



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution	SHRI R. K. PARIKH ARTS AND SCIENCE COLLEGE
Name of the head of the Institution	Dr. Vimal S. Joshi
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02697252396
Mobile no.	9427004861
Registered Email	petladartsandscience@gmail.com
Alternate Email	vsjoshi69@gmail.com
Address	Dantali Road
City/Town	PETLAD
State/UT	Gujarat
Pincode	388450

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		Mr. K. R. Trivedi			
Phone no/Alternate Phone no.		02697252396			
Mobile no.		9428076677			
Registered Email		iqacpetlad@gmail.com			
Alternate Email		krtrivedi1967@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://petladcollege.org.in/AQAR_REPORTS/GJCOGN13064-SHRI%20R.%20K.%20PARIKH%20ARTS%20AND%20SCIENCE%20COLLEGE,%20PETLAD-GUJARAT-AQAR-2016-17.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://petladcollege.org.in/NAAC_2022/IQAC-2017-18/Academic%20Calendar-17-18.pdf			
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	70.8	2007	01-Apr-2007	31-Mar-2012
2	B+	2.61	2017	01-Apr-2017	31-Mar-2022
6. Date of Establishment of IQAC			15-Jun-2007		
7. Internal Quality Assurance System					

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Govt. of Gujarat	Swarnim Gujarat Grants	KCG, Ahmedabad	2017 01	40000
Govt. of Gujarat	Maintenance Grants	State government, Gandhinagar	2017 01	974190
Govt. of Gujarat	N.S.S.	State Government, Gandhinagar	2017 01	36000
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Periodical meetings with staff members are initiated to formulate the plan of action. The implementation of action plans are reviewed in the subsequent meetings.

* Communication with various stake holders through SMS on regular basis regarding admission, examination and results.

* Started meetings with members of Alumni association to activate and strengthen. The constitution of Alumni association was prepared.

* Organized various programs for girl students throughout year to empower CWDC activities.

* Collected feedback as Students Satisfaction Survey (SSS) from students and analyzed.

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Preparation of SSS report through Students feedback	Student satisfaction survey report has been prepared and analysed by IQAC.
More emphasis on ICT based communication with stakeholders	Swift Communication regarding admission, examination and results through SMS, digital display social media and through website.
Computer training for non teaching and support staff	Smart and better functioning of college admin office
Empowering CWDC activities	All round activities of CWDC throughout year benefitted girl students
Strengthening alumni association	Alumni association constitution was prepared
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

31-Jan-2018

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The College uses TechSIS software in administrative block supports with store, retrieve, manage, monitor and analyze student data, with efficiency and privacy. The main modules are listed below with features

- Student fee entry : This module contains student basic information like name, gender, category. The general number is automatically generated. It also includes facility of part payment of fees.
- General Register Information search : This feature collect the detailed information of students and can be retrieved by a single click. The detailed report is generated with student's photograph.
- Roll number : Automatic roll numbers are generated based on the subject groups. Also manual roll numbering facility is available.
- Reports : Student list, ID card printing, Fee register report, due fees report, caste wise summary report, various certificate printing, library membership list in SOUL.
- Utilities : Auto backup database, software user creation, setting up subject information fees structure and subject group creation.
- SMS facility and online admission through College website.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1. At the beginning of each academic year, college prepares its proposed academic calendar and which is uploaded on the college website. The proposed academic calendar is prepared according to the notices and circulars received from the affiliating university. Students are well-versed about the academic calendar of the college notifying the probable teaching days, dates of internal examinations, curricular, extension related and co-curricular activities.

2. "Praveshotsav" - Orientation programme is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation. All the fresher students are oriented through visit of various departments and given information regarding the laboratories and other facilities available in the college.

3. Time table committee of the college prepares the time table and circulates it to different departments. The time table is prepared in accordance to the number of credits mentioned in the prescribed syllabus of each course offered by the departments.

4. Based on the departmental routine, departments conduct meetings for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment of each teacher at the beginning of a session by the department.

5. Based on the teaching assignments allotted in the syllabus

distribution, teachers prepare their "teaching plans" according to the number of lectures allotted in the university syllabus. 6. Along with the traditional chalk and talk method, teachers often use power-point presentations during the lectures to demonstrate topics. 7. Unit tests and student seminars are held after completion of a section of the syllabus and regular review of performance of students is carried out. 8. Special soft skill development classes are also held during the summer vacations every year. 9. Post-graduate students are trained to handle assignments, seminars and field work for academic research in future. 10. The student satisfaction survey is conducted by IQAC to improve the teaching-learning process of each department.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No

Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Feedback on the teaching-learning process is received from students based on a structured questionnaire framed and approved by the IQAC of this college. The questionnaire is provided to the students as a hard copy. The general assessment points of the feedback based on admission process, office administrative response, general discipline, teaching, learning, evaluation, extracurricular, cultural, sports, N.C.C., N.S.S. activities, library facilities etc. The received feedback is then analyzed by the IQAC and uploaded to the college website and it is also forwarded to the Head of the institution with necessary suggestions based on this feedback. Teachers provide informal as well as formal feedback to the head of the institution on different academic, administrative and other affairs related to the college. Members of anti ragging committee also receive feedback from students through class campaigns. Grievances (if any) and necessary suggestions can be registered to the Grievance Redressal cell of the college through the suggestion. Departments receive feedback from parents through parent teacher interactions and discuss different issues related to the overall development of their ward.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Physics, Chemistry, Microbiology	300	324	307
BA	Gujarati, Sociology, Economics	260	170	153
MA	Gujarati, Sociology, Economics	210	105	95
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	1004	95	18	6	6

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
20	20	4	11	Null	1
View File of ICT Tools and resources					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes. The college has well defined policy of mentoring for newly admitted undergraduate students. The college admits students from various socio-economic backgrounds and mostly from the rural areas of Petlad, Borsad, Khambhat and Tarapur talukas. College organises “Praveshotsav”- the induction programme at the beginning of academic year for the fresh students. The Principal of the College addresses fresh students giving them the basic information about the college, various courses conducted in the college and its relevance and career opportunities after completion of the course. A guided campus tour is arranged for the freshers. The students visit various departments, laboratories, library and museum and get acquainted with faculties and facilities available at the college. The college assigns to every teaching faculty the role of mentor to the newly admitted students. Every teacher is assigned approximately 30 students as their mentees. The mentor collects basic information as well academic information in the prescribed format. The students regularly meet their mentors and get support and guidance to improve the academic performance, rebuilding their emotional and break barriers. The mentoring system help the students to identify their skills, academic upliftment, boost up of self-confidence, inspiration to participate in extracurricular, sports and inter college competitions.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1099	24	1 : 46

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
40	20	20	1	15

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
View File			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

1. Awareness of evaluation and assessment system in orientation program. 2. Conducting remedial classes to clarify doubts and re-explaining the critical topics. 3. Regular unit tests, Surprise test Quiz are conducted prior to mid semester examinations. 4. Regular conduct of seminars and guest lectures. 5. Monitoring the improvement in slow learner and encouraging the fast learners by reviewing their performance by mentors. 6. Industrial visits and small project work are arranged for the students and students submit the visit report and project report which is also evaluated. Internal assessment is considered as one of the most important aspects, and the following procedures are practiced for a transparent and robust mechanism. 1. Evaluation process is communicated to students through college and university website, syllabus copies, notice boards and class mentors. 2. Evaluation process is also explained to students on the day of orientation program during first year. 3. Staff meetings are conducted periodically to review the evaluation process. 4. Display all unit /mid /sudden tests marks within a week after end of tests. Faculty evaluates students growth by identifying assignment topics and creating question papers, Self Study Report of mathematical problems, quizzes, presentations, team-work activities and solving previous year's question papers.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

It is privilege of the university to decide the term schedule. The college IQAC prepares the academic calendar before the commencing academic year in purview of university term schedule. The academic calendar includes various committee meetings, celebration of various days, N.S.S., N.C.C. and sports activities and internal examination dates. The academic calendar is uploaded on college website. For the UG programs, college conducts assessment of students through home assignments, theory and practical examination. The pattern and the marks distribution off all the components is as per university assessment format. The timeline created allows the students to complete the given syllabus in enough time. The students are given plenty of time before the examinations to prepare and practice their concepts. The college examination committee oversee the implementation of internal examination.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

No Data Entered/Not Applicable !!!

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[http://petladcollege.org.in/NAAC_2022/IOAC-2017-18/Student%20Satisfaction%20Survey%20\(SSS-2017-18\).pdf](http://petladcollege.org.in/NAAC_2022/IOAC-2017-18/Student%20Satisfaction%20Survey%20(SSS-2017-18).pdf)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
"Beauty Care" workshop	CWDC	16/08/2017
Skill Development Placement Seminar	UDISHA	23/02/2018
"Be the Change" workshop for girls	CWDC	24/02/2018
One day workshop on "Photo Shoot Techniques"	UDISHA	25/02/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Chemistry	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Mathematics	1	0.84
International	Chemistry	17	5.27
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Chemistry	2
Sociology	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Hydrodynamic Squeeze Film in Rough Porous Narrow Journal Bearing: A Study of Slip Effect	Dr. S. D. Shukla	Tribology Online	2017	9	1	Shri R. K. Parikh Arts and Science College, Petlad.
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	4	4	Nil
Presented papers	2	3	4	Nil
Resource persons	Nil	Nil	Nil	1
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Power Lifting (Bench Press)	Gold Medal	All India Western Zone Open, Goa	1
Power Lifting (Women)	Bronze Medal	All India Western Zone Open, Goa	1
Athletics	Bronze Medal	Sardar Patel University, VVNagar	1
Power Lifting	Silver Medal	Special Olympics, Kolhapur, Maharashtra	1

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Sangeet dhara - Swarnim Gujarat	Vishwagram	Musical Program	6	250
Inter college essay competition	Yuvak Vikas Trust	Essay competition	2	6
Blood donation awareness	A. D. Gorwala Blood bank, Karamsad	Lecture	2	130
Youth Festival	Arts Commerce College, Vaso	Spot Photography, Mimicri, Sugam Sangit, Elocution	4	11
"Science Manthan"	CHARUSAT University, Changa	Poster competition	2	6
Wildlife Week Quiz	Dept. of Biology	Quiz	2	10
Science Carnival	V. P. R. P. T. P. Science College, VVNagar	Poster Presentation	2	6

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Academic	Petlad Education PGDCA study center	Shree Somnath Sanskrit University, Veraval	01/04/2017	31/03/2018	45
Academic	B.A.O.U. Study Centre (Code:0415)	Baba Saheb Ambedkar Open University, Ahmedabad	01/04/2017	31/03/2018	220
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Others	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Fully	2.0.12	2009

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	89	25	20	4	27	6	18	1	9
Added	0	0	0	0	0	0	0	0	0
Total	89	25	20	4	27	6	18	1	9

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
150000	165052	300000	345041

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has adequate infrastructure facility to facilitate effective teaching and learning. The college ensures optimal allocation and utilization
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of the available financial resources for maintenance and upkeep the facilities in consultation with the management. Institute has well defined policy for maintenance and utilization of all its physical and academic facility which includes use of equipments in various laboratories, library and sports facilities. The construction, maintenance and repairing of college building, library, classrooms, electrical appliances and physical infrastructure of the college is managed by Petlad Education Trust. The college receives grant from the UGC under Plan Head and Non-Plan Head. Plan Head mentions the assigned budget for procurement of different items which include chemicals and glassware, sports items, books journals, equipment and contingency. Under Non-Plan Head, other charges head can be used to some extent for maintenance of equipment, computers and other items. Under Non-Plan Head, maintenance and security of physical infrastructure is also done, such as telephone services, security guard, office expenses, travelling allowances, CCTV surveillance etc. The college receives grants from Knowledge Consortium of Gujarat (KCG) under Saptdhara and UDISHA. College management also provide necessary funds for building maintenance like civil work, electrical and plumbing work as and when required.

http://petladcollege.org.in/NAAC_2022/IQAC-2017-18/4.4.2-Procedures-Policies-for-maintaning-facilities-RKPAS-2017-18.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b) International	Nill	Nill	Nill
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Students Mentoring	01/07/2017	307	RKPAS Teachers
Personal Counselling	15/06/2017	1004	RKPAS Teachers
Soft Skill Development	15/06/2017	120	Dr. Jayraj Pandya
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling	Number of students who have passedin the comp. exam	Number of studentsp placed

			activities		
2017	Career Counselling and placement Cell (UDISHA)	85	499	1	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

[View File](#)

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council representatives are the asset of college. They always joins hands with faculty members and college administration to ensure overall development of the college. Participation of students in such council helps in the development of their organizational skills. Student council students actively participated during NAAC Peer Team visit in 2017 and were highly appreciated. The student council actively organize and participate in various events and programs organized by college IQAC, various committees, N.S.S., N.C.C. and sports. Most of the cultural events like annual day celebration, saptdhara activities, university youth festival, farewell function are successfully organized with the help of student council. The student council enthusiastically participate and celebrate various days like Independence day, Republic day, International Yoga day, Swami Vivekanand birthday, campus cleanliness drive, awareness programs and rallies, women empowerment programs, garba competition in college. Two students of student council are members of team IQAC. The college has quite good infrastructure for sports activities such as large independent playground for outdoor games. Also well equipped multi gym, table tennis, carom and chess for indoor games. The student council students encourage other students to maximum utilize these facilities for good health and fitness. They also participate in creative writing for our quarterly college magazine "Utthan".

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

250

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The vision and mission statement of our college defines the institutions unique characteristics of addressing the needs of students and society it seeks to serve. In order to accomplish its mission the faculty members are given due place of involvement in all important decisions as part of governing and executing the plans of the institution. The institution has qualified and competent administrators to provide effective leadership and management at various levels. The involvement of leadership is achieved through well defined systems and organizational structure consistent with UGC policies and with the vision and mission of the institution in general. 1. The college has delegated authority to each HOD, to execute and make decisions in relation to their respective department activities in consultation with Principal. 2. Various

committees such as IQAC, Admission committee, Saptdhara committee, Maintenance committee, academic committee, and research Committee etc. are constituted. The faculty members are nominated in various bodies and they have liberty for decision making and managing the various functions of the institution. Regular inputs are taken from faculty and staff through regular meetings these committees for continues improvements in the system. Ideas are invited from Alumni and other stakeholders for innovation and enhancement in various functions such as administration, examination, NSS, placement, finance administrations. To strengthen participative management, the students are actively involved and given responsibilities to carry out extracurricular and cultural activities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The admission process is online through Sardar Patel University portal. The admission prospectus is made available on university website. The prospectus has all the necessary information like NAAC grade and fees structure of colleges. The students submit their forms online with registration fees. The students are given choice of their college and admissions are allotted through merit and strictly observing the reservation policy of state government of Gujarat. After mock round of admission, first merit list with cut off marks is released. The student can join college by paying fees. The admission process transparent and student friendly.
Industry Interaction / Collaboration	The college has established industry interface cells which help in promoting industrial visits, activity, training and projects between industries and institution. The students of science visit various industry and experts from industries are invited deliver their talk. Arts faculty students visit nearby hotels and resorts to explore the tourism industry which is emerging and developing very growing in Gujarat.
Human Resource Management	1. Institute has established well organised administrative section to look after the employees and students respectively. The Institute maintains all service records of the employees and keep up to date records of their leave. College admission records, fees collection, scholarships disbursement, issue of various certificates to the

students are properly managed. 2. College website is regularly updated and maintained by college computer faculty. 3. College social media facebook page is managed by our college technician and various events photography and videography is handled by our enthusiastic laboratory assistant. 4. Computer training programs are arranged for non teaching staff and peons. 5. One of the IQAC members is a practicing doctor who always visits college campus as and when needed.

Library, ICT and Physical Infrastructure / Instrumentation

1. Central library of the college has more than 13,000 text books, 16,000 reference books and more than 200 journals. 2. All the students are issued bar-coded ICARDS for issue and return of books. 3. There are five desktops with internet facility is available for students to access online web materials. 4. College has fully furnished computer centre and a DELL laboratory. 5. All laboratories of science faculty are fully equipped with latest instruments.

Research and Development

The following strategies were adopted by the college research committee for the quality improvement in research and development. 1. College motivate faculty members for research publications. 2. Encourages them to present papers in International, National, state level seminars and workshops. 3. Encourages faculty members to undertake major and minor research projects.

Examination and Evaluation

The college exam committee efficiently and strategically implement the continuous internal evaluation system of CBCS. 1. College internal dates and program are announced at the beginning of semester. Course teachers of each course follows the schedule defined in the academic calendar of the college for conducting these examinations and also keeps the proper records of the same time to time. 2. Mid semester examination is conducted as per the guidelines of Sardar Patel University. The absentees are given opportunity for retests. 3. All the examination records are computerized. 4. The internal marks are verified by the department heads and uploaded on university web portal. A hard copy of

consolidated mark sheet duly signed by the student is submitted online. 5. University practical examinations are conducted by the college for B. Sc. Semester - 1, 2, 3, 4.

Teaching and Learning

The College has the following quality improvement strategies when it comes to teaching learning. 1. Most of the classrooms are equipped with multimedia projectors and screens. The faculty members prepare their lecture using power point presentations and use classroom internet facility to demonstrate videos and simulations. 2. The internet facility for browsing and watch online videos and other study material with computers is provided to the students in library as well as in computer centre. 3. The students are encouraged to participate in inter college competitions like poster presentation, quiz, study tour, surveys, classroom seminars, visit to old aged home and industrial visits. 4. Expert lectures are arranged in few subjects like Physics, Chemistry, Botany and Computer Science. One week "Sanskriti Sambhashan Varg" - lecture series is arranged by Sanskrit department. In Gujarati subject "Late Shri Ramanlal Chunilal Modi" lecture series is organized. "Sahkar Shikshan Varg" -lecture series organized by Sociology department.

Curriculum Development

Curriculum designing and development is decided by the affiliating university. Principal and faculty members who are also members of board of studies interact with the university and provide their views and active participation related to curriculum development.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The college is using TechSis MIS software for partial office automation. The MIS software has fees modules where students database is generated which is used to generate general register number, roll numbers, scholarship details and certificate modules. Also it helps to communicate with students and parents/guardians through bulk sms.
Administration	Administrative MIS modules of the institute helps in keeping service

	records of all the employees maintaining service books, promotion records, seniority, generating salary slips etc. It also helps to upload staff salary data on e-gyan pay portal of government.
Finance and Accounts	Functions of the finance and accounts are precisely defined and are strictly followed with proper accounting practices making record of each financial transactions using e-governance mechanism. This has helps keeping records of receipt of funds, projects, consultancy income, donations, staff salary and all types of purchases and payment of various utility bills and taxes. The internal audit as well as government audit of accounts are made on time.
Student Admission and Support	The admission process is online and our college is also help centre for the admissions, the students get full support for the admission process. The student's database is maintained through software. Government scholarships are registered online and students receive scholarship amount in their bank accounts.
Examination	Much of exam related communication which is time bound are executed through IT enabled platforms, which saves on time and improves accuracy.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Computer Training	Basic Computer Accounting	05/01/2018	06/01/2018	1	6

software
Training

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	1	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
General Provident Fund, Group Insurance Scheme	General Provident Fund, Group Insurance Scheme	Scholarships, Freeships, Medical checkups

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institute has a mechanism for internal and external audit. We have our own internal audit mechanism where internal audit is an ongoing continuous process to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute each year. Qualified Internal Auditors have been permanently appointed and a team of staff under them do a thorough check and verification in each financial year. Likewise an external audit is also carried out on an elaborate way by AG office of Department of Higher Education, Gandhinagar. The institutional accounts are audited regularly by both Internal and statutory audits. So far there have been no major findings / objections.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Mr. K. P. Patel	100000	Dress for N.C.C. students
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

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

Academic	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

College believes in the academic, social, moral and cultural development of students by acquiring inputs from all stakeholders. Although the college does not maintain formally registered parent-teacher association, yet interactions of teachers with parents during parent-teacher meetings of different departments come up with new suggestions related to the overall development of the students. 1. Faculty members maintain attendance record of students. If a student shows poor attendance, then parents are informed by faculty members and Principal and subsequently meetings are arranged by the college authority with the parents. In almost all cases, parents provide essential support and care to ensure proper attendance of their ward. 2. Most of the notices regarding admission, examination and results are conveyed to parents through sms by college administration. 3. Parents-teacher interaction is arranged in every semester.

6.5.3 – Development programmes for support staff (at least three)

1. Annual Staff training needs identified and training conducted. Support staff is offered basic computer training. 2. Support Staff is part of all academic and non-academic activities. 3. Regular Staff meetings to address their need and upgrade their skills are conducted.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Library resources are upgraded. 2. College is introducing a new course of B. Sc. Computer Science for science students. 3. Regular guidance for competitive exams.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Preparing the application of RUSA grants	14/04/2018	15/04/2018	18/12/2018	10
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male

Beauty Care Workshop	16/08/2017	16/08/2017	85	Nil
Women Empowerment Program with District Legal Services Authority	18/08/2017	18/08/2017	110	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<ul style="list-style-type: none"> • Most of the fluorescent tube lights and CFL bulbs are replaced by LED lights. • “Save Energy” awareness campaign among the students has helped to instill habits to switch off lights and fans before leaving classrooms and laboratories. • Biology department has taken initiative to develop botanical garden. • Celebration of World Environment Day and Ozone Day for environmental awareness.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	Nil
Ramp/Rails	Yes	1
Braille Software/facilities	Yes	1
Rest Rooms	Yes	2
Scribes for examination	Yes	1
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	20/01/2018	01	Cleanliness drive blood donation camp	“Swachhh Bharat Abhiyan” with Petlad Nagarpalika and Red Cross	80

No file uploaded.

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title

Date of publication

Follow up(max 100 words)

No Data Entered/Not Applicable !!!

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
1. Swami Vivekanand and today's youth	05/01/2018	05/01/2018	85
2. "Kabir Yatra" - a musical program of Kabir Bhajans by Shabnam Virani and Vipul Rikhi	18/01/2018	18/01/2018	225

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Tree Plantation programme.
- Development of Botanical Garden.
- Campus cleanliness drives by N.S.S. students.
- Proper disposal of chemical and biological waste.
- Day to day collection and disposal of garbage.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Strengthening Collegiate Women's Development Cell : The institution has about 43 girl students. Majority of them hail from rural background. To empower women through education and strengthen them with social values and ethical sphere of life, CWDC of our College started a variety of activities throughout the academic year. CWDC programs were focussed to create a better society by empowering women, create awareness of the woman's rights, and achieve social equality as a prerequisite for women empowerment. The cell has taken keen interest to protect the rights of girl student and the College has organized and conducted various programmes under this cell with true spirit and dedication. The programs were focussed on

- To increase awareness among girl students and lady staff about their rights.
- Listening to the grievances of girl students and guiding them through counselling.
- Creating opportunities for girl students to participate actively in curricular and co curricular activities.
- Offering health and safety guidance.
- To increase awareness among girl students about self-employment.

Following are activities of CWDC which served as a booster for girl students. ? "Beauty Care" workshop ? "Be the Change" workshop ? Legal literacy camp ? Weapon training program (NCC) ? Skill development placement seminar ? Disaster Management Training ? Inter college essay competition ? Workshop on "Photo Shoot Techniques" ? Leadership program

2. Sports for Life : Sport has been identified as an elective tool which can stimulate significant progress and contribute to the sustainable individual and social harmony. Sport as a term refers to the sport for all- massive sport participation that represents a comprehensive sport policy aiming to promote active participation and emphasizes beneficial aspect on health, social, educational and cultural development in different domains of the society. It is acknowledged that active participation in physical activities creates healthy moral values and positive transformations. The sports activities with active

participation of boys and girls with great enthusiasm and passion were carried out throughout the year. The promotion of sports activities are as under. Power Lifting (Men), Power Lifting (Women), Cross Country (Men), Cross Country (Women), Badminton (Men), Badminton (Women), Judo (Men), Judo (Women), Chess (Men), Handball (Men), Wrestling (Men), Kabaddi (Men), Boxing (Men), Boxing (Women), Weight Lifting (Men), Bench Press (Women), Rock Climbing, Athletics (Men), Athletics (Women). Our Head of physical education and an inspirational source for the students, Mr. M. K. Mandora has served as a coach and resource person at University level, State level and National level in various championship games. The students in his proficient guidance have claimed gold, silver and bronze medals at in various championship games at National level.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://petladcollege.org.in/NAAC_2022/IOAC-2017-18/7.2_Best%20Practices_2017-18.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The vision of our College is to offer knowledge based, career oriented education in various disciplines and build better citizens for tomorrow. We are following the path to groom a student in areas of his/her career of interest and impart necessary competence to make one successful in professional career. Our mission is to develop a conducive and rich infrastructure with modern and adequate facilities for academic, co-curricular and overall development of students and staff. Which leads us to contribute to the development of the society with due focus on local economy. Shri R. K. Parikh Arts and Science College aspires to become a unique institution branded for 1. Providing quality education with a minimal fee structure. 2. Promoting academic, moral and cultural development of students. 3. Strengthening girl students by organizing imperative activities. 4. Inculcating students to participate in sports, N.S.S. and N.C.C. activities. 5. Academic and professional development of teachers and staff. • The College, being grant in aid institute has a nominal fee structure. The experienced faculty members are appointed by the state government of Gujarat, which ensures the quality of teachers, thus providing quality education under nominal fees for the students of rural area. The eligible students are also provided various scholarships from the state government and Swami Shri Sachchidanandji Samaj Seva Trust, which further ensures better education to the students of poor socio-economic background. • Apart from academic excellence moral and cultural development of the students is also an important factor to pay attention. The students are in continuous contact with their mentors for the academic and personal guidance. The students actively participate in various cultural activities like "Ignite"-annual day celebrations, teacher's day, International Yoga day, youth festival and annual graba competition. • The girl students also actively participated in various C.W.D.C. activities like "Beauty care, Be the change and Legal literacy" workshops, personality development, skill development and placement seminars with great enthusiasm and zeal. • The College has keen interest and pay attention to the physical, moral and cultural development of students. The students have outstanding performance in sports activities during academic year 2017-18. The women teams have established a benchmark by claiming medals in various championships. The N.S.S. and N.C.C. activities like campus cleanliness drives, blood donation camp, Thalassemia check up, disaster management and annual training camp are also remarkable. • The teaching faculty members are encouraged to participate in research activities. Two of our faculty members are research guides. The faculty members have attended seminars/conferences,

published research papers and served as resource person at International, national and state level.

Provide the weblink of the institution

http://petladcollege.org.in/NAAC_2022/7.3_Institutional%20Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

The College plans the following for implementation in future 1. To apply for RUSA 2.0 grants for infrastructural upgradation of old building and construction of new building. 2. To promote students' centric activities at College level. 3. Organize skill enhancement, capacity building and sports activities. 4. More focus on BAOU courses and computer courses of PGDCA, Somnath Sanskrit University. 5. Enhancing academic excellence. 6. Strengthening activities of NSS and NCC by organizing all-round activities fulfilling institutional social responsibility. 7. More activities for girl students to strengthen and make them self-reliant.