

## The Annual Quality Assurance Report (AQAR) of the IQAC-2016-17

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**

2016-17

#### **1. Details of the Institution**

1.1 Name of the Institution

Mahila Arts College, Motipura

1.2 Address Line 1

Motipura Bypass

Address Line 2

Vidhyanagari

City/Town

Himatnagar, Dist: Sabarkantha

State

Gujarat

Pin Code

383001

Institution e-mail address

macvidhyanagari@gmail.com

Contact Nos.

02772 244622

Name of the Head of the Institution:

Dr.Kanaiyalal L. Patel

Tel. No. with STD Code:

02772 233780

Mobile:

99255 31707

Name of the IQAC Co-ordinator:

Dr Bhailal L. Patel

Mobile:

94265 03180

IQAC e-mail address:

blgrowmore@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

EC/51/A & A/41 Dated 31/12/2009

1.5 Website address:

www.vidhyanagari.org

Web-link of the AQAR:

www.vidhyanagari.org/AQAR20016-17

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	2.11	2009	5 Years
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

05/07/2010

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 \_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (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)

-

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

Hemchandracharya North Gujarat University, Patan, Gujarat

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

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

-

## 2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="5"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="0"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="0"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="08"/>

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:  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

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#### 2.14 Significant Activities and contributions made by IQAC

- Preparing AQAR
- Monitoring Quality of Education
- Planning for the academic year and implementation
- Different project information giving programme by Nehru Yuva Kendra, himatnagar such as Save water, Environment, Awareness of voting, Yoga, self Defense and Unity
- For building healthy India Art of Living organized programme of yoga and Pranayama
- Guidance workshop for GPSC and UPSC Exam by Vishnu Brahmhatt, Modasa
- Championship in Khel Mahakumbh by Govt. of Gujarat

#### 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
To organize Yog Shibir and activities for youth.	Neharu Yuva Kendra, Himatnagar organized Youth Parliament and gave information regarding different project of Gujarat Government. International Yog Day was celebrated.
To organize value base programme. To organize Amrutparva mahotsav.	We organized lecture of Apt Putro of Dada Bhagwan called Gyan Vani Students distributed 1125 tree plant in society
To promote sports activities among the students.	Sports day was organized for the students. Inter college Cross Country Competition was organized by the college.
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.

Please see ANNEXURE: II

*\* 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

The AQAR was placed before the management and it was approved.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	03	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	03
<b>Total</b>	06	-	-	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

##### (ii) Pattern of Programmes:

Pattern	Number of programmes
Semester	03 (B.A.)
Trimester	-
Annual	-

##### 1.3 Feedback from stakeholders\* (On all aspects)

Alumni	<input checked="" type="checkbox"/>	Parents	<input type="checkbox"/>	Employers	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>
Mode of feedback :	Online	<input type="checkbox"/>	Manual	<input checked="" type="checkbox"/>	Co-operating schools (for PEI)	<input type="checkbox"/>	<input type="checkbox"/>

*Please see ANNEXURE: I*

*\*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.

The College follows the syllabi prescribed by the affiliating university. However the faculties contribute in revision and update of syllabi as member of BOS

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
15	03	12	-	-

2.2 No. of permanent faculty with Ph.D.

11

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	9	34	09
Presented papers	7	31	07
Resource Persons	0	1	0

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

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

235

- Arranged exhibition and elocution
- Use of ICT
- Continuous evaluation
- Photo copy of readymade material provided to the students

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

Internal and external examinations are conducted as per guideline of the university

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

BOS-03	0	0
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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-6	217	4.15%	38.71%	3.23%	39.17%	85.25%

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

- Feed back analyses, result, discussion with teachers
- Helps in academic planning / implementation
- Recommends related Books / Reference Books / ICT etc.
- Regular meetings are held with staff members to initiate, implement and execute quality enhancing strategies in teaching learning

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	12
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	07
Staff training conducted by the university	0
Staff training conducted by other institutions	12
Summer / Winter schools, Workshops, etc.	09
Others: Seminars / Conference	14

### 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	7	4	-	-
Technical Staff	-	-	-	-

### Criterion – III

#### 3. Research, Consultancy and Extension

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

-Recommendation for reference books
-Encouragement for research work
-Publication of Research articles in various journals and magazines
- Faculty members are encouraged to use internet facility for research.

##### 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	08	01	-
Non-Peer Review Journals	07	03	-
e-Journals	-	-	-
Conference proceedings	01	06	-

##### 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 organizations

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	-	-	-	-	08
Sponsoring agencies	-	-	-	-	Trust & SBI

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	-
Commercialized	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	<input type="text" value="75"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="110"/>	International level	<input type="text" value="-"/>

3.22 No. of students participated in NCC events:

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

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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="5"/>	
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="6"/>	Any other <input type="text" value="-"/>

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

- NSS Orientation Programme
- Thalassemia check up camp
- Self defense awareness among women
- NSS weekly camp at Navanagar village
- Cleanliness Drive in the Campus
- Distribution of plants and conservation of plants

#### 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	19571.76 Sq.meter	-	Local Management	19571.76 Sq.meter
Class rooms	10	01	Local Management	11
Laboratories	-	-	-	-
Seminar Halls	01	-	Local Management	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	836	09	UGC	845
Value of the equipment purchased during the year (Rs. in Lakhs)	2011222	219400	UGC	2230622
Others	-	-	-	-

##### 4.2 Computerization of administration and library

- Fully computerised administration and library
- Online enrolment, online exam form filing and results
- Online Scholarship form

##### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2983	195714	58	5850	3041	201564
Reference Books	4703	782069	-	-	4703	782069
e-Books						
Journals	469	81000	27	10879	496	91879
e-Journals						
Digital Database						
CD & Video	111	2825	-	-	111	2825
Others (specify)	-					



#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	73	02	Yes	-	-	03	03	-
Added	-	-	-	-	-	-	-	-
Total	73	02	Yes	-	-	03	03	-

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

<ul style="list-style-type: none"> <li>-Orientation of the students and faculty regarding computer, net access, Inlibnet</li> <li>-Teachers use computers for preparing study material, exam paper setting and research.</li> <li>-Teachers and students make use of wifi in the campus free of charge.</li> <li>-Language laboratory is equipped with computers and wifi and the students are provided training for proficiency in English language.</li> <li>-Teachers prepare PPTs and present in seminar hall for the students.</li> </ul>
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#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	24000
ii) Campus Infrastructure and facilities	155700
iii) Equipments	19420
iv) Others	15080
<b>Total :</b>	<b>214200</b>

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation of the students regarding NSS, Library service and various departments
- Awareness about scholarship, Thallesemiya Test
- Remedial coaching, Bus Pass Guidance
- At the time of admission a prospectus is circulated to the students along with admission form
- On the first day of the college, entry students are divided into subject wise groups and are counselled by teachers about rules and regulations of the college and university.
- Students are encouraged to join Cultural, N.S.S, and Sports activities as per their likings

5.2 Efforts made by the institution for tracking the progression

- Monitoring, Evaluating, encouraging the staff involved in different activities.
- Budget allocation for co-curricular and extra activities.
- The progression of the students is tracked by results of Internal and external exams held in college.
- After declaration of result, the star batch committee scrutinizes the results of students and tracks the progression of students' academic performance

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
558	-	-	-

(b) No. of students outside the state

0

(c) No. of international students

0

	No	%
Men UG	-	-

	No	%
Women UG	558	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
108	197	117	240	00	666	129	141	122	166	00	558

Demand ratio 100%      Dropout :28.19%

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

-Career Guidance cell is actively functioning in the college.  
 -Students are offered books for competitive exams from the library.  
 -Career counseling cell collects data of the students and encourages for competitive exams

No. of students beneficiaries

234

#### 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 counseling 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 counseled for joining various co-curricular and extracurricular activities. Moreover, slow learners and advances learners are given special treatment.
- Library and NSS orientation
- Competative examination coaching is arranged

No. of students benefitted

200

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
-	-	-	09

5.8 Details of gender sensitization programmes

5.9

<ul style="list-style-type: none"> <li>- Lectures to create awareness on Gender equality</li> <li>- Women's cell</li> <li>- The N.S.S and Women's development cell address gender sensitization issues</li> </ul>
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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	286	1058360/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organized / 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: NIL

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Vision**

- 1 To provide and encourage students for higher education in entire region
- 2 To develop and empower girls to contribute Nation and Society.
- 3 To enhance and to improve the quality and the standard of education
- 4 To impart skill based education to girl students.

**Mission**

- 1 To encourage maximum girl students for higher education.
- 2 To make overall development of students through educational and co-curricular activities.
- 3 To set up programmes to develop Social and National awareness.
- 4 Continuous monitoring to improve the quality and the standard of education.

## 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. Two faculties are members of 'Board of Study' at University. We give our suggestions also.

### 6.3.2 Teaching and Learning

- Academic diary
- Planning taking into consideration the current trends.
- Expert speakers are invited by departments and committees to enlighten students.
- Feedback system
- Star batch committee Guides the students for better performance in university exam.

### 6.3.3 Examination and Evaluation

- Internal Examination system
- Continuous evaluation
- Test, book review, assignment

### 6.3.4 Research and Development

- Participation in seminar, conference, workshop
- Purchase of Research related books / reference books
- Teachers, who are not having doctoral degree, are encouraged to pursue it.
- Publication of Articles in journals, magazines

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

- Separate cabin for the librarian.
- Collection of CDs/ VCDs and Computer, Net, Printer, Scanner
- SOUL software in library
- Timely checking of infrastructure of the institution
- Students and teachers are offered internet facility in library.

#### 6.3.6 Human Resource Management

- Infrastructure development through donors.
- Major source of donors
- Local Management actively works for the development of the institution

#### 6.3.7 Faculty and Staff recruitment

- As per norms of Gujarat government
- As per norms of HNG University, Patan.

#### 6.3.8 Industry Interaction / Collaboration

- Collaboration with Rotary Club
- Collaboration with Parakh Sansthan.

#### 6.3.9 Admission of Students

- Admission Committee helps/guidance
- Broacher giving complete information
- Online enrolment system
- Admissions of the students are made following the rules of university.
- Students are informed about free ship and scholarship by Govt. of Gujarat

6.4 Welfare schemes for

Teaching	Co-operative Society Group Insurance Meternal Leave, study Leave
Non teaching	Co-operative Society Group Insurance Different Training
Students	Books on Library Ticket Merit Scholarship Free ship by Govt. Group Accidental Insurance

6.5 Total corpus fund generated

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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	Yes	Gujarat Govt.	Yes	C.A.

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?

- Continuous evaluation system
- Assignment, Class seminar
- University makes reforms through its department of examination.

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

- As per rules of affiliated University, HNGUniversity , Patan

6.11 Activities and support from the Alumni Association

- Alumni association hold meeting and give their suggestions and feedback.
- Supports NSS activities, Annual Day celebration

6.12 Activities and support from the Parent – Teacher Association

- Parents –Teachers meetings are hold and they give their suggestions.
- Parents are invited in different functions of the college.
- With the consent of principal parents can meet teacher to discuss the progress of their ward

6.13 Development programmes for support staff

- College credit society offers loan to support staff.
- The computer teachers guide and support the staff
- Uniform is given by management

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

- Tree Plantation
- For the protection of tree wired guard are provided by Nagarpalika
- Dustbin are placed at different places of the campus
- Declared No Use of Plastic 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.

- The teachers planned activities for the students in consultation with college academic calendar.
- The college circulates a prospectus, containing details of institution and subjects offered, to the students with admission forms.

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

- Committees & co-ordinations / work allocation
- Need base purchase of equipments & books.
- Implementation of 'Saptadhara' (Seven Divisions)
- Yoga Shibir and activities for youth
- Value abase progarmme
- Promote sports activities among students.

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

Celebration of Annual Day and Prize Distribution (Annexure: III)  
Youth Co-operative Training Programme for girls. ( Annexure- VI)

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

7.4 Contribution to environmental awareness / protection

- Campus Cleanliness
- Tree Plantation
- No use of plastic
- Organized lecture on environment by expert.

7.5 Whether environmental audit was conducted? Yes  No

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

8. **Plans of institution for next year**



Name: Dr. Bhailal Patel



Name: Dr. Kanaiyalal L. Patel

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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## **ANNEXURE: II**

**Hemchandrachary North Gujarat University Patan affiliated**

**Mahila Arts College, , Motipura, Vidhyanagari, Himatnagar**

**Academic Calendar - 2016-17**

**"SATABDI YEAR"**

**Term - I - June 2016**

- New academic term start from 15/06/2016
- Academic session start from 28/06/2016
- Celebration of International Yoga Day.
- Arranging staff meeting
- Detail discussion on course curriculum.
- Detail discussion on NAAC & its evaluation
- Staff meeting with management.
- To organize orientation program for new students & faculties interaction program.
- Preparation for " Ashthansh Pratham Din" program.
- Preparation of student I-CARD.

**Term - I - July 2016**

- selection process for class representative (CR)
- To organize Blood donation camp.
- Planning for different workshops & seminars.
- To organize career guidance seminar for students.
- Celebration of "ASHTHANSH DIN" by Sanskrit department.
- Felicitation program for special achievements.
- To organize Tree Plantation program.
- Planning for tree conservation.
- Expert session on importance of religious festivals.
- Guari Puja & Parna
- To organize activity on woman self defence.
- Training program on cooperative education.

### **Term - I - August 2016**

- Birth Day Celebration of Prem chand.
- Food making competition.
- Training workshop for students.
- FDP program by management.
- To organize sport related activities.
- Arranging spiritual session for students.
- To organize API guidance workshop by IQAC committee.
- Celebration of Independent day.
- To organize singing and dance competition.
- Celebration of Raksha Bandhan.
- To organize essay competition.
- To organize essay competition.
- To organize drawing & rangoli competition.
- To organize N.S.S orientation program.
- To arrange library opinion pogram.

### **Term - I - September 2016**

- To organize sport activity.
- Teacher's Day celebration.
- Celebration of Hindi Day.
- To organize camp for AMBAJI PAD YATRI.
- Celebration of National Blind day.
- To organize elocution competition.
- Planning of students tour.
- To organize blood donation camp.
- Planning for internal examination.
- To arrange campus cleanliness program.
- Planning for celebration of Ganesh chaturthi.
- To organize workshop on educational excellence.

### **Term - I - October 2016**

- Celebration of Gandhi Jayanti.
- To organize staff meeting.
- Campus cleanliness campaign.
- Celebration of Sankrit Day.
- To organize drawing competition.

- Celebration of traditional day.

#### **Term - I - November 2016**

- Planning and preparation of university examination.
- Planning for N.S.S camp.
- Preparation of Youth Festival.

#### **Term - II - December 2016**

- To organize one day workshop for students.
- Blood donation camp.
- Celebration of sport day festival.
- Celebration of N.S.S Day.
- To organize workshop on Indian banking system.
- Participation on university sport festival.
- Organize seminar on woman empowerment.
- Expert session on saving natural resources.
- To arrangement of library opinion program.
- To arrange academic tour.

#### **Term - II - January 2017**

- New year celebration.
- Celebration of Republic day.
- To organize Rangoli, Drawing, Mahendi competitions.
- To expert session on legal system of India.
- Visit of educational institution.
- Arranging expert session series.
- Birth day celebration of swami vivekanand.

#### **Term -II - Febaury 2017**

- Planning for annual function.
- To organize fare well party.
- Alumina & parents meeting
- Planning of internal examination.
- University examination guideline session.
- Internal examination and preparation of internal mark sheets.

### **Term - II - March 2017**

- To organize employment guideline camp.
- Felicitation program for achievers.
- To organize thalassaemia test.
- To organize student placement activities.
- University examination.
- University examination work from 25/03/2017.

### **Term - II - April 2017**

- University paper assessment.
- Preparation of activities annual report.
- Term end date : 30/04/2017.
- Management meeting.
- Summer vacation 01/05/2017 to 14/06/2017.

### **ANNEXURE: I**

## **Feedback Analysis**

The institute has started a system of collecting feedback from the students from this year only. A feedback form is available on the college website. Students are informed about it from the very beginning. They give their feedback and all the received forms are analyzed by the members of the committee.

The analysis given below is on the basis of the received feedback from the students:

- In the matter of Infrastructural facilities 70% students are satisfied with the facility available in the college.
- With regards to Curricular aspects, about 82% students find the content of the syllabi and library holdings satisfactory.
- Faculty's performance and completion of the syllabi, 85% students find it well.
- Evaluation system and the administrative work are noted satisfactory by 88% of the students.

## **ANNEXURE:III**

### **Best Practice - 2**

#### **Title : Celebration of Annual Day and Prize Distribution.**

Every year the institution celebrates 'Annual Day Function' with support of 'Students Council'. The students get opportunity to enhance their talent through various cultural performances on the stage among the dignitaries, villagers, parents, alumni, the members of trust and the present students. This day is organized in February month every year. The students take part in various activities like one act play, mime, folk dance, Garba, solo song ... etc. The cultural committee prepares the students for above performances and gives them enough practice for fifteen days before the celebration of annual day. The students come out with excellent performance on the stage. They get an excellent chance to perform their talent and enhance their abilities. They become more confident and they can perform better in the next year celebration with the previous experience of last year annual day celebration.

On the same day, the college celebrates the prize distribution ceremony for the clever and skilled students of the institution. The college distributes prizes, awards and trophies to the students who have special achievements in educational co-curricular, sports, N.S.S. activities. The students feel honored through this kind of encouragement. They feel that their special achievements and skills are rewarded. They are important assets of the institution. During whole year the students try to perform better and better in academic, co-curricular and extra-curricular activities. The healthy competitive atmosphere is created among the students for better progress and better performance. So they come to college regularly and participate according to their skills and talent in various activities and programmes of the institution. The criteria for awarding the students are as follows;

The students who performed the best at university examinations, sports, cultural and NSS activities of last year, the first three students are awarded with trophies and certificates. They get motivated by these rewards. So they get the overall development of their personality. The problem of indiscipline has been declined year after year. The students study sincerely and our college results are better than the average results of H.N.G.U and the nearby colleges.



## ANNEXURE: IV

### Best Practice-I

#### Title:

#### Youth Cooperative training programme for girls

The goal of youth co-operative training for girls is to promote the concept of cooperative work and to guide them to carry out such cooperative activities in future. We want to enable them to participate in cooperative activities. We also wish to instill in them the seeds for development. Ours is the Girls College and majority of our college students are from rural and interior areas. The surrounding areas population is educationally, socially and economically backward. The students also work in the field or doing labor work for their livelihood. They don't have healthy educational environment at home. The institution started co-operative training for these young girls for one week. The aim of this training is to inspire and encourage them for their livelihood. We invite expert from Co-operative Union. The training is conducted every year in the institute with a view to enable the students to understand the functioning of cooperative activities. The weekly training creates a proper environment for cooperative activities. The students can start some cooperative activity in future. In the highly competitive market scenario, such training can help them to serve as well as to earn in rural and urban area.

The present market and commercial context requires something more concrete and fruitful as the option for capitalism and mixed economic policies. The cooperative sector can serve as a better substitute for growth and development of economic policy. Around 60% mass of the society is benefited by the cooperative activity directly or indirectly. The District Cooperative Union of Sabarkantha takes the initiative to promote the concept of cooperative activities for the youth and our institute provides them a proper platform for such activity.

The practice is unique as it motivates the students for cooperative activity. □□It makes them familiar with the origin and major principles of cooperative activity. It also focuses on the scope of cooperative activity at international level. The feeling of cooperation among students is also seen being developed. The training proved a fruitful one as the students of all the departments. Problems Encountered In the initial stage it was difficult to carry out such training in the college as to find out the resource persons and experts for the concerned field was a bit difficult task. Sabarkantha District Cooperative Union agreed to assist us, it became possible. Another challenge was to convince students to join it. The faculty members of all departments motivated them to join it. Resources Required: The Resources required are a hall with internet facility and experts of cooperative sector. A group of around sixty learners. Faculty with the basic knowledge of cooperative sector.