

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2014-15

1. Details of the Institution

1.1 Name of the Institution

Uni Trust Surajba Mahila Arts College

1.2 Address Line 1

Sardar Baug

Address Line 2

Mill Road

City/Town

Nadiad

State

Gujarat

Pin Code

387001

Institution e-mail address

utsmahilaarts@yahoo.in

Contact Nos.

0268-2566555

Name of the Head of the Institution:

Dr. Hasit H. Mehta

Tel. No. with STD Code:

0268-2566555

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 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)

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.11	2007-08	5 Years
2	2 nd Cycle	B	2.92	2012-13	5 Years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

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)

Gujarat University Ahmedabad

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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

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

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. Workshop on Bank account opening for students by Bank of Baroda Nadiad.
2. Lecture on Communication skill and Personality Development.

2.14 Significant Activities and contributions made by IQAC

Lecture arranged by Bank Manager for making students aware about Bank process.
 Feedback from students, Parents and Alumni were solved by IQAC.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1.Environment awareness. 2.Starting of New course. 3.To take responsibility of students by faculty members. 4. To arrange lecture on Communication skill and Personality Development. 5.To start a Legal aid Centre.	Counting of trees done, live stock register prepared. Survey work to start new courses. Faculty will take responsibility of students from next academic year. Arrange lecture for the improvement on Communication skill and Personality Development. Started centre for Legal aid.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes

Management Syndicate Any other body

Provide the details of the action taken

1. Arrange lecture for the improvement on Communication skill and Personality Development.
 2. Started centre for Legal aid.
 3. Bank account opening camp organized at college, Bank Pass book and ATM distributed at College.

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	03			
UG	01			
PG Diploma	01			
Advanced Diploma				
Diploma				
Certificate	04			
Others				
Total	09			
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2 (B.A., M.A.)
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

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

N.A.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11		07		04

2.2 No. of permanent faculty with Ph.D.

04

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	-	07	02	-	-	04	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

- 09

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		20	10
Presented papers		10	07
Resource Persons			

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

Use of ICT, take Note, Chalk Board free classes.

2.7 Total No. of actual teaching days during this academic year 188

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 02

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	394		08.02%	36.10%	28.65%	79.94%
M.A.	286					74.55%
PGDCA	25	56% (14)	34% (11)	--	--	100%
Diploma	62		58%(36)	32% (22)		93.54%

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

1. Feedback from students, Parents and Alumni are solved by IQAC.
2. IQAC collect and discuss Self-appraisal form faculty members.
3. IQAC organize Education tours for students.
4. IQAC monitor the Case study work of 12th students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	04
Staff training conducted by the university	

Staff training conducted by other institutions	09
Summer / Winter schools, Workshops, etc.	
Others (Seminars)	

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	04	07	-	04
Technical Staff	00	00	-	01

Criterion – III

3. Research, Consultancy and Extension

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

IQAC encourages faculty members for Research work. As IQAC organized a State level Seminar in Gujarati

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01		
Outlay in Rs. Lakhs		4,81,600		

3.3 Details regarding minor projects: **(Faculty members of College submitted Minor Research Proposal for English, Economics, Sociology, Gujarati, but all were rejected by UGC WRO Pune.**

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals		03	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		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 organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	01.01.2013 To 31.12.2014	UGC	4,81,600	4,44,000
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					
Sponsoring agencies					

Proposal was submitted for National Level Seminar but it was rejected by UGC WRO Pune.

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : **Nil**

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	N.A.
	Granted	N.A.
International	Applied	N.A.
	Granted	N.A.
Commercialised	Applied	N.A.
	Granted	N.A.

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
----	-----	----	----	----	----	----

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

01

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

Nil

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

JRF

01

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

State level

70

National level

International level

3.22 No. of students participated in NCC events: N.A.

University level

State level

National level

International level

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC: **N.A.**

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

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="02"/>	
NCC	<input type="text"/>	NSS	<input type="text" value="01"/>	Any other <input type="text"/>

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

- Education Awareness Programme
- NSS organises camps at near by villages.

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	93081.00 sq.m.			93081.00 sq.m.
Class rooms	08			08
Laboratories	01			01
Seminar Halls & Theatre	02			02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		06	UGC	06
Value of the equipment purchased during the year (Rs. in Lakhs)		1,00,000	UGC	1,00,000
Others		29,400	UGC	29,400

4.2 Computerization of administration and library

All the computers of the College except library are connected with Administrative Office through LAN.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20,376		390	73,800	20,766	
Reference Books	9,810		19	9,055		
e-Books						
Journals	33					
e-Journals						
Digital Database						
CD & Video	102	17,000			102	17,000
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	55	01	08		01	02	05	47
Added						01	01	-
Total					01	03	06	47

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

Students learn Basics of Computer at Computer Center in their free lecture which is their Computer Lecture. All the Departments have their separate Internet enabled computers.

4.6 Amount spent on maintenance in lakhs :

i) ICT	47,215/-
ii) Campus Infrastructure and facilities	32,13,793/-
iii) Equipments	41,999/-
iv) Others	----
Total :	33,03,007/

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. IQAC collects data from feedback forms and increase the facilities.
2. Response system

5.2 Efforts made by the institution for tracking the progression

1. Self-Appraisal report collected from faculty.
2. Feedback from students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
361	333		

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No	%	Women	No	%
	-	-		-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
217	106	14	260	---	650	190	168	22	314	----	694

Demand ratio:

Dropout %: 10.66%

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

Lectures arranged for the preparation of Talati, Bank P.O., and GPSC exams at College campus by the faculty members of College.

No. of students beneficiaries

5.5 No. of students qualified in these examinations: **N.A.**

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

5.6 Details of student counselling and career guidance

Counselling and Career Guidance Program organized at College by Career and Counselling Cell., cell organizes various lectures for self employment with the help of various Nationalized Banks, District Employment Office, Training centers,. The Cell also organizes training courses and vocational training courses programs at College premises.12 students of College attended training programme (Soft Skill) organized by Knowledge Consortium of Gujarat Ahmedabad. To upgrade knowledge of our students college students MoU has been made with Vikas Vartul, Bhavnagar, in which 86 students participated. The Cell also displays various job and training Advertisements at College Display Board.

No. of students benefitted: (**Kheda District**)

1,401

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
16	2,674	1,402	08

5.8 Details of gender sensitization programmes

Carrier and Counselling cell organizes Job fair, Counselling seminars for the women empowerment, Various expert lectures are organized for women empowerment and upliftment

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

59

National level

International level

No. of students participated in cultural events

State/ University level

102

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	04	2,100/-
Financial support from government	250	5,69,497/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Annexure -2

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

College follows the Curriculum planned by the affiliated University.

6.3.2 Teaching and Learning

Teaching & Learning:

In the beginning of the year academic calendar is prepared and every staff member has to work as per this. Every staff member prepares his/her own teaching plan (unit wise plan). These plans are submitted in the beginning of the academic semester. Here we also give BISAG lectures, experts of the subjects are also invited to deliver lectures. Assignments are given to students, classroom discussions, multimedia teaching, project work are also introduced in college. We also organize educational tour of different department. We also have extra English class for weaker students in English.

6.3.3 Examination and Evaluation

College conducts exam as per the University pattern,.

6.3.4 Research and Development

Research & Development:

In our college minor and major research projects are undertaken offered by UGC. Principal also encourages the staff members to present papers in seminars, workshops, and conferences in different levels. We also organize such programs with the support of UGC and Gujarat University, Principal and other staff member have Ph.D. guide ship. Articles and books are written by our learned staff members. One major research is going on and three minor once are proposed.

6.3.5 Library, ICT and physical infrastructure / instrumentation

College has a huge library with Sole software, Class rooms of college are equipped with ICT i.e. chalk and blackboard free classrooms Separate theatre and Seminar hall.

6.3.6 Human Resource Management

Here we have only girls as students. Most of them belong to rural area. So we try to give them chance to recognize their skill and improve it. Gujarat Government also celebrates 50 years of establishment of Gujarat state and due to that we celebrated "Saptdhara". Where our students have taken part actively. Cultural program, sports activities etc. were organized

6.3.7 Faculty and Staff recruitment

As College is a Grant in Aid Institution, so College cannot fill the vacant post (refer 2.14). College only recruit Visiting Faculty

6.3.8 Industry Interaction / Collaboration

Visits to industries and other institution are organized to help students in gaining practical knowledge and field experience. A case study on recession was organized by the economics department of the institute for teaching purposes.

6.3.9 Admission of Students

Students gets the Admission on Merit Basis.

6.4 Welfare schemes for

- A. Uniforms are provided to class IV employees
- B. The non-teaching and administrative staff can avail a loan from the management up to Rs 30,000/- at any emergencies
- C. Travel reimbursement facility is provide in form of State Govt. rules.
- D. Free medical facility at well-known city hospital is available to all the lady staff members under our MOU regulation
- E. Fee relaxation for the children of the teaching as well as non-teaching staff members, if they study in our institution
- F. Maternity and paternity leave is also provided to the faculty members
- G. In case of accidental death there is a group insurance of Rs: 1,00,000/- is available for all the staff members
- H. If a faculty member dies on duty the college provide Rs 5,00,000/- financial help to his/her family in terms of state govt. rules.

6.5 Total corpus fund generated

20,42,484

6.6 Whether annual financial audit has been done

Yes

No

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

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

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

College arranges Alumni Association meeting at Campus.
Feedback and suggestions are discussed during IQAC meeting.

6.12 Activities and support from the Parent – Teacher Association

As Above.

6.13 Development programmes for support staff

College organises Faculty Development Programs for Teaching and Non-Teaching Staff.

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

Plantation Program is organised every year at our college Campus by NSS wing.

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.

Students survey, ICT integration, Research, Asset creation, launching of New Programs, Co-curricular activities, Extra Curricular activities.

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

1. College will apply for College with Potential for Excellence.
2. Communication Skill lectures will be organized.
3. Planning to start new Degree courses (Journalism and Interior Design).
4. NSS activity to activities in child welfare.
5. Transport facilities to be developed.

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

Annexure:

- (i) Surrounding 150 Villages School Level Educational Survey
- (ii) Use of ICT in routine day to day Classroom work without using Black board and Chalk

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

7.4 Contribution to environmental awareness / protection

Plantation Program organised by District Forest Department at College Campus. College also organises Plantation programs, distributes saplings to the students to plant trees at their nearby area.

7.5 Whether environmental audit was conducted? Yes No

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

Strength:

1. Ours is the only women's College of the Kheda District.
2. Here Girls and Women pursue U.G. and P.G. courses,
3. College has a huge library ; it has so many Reference and Text Books.
4. All the faculty members of College use ICT, therefore classes are Chalk and blackboard free,

Weakness:

1. Students come from villages far from Nadiad so they face conveyance problem.
2. Most of the students are from poor families so they face many economic problems.
3. Early marriages spoils the educational carrier of the students because of family pressure & social customs.
4. Requirement of teaching and non-teaching staff.

Objective:

1. To more enroll more students.
2. Provide higher education to girls.

Challenges:

1. Weaker students come to Arts stream.
2. College has only three main stream.

8. Plans of institution for next year

As per the recommendation of NAAC, College is planning to start new courses i.e. Bachelor in Mass Communication & Journalism, Bachelor of Interior Design, Certificate course of Computer Basic Program, Vocational and Training Programmes.

Name : Swapnil Kumar



Signature of the Coordinator, IQAC

Name: Dr. Hasit H.Mehta



Principal,
U.T.S. Mahila Arts College
NADIAD.

Signature of the Chairperson, IQAC
