Periodicals, Newspaper. Different committees are working in this direction. They are exam committee, student union committee, and cultural committee, collegiate women development cell, Time Table committee, career and placement cell, nature club. The admission committee is formed to counsel the students in choosing their subjects. On the first day of the college 'Know Your College' function is held and the students are acquainted with different activities and different committees working for them. They are counseled to participate in NCC, NSS or Sports. Before the celebration of 'Teachers Day' Students wishing to be teachers on this day are counseled by the teachers for their role.

Under Udisha placement cell and career counseling cell we held the lectures on these topics "Career Guidance" 'Career Counseling' 'Employment -Opportunities' 'Digital India'

In all the above lectures experts were invited to address them to remove their stage fear, exam fear to enhance their communication skills presentation skills, where to apply for placement, different websites.

Many students are appearing in different competitive exams. The students from remote and rural areas have been benefitted by this cell and become well mannered and polite by personality development .There is positive feedback from the students .The students are finding their future and career through this cell.

2. Departmental Activities of Economics Department

Since college is a place which provides platform to unearth students hidden skills. Besides teaching in a traditional way, faculties teach by using modern technology. For that seven classes on top floor are equipped with smart boards .The whole campus is wi-fi enabled. .All departments are provided with laptops and in all the seven classrooms they use their materials through pen drive or internet .The college has dell laboratory where the students learn the basic skills of language learning listening, Speaking and writing.

It is decided that every department should organize activities for the students growth. Economics department held interclass seminar ,Quiz Competition ,Co operation training, guest lecture ,Academic tour organized by co-operation training ,academic tour organised by tourism course ,food distribution in civil Hospital patients.

To increase the students general Knowledge, Quiz competition was organised 30 students from Sem I, Sem- III,Sem-V (The whole 10 teams) took part in it. When it started, the Head of Economics dept.Prof.R.B.Saksena explained the rules of this competition. Out of ten teams, three teams won. Each student was awarded with a certificate with a view to encouraging them and winner teams were awarded with cash prize and certificates .The principal and other professors congratulated the students and the whole teams effort.

- Interclass seminar on 'population explosion: A global challenge was organised and turn by turn each student from sem 1,III and V expressed his views on this topic .
- Gujarat State cooperation group Ahmadabad and Kheda district cooperation group Nadiad conjointly organised cooperation teaching training class for a week. Class organiser shri Jaydipbhai patel invited experts to make this training more interesting and motivating. Nearly sixty trainers took part in this training.
- Keeping in mind the students employment opportunities after graduation department lectures were organised on banking and employment opportunities.These lectures concluded with question answer session.These lectures were thought provoking and informative for the students of economics department.
- Academic tour was organised by cooperation teaching training class to ghandhinagar science city, Akshardham and Adaljni vav. The students of social sciences took part in it. This tour was motivated by the presence of the principal vice-principal, Prof.Vaghela and Hiral Suthar.

,Div,Somnath and Bhalkatirth was organised and nearly sixty students of the three courses joined this tour.Prof.Saxena sir,Prof.Kalpnaben ,Prof.Arpitaben also participated in this tour.

- Faculties of social sciences and students visited civil hospital and distributed fruit among poor patients.

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

7.4 Contribution to environmental awareness / protection

1. NSS Nature club and Rotari club conjointly cleaned the adopted village Kamla and distributed dustbins.
2. NSS,NCC and nature club conjointly planted saplings in the college campus and the staff took part in it.
3. Campus cleaning Day is celebrated on 14th Feb. 2016
4. Students participated in Inter College Quiz competition under Mahatma Gandhi Swachhata Mission organized by Gyandhara I.V.Patel commerce college conjointly Nadiad Nagar Palika
5. A lecture on Environment' is organized by nature club

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:

1. Participation of the students in different activities.
2. Good student's strength

Weakness.

1. Lack of Major Research Project
2. Lack of International Seminar

Opportunity

1. Remedial Courses
2. Self Financed P.G Courses
3. Linkages with industries.

Threats


1. Maintaining the track record of outgoing students.
2. Technical failures

8. Plans of institution for next year

- Self-financed P.G Courses
- More seminar and conference to be conducted
- Collaboration with Institution and Industries to be initiated.
- Strengthen ,Alumni, Parent Teachers assoc for the larger benefit of the students
- Students of the year
- Exit Meeting for sem VI students

Name Prof.Nisha C Vyas

Name Dr.Manoj R Patel



PRINCIPAL
C. B. PATEL ARTS COLLEGE,
NADIAD - 387 001.

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Academic Calendar

June: 2015

- ◆ **21/6/15:** Participation in International Yoga Day
- 22/6/15:** Beginning of the academic term, Orientation and welcome of B.A. Sem I students.
- NSS:** Orientation Program
- Sports and NCC :**Orientation Program
- Career and Placement Cell :** Framing of the Udisha Club
- CWDC:** Selection of CWDC representatives and annual planning of its activities.
- Nature Club:** Framing of Nature Club
- 16/6/16:** IQAC Meet

July: 2015

- **Library:**Know your Library Function
- **Academic:** Filling of Scholarship forms.
- **NSS:** Filling Of Forms
- **NCC :** Filling of Enrollment forms
- **Sports:** Selection of the students to participate in different games.
- **Nature Club:** Lecture through PPT
- **17/7/15:**Celebration of Kalidas Jayanti by Sanskrit Department
- **25/7/15:** Blood Donation Camp
- **31/7/15:** Celebration of Premchand Jayanti by Hindi Department
- :Celebration of Gurupurnima by Economics Department

August: 2015

◆ **Library** :Distribution of library tickets and books.

NCC :Regular parade and preparation of the students to celebrate 15th August Independence Day

Sports :Practice of the students to participate in different Games

Counseling and Placement cell: Lectures

Cultural Activities: Selection of the students to participate in Youth Festival and practice

NSS: Lecture and visit to social institution .

CWDC:To celebrate Women Empowerment Week, lectures and rallies are organized.

15/8/15:Celebration of Independence Day

September: 2015

■ **Academic**: Filling of Sem 1 Enrollment forms and scholarship forms.

■ **NSS**:Programme officer attended one day seminar.

■ **NCC**:Parade ,C.A.T.C camp at Vadtal.

■ **Sports** :Two girls stood first in Archery in Inter College ,Inter Zonal level.

■ **Cultural Activities**: Practice and participation in Youth festival South Zone-2 .Students topped drama ,skit and mime.

■ **8/9/15** :Celebration of Teachers Day

October-2015

◆ Internal Examination, Extra Test

Academic: Sem III and V students filled forms for exams.

NCC :C.A.T.C camp at Thamna ,Army Attachmenty Camp at Chiloda ,Gandhinagar.

2/10/15: Run for Heart Rally

13/10/15 :Under Geet ,Sangeet and Nritya Dhara and Students Union the college celebrated Navratri Mahotsav.

14/10/15 : IQAC Meet

31/10/15: Celebration of Sardar Patel Jayanti.

Sports: C.B.Patel Arts college hosted South Zone B Judo Competition.

Scope:Filling forms of Scope.

Diwali Vacation 5th Nov to 19th Nov

November-2015

■ **NCC:** NCC Camp at Nagarcoil

December-2015

■ **Annual Exam**

■ **NCC:**Parade, Allotment of forms for B and C certificates.

■ **Sports :**Student participated in different games at state /University level.

Physical Director attended national conference in Ambaji.

Academic Calendar

January: 2016

- ◆ **NSS:** 5th Jan. to 11th Jan. NSS annual camp at Kamla.
- NCC:** Parade ,BLC Camp at Thamana. Hands on participation of NCC cadets in celebrating 26th January.
- Sports:** Participation of the students in different games, practice.
- Career and Placement Cell:** Lectures
- 11/1/16:** Rally on "Traffic Rules"
- 12/1/16:** IQAC Meet
- 26/1/16:** Celebration of Independence Day.

February: 2016

- **NSS :** Cleanliness Drive at the adopted village Kamla.
- **NCC:** B & C Certificate Exams.
- **Sports:** Prepared the students to participate in Sports Day.
- **15/2/16:** Black & White Day
- **16/2/16:** Traditional Day
- **17/2/16:** Campus Cleaning Day
- **20/2/16:** Sports Day

March: 2016

- **NCC:** Distribution of washing allowance
- Evaluation of Assignments
- **15/3/16:** Annual Day
- Internal Exam

April: 2016

◆ **1/4/2016** :COP Exam

Extra Test

NCC:1st April to 15th April Yoga training

23/4/16: IQAC Meet

Summer Vacation 27/4/16 To 12/6/16