

## 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. R. M. Prajapati Arts College, Satlsana

1.2 Address Line 1

Ambaji Highway, At.Ta.Satlasana

Address Line 2

Dist.Mehsana

City/Town

Satlasana

State

Gujarat

Pin Code

384330

Institution e-mail address

artscollegesatlasana@gmail.com

Contact Nos.

02761-253540

Name of the Head of the Institution:

Dr.Jayesh N. Barot

Tel. No. with STD Code:

02761 - 259233

Mobile:

09426362329

Name of the IQAC Co-ordinator:

Dr.Bharat S. Patel

Mobile:

09427531934

IQAC e-mail address:

iqacsatlasanacollege@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

GJCOGN13855

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)

BC/49/A&A/08 DATED 15-06-2009

1.5 Website address:

www.rmpartscollegesatlasana.org

Web-link of the AQAR:

www.rmpartscollegesatlasana.org/AQAR2013-14.doc

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.51	2008-09	June 2014
2	2 <sup>nd</sup> Cycle	-	-	-	-
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

25/06/2009

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

2013-14

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 2009 - 10 Submitted to NAAC on **18/05/2010** (DD/MM/YYYY)<sup>4</sup>
- ii. AQAR 2010 - 14 Submitted to NAAC on **06/07/2011** (DD/MM/YYYY)
- iii. AQAR 2011 - 12 Submitted to NAAC on **14/07/2012** (DD/MM/YYYY)
- iv. AQAR 2012 - 13 Submitted to NAAC on **09/07/2014** (DD/MM/YYYY)

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 (*Specify*)

UGC-COP Programmes

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

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

0

2.6 No. of any other stakeholder and  
community representatives

0

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

0

2.9 Total No. of members

11

2.10 No. of IQAC meetings held : 02

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

- Preparing AQAR
- Monitoring Quality of Education
- Planning for the academic year and implementation

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
Every year in the beginning of the new academic year, the analyses of the results of the semesters is done	On the basis of the analyses weak sections are found out and the teachers are informed regarding it for necessary steps.
Discussion regarding change syllabus in different subjects is done.	Related teachers are informed regarding change in syllabus in the beginning of new academic year.
List of subject wise books to be purchased is prepared and submitted to the librarian	The librarian places the order of the new books.
Formation / co-ordination of diff. committees and work allocation.	The co-ordinators of different committees are given the responsibilities of the committee for the academic year.

\* 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

- Yes, every year in the meeting with management, the AQAR has been submitted, discussed and the management has given promise to satisfy the needs of the institutions mentioned in AQAR.

## 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	05	-	05	-
UG	05	-	-	01
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	07	-	-	-
Others	01	-	-	-
<b>Total</b>	18	-	05	01

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

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

Pattern	Number of programmes
Semester	02
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*

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

Gujarati, Hindi, English, Sanskrit

##### 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
14	07	06	01	-

2.2 No. of permanent faculty with Ph.D.

10

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
07	04	06	00	01	00	00	00	15	04

2.4 No. of Guest and Visiting faculty and Temporary faculty

3

1

4

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	04	04
Presented papers	02	04	04
Resource Persons	00	00	00

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

- Weekly Test
- Use of ICT
- Continuous evaluation
- Extra Coaching

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

180

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

Bar-coding, OMR

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

4

1

5

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.Sem. VI	476	71	300	19	-	-
M.A.Sem. IV	107	66	34	5	-	-

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

- Surprise classroom visit
- Feed back analyses, result, discussion with teachers
- Helps in academic planning / implementation
- Recommends related Books / Reference Books / ICT etc.

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	3
Staff training conducted by the university	6
Staff training conducted by other institutions	5
Summer / Winter schools, Workshops, etc.	15
Others : Seminars / Conference	15

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	10	06	0	0
Technical Staff	-	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Establishment of Research Centre with 10 Computers, net, printer and department wise books for research
- Recommendation for reference books
- Encouragement
- Publication of Research work with ISBN No.

#### 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	12	01	01	12
Outlay in Rs. Lakhs	713000	90000	90000	713000

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	1	-
Non-Peer Review Journals	-	-	2
e-Journals	-	-	-
Conference proceedings	2	-	1

#### 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	2 2	UGC CPE UGC	500000 90000	150000 70000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-

Students research projects (other than compulsory by the University)	1	UGC CPE	10000	10000
Any other(Specify)	-	-	-	-
Total	-	-	600000	230000

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	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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
1	-	-	-	1	-	-

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

03

05

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

02

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

JRF 00

SRF 00

Project Fellows 00

Any other 00

3.21 No. of students Participated in NSS events:

University level 09

State level 00

National level 00

International level 00

3.22 No. of students participated in NCC events:

University level 00

State level 55

National level 00

International level 00

3.23 No. of Awards won in NSS:

University level 00

State level 00

National level 00

International level 00

3.24 No. of Awards won in NCC:

University level 00

State level 02

National level 00

International level 00

3.25 No. of Extension activities organized

University forum	04	College forum	07	
NCC	05	NSS	08	Any other 03

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

- HIV AIDS & Thalassimia awareness programmes in 20 villages of the area.
- Awareness regarding HUMAN RIGHTS in the Gadhavada Area.
- Voter Awareness Programme

## 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	5 Acres	-	Local Management	-
Class rooms	15	-	Local Management	-
Laboratories	2	-	Govt. of Gujarat	-
Seminar Halls	1	-	Local Management, UGC	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	134	8	UGC	142
Value of the equipment purchased during the year (Rs. in Lakhs)	4095875	306500	UGC	4402375
Others Girls Hostel, Indoor Sports Hall	17321350	-	UGC, Local Body	-

#### 4.2 Computerization of administration and library

- Fully computerised administration and library
- Inflibnet, Internet N-list service in the library
- Online enrolment, online exam form filing and results
- Important news / instructions on LCD displays.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5609	451927	954	75506	6563	527433
Reference Books	10813	2800120	737	252211	11550	3052331
e-Books	144	4451	25 93000+	1900 N-List	169 93000+	6351 N-List
Journals	-	-	42	8645	-	-
e-Journals	-	-	6000+	N-List	6000+	N-List
Digital Database	-	-	-	-	-	-
CD & Video	04	-	14	1300	18	1300
Others (specify)	83	1080	106	-	189	1080

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	85	25	70	-	15	8	30	7
Added	10	-	10	10	-	-	-	-
Total	95	15	80	10	15	8	30	7

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

- Orientation of the students and faculty regarding computer net access Inflibnet & N-List etc.
- Short term course of computer skill for the students.

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

i) ICT	0.08
ii) Campus Infrastructure and facilities	52.5
iii) Equipments	1.0
iv) Others	0.0
<b>Total :</b>	<b>53.58</b>

## Criterion – V

### 5. Student Support and Progression

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

- Orientation of various departments regarding their role and responsibilities
- Scholarship, poor boys fund, uniform, health card,
- Various classes remedial, Entry in Service, Spoken English, SCOPE, Add-on courses

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

- Budget allocation for co-curricular and extra activities.
- Monitoring, encouraging the staff involved in different activities.

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

UG	PG	Ph. D.	Others
1948	257	-	-

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

0

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

0

Men	No	%	Women	No	%
	1328	60		877	40

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
499	191	90	1129	05	1914	540	222	150	1291	02	2205

Demand ratio **100 %**

Dropout **4.82 %**

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

- Career Guidance cell, Entry In Service and UDISHA Placement cell etc. are actively functioning in the college.

No. of students beneficiaries

1005

### 5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text" value="2"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text" value="36"/>

### 5.6 Details of student counselling and career guidance

- The students are guided by career Guidance cell at the time of choice of subjects in the beginning of new academic year, for competitive exams etc. They are also counselled for joining various co-curricular and extra curricular activities. If required then psycho - social counselling is also provided. Moreover, slow learners and advances learners are given special treatment.

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
-	-	-	36

### 5.8 Details of gender sensitization programmes

- Psycho-socio counselling
- Women's cell

### 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	10	6570
Financial support from government	996	3004853
Financial support from other sources	650	84500
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 :-**

To impart higher education to the local youths, especially to those girls who live in and around remote rural / tribal areas, to prepare them in the context of social and economic needs. The institution tries to develop the overall healthy personality of the students to contribute in the development of the nation.

- **Mission :-**

The mission of our institute is committed in the path of empowerment of rural youths (especially girls) through access to quality higher education, enabling them to develop educationally intellectually, socially, and morally to inculcate in them the values of social, economic and national responsibilities.

#### 6.2 Does the Institution has a management Information System

Yes, the institute has MIS system which provides information regarding the institutional activities regularly.

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

##### 6.3.1 Curriculum Development

- University designed curriculum is accepted. Though at the time of development of new curriculum, we give our suggestions.

##### 6.3.2 Teaching and Learning

- Feed back collection
- Planning taking into consideration the currant trends.
- Academic diary

### 6.3.3 Examination and Evaluation

- Continuous evaluation
- OMR system
- Test with MCQ, book review, assignment

### 6.3.4 Research and Development

- Research projects
- Establishment of Research Center
- Research related book / reference books
- Equipment like computer, printer
- Organisation, participation in seminar, conference
- Publication of research work

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

- Infibnet / N-list, Library committee
- Timely checking of infrastructure of the institution
- Collection of CDs/ VCDs and Computer, Net, Printer, Scanner, book with Barcode system
- Separate cabin for the librarian.

### 6.3.6 Human Resource Management

- Major source of donors
- Infrastructure development through donors.

### 6.3.7 Faculty and Staff recruitment

- As per govt university norms.

### 6.3.8 Industry Interaction / Collaboration

- |  |
|--|
| <ul style="list-style-type: none"><li>• Interaction with diamond institutions of Satlasana and surroundings.</li></ul> |
|--|

#### 6.3.9 Admission of Students

- Online enrolment system
- Broacher giving complete information
- Help / Guidance in subject selection
- Admission Committee

6.4 Welfare schemes for

Teaching	Co-operative Society
Non teaching	Co-operative Society
Students	Poor Boys Relief fund

6.5 Total corpus fund generated

670459

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

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

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

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?

- OMR
- MCQs
- Continuous evaluation

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

- No

6.11 Activities and support from the Alumni Association

- Encourage students by providing fund for various students activities

6.12 Activities and support from the Parent – Teacher Association

- Encourage students for different activities through prizes, donations

6.13 Development programmes for support staff

- Uniforms
- Special allowance

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

- Place for water & Food for birds.
- Garden with sitting arrangement
- Dustbins, No use of plastic
- No smoking zone

## 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.

- Launching of Library folder in website
- CCTV Camera
- Establishment of Research Center
- Indoor Sports facility

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

- Implementation of CBCS
- Various add-on / skill development courses
- Committees & co-ordinations / work allocation
- Need base purchase of equipments & books.

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

- Awareness, Guidance, Training for competitive examinations.
- Add-on courses (Short term certificate courses)

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

7.4 Contribution to environmental awareness / protection

- No use of plastic
- Herbal Garden
- Plantation
- Wall / fencing around garden / compound

7.5 Whether environmental audit was conducted?      Yes ☐      No ☒

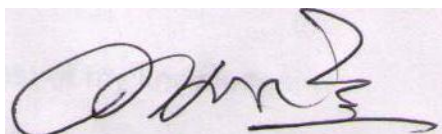
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- SWOT Analysis has been attached in annexure.

## 8. Plans of institution for next year

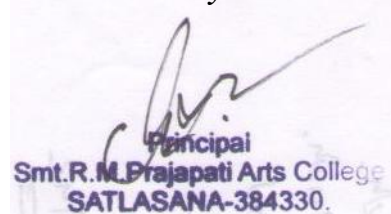
- To have NAAC / AAA assessment
- To encourage more students to participate in competitive examinations
- More student in add-on courses / skill based programme
- NSS / NCC and other activities.

Name: **Dr.Bharat S. Patel**



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

Name: **Dr.Jayesh N. Barot**



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

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