

The Annual Quality Assurance Report (AQAR) of the IQAC – 2012-13

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.

Part – A

I. Details of the Institution

1.1 Name of the Institution	Vidyabharti's Kavishree Botadkar Arts & Commerce College,Botad
1.2 Address Line 1	Shree Himmatbhai Gandhi Marg,
Address Line 2	Paliyad Road.
City/Town	Botad
State	Gujarat
Pin Code	364710
Institution e-mail address	botadkarcollege@gmail.com
Contact Nos.	02849-251475,
Name of the Head of the Institution:	Dr.A.J.Makwana
Tel. No. with STD Code:	02849-242400
Mobile:	09429413271

Name of the IQAC Co-ordinator:

Dr.D.H.Gavali

Mobile:

09737473002

IQAC e-mail address:

dinkargavali@ymail.com

1.3 NAAC Track ID

GJCOGN13878

1.4 NAAC Executive Committee No. & Date:

EC/49/A&A/33 Dated:15-5-2009

1.5 Website address:

www.botadkarcollege.com

Web-link of the AQAR:

<http://www.botadkarcollege.com/client/index.aspx>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.57	2009	2009-2014
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

01/07/2009

1.8 AQAR for the year

2012-2013

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 05/08/2010 (2009-10)
- ii. AQAR 13/08/2014 (2010-11)
- iii. AQAR 28/08/2014 (2011-12)
- iv. AQAR 28/08/2014 (2012-13)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

PG (GUJARATI)

1.12 Name of the Affiliating University (for the Colleges)

M.K.B. UNIVERSITY
, BHAVNAGAR

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

Autonomy by State/Central Govt. / University	<input type="text" value="NO"/>		
University with Potential for Excellence	<input type="text" value="NO"/>	UGC-CPE	<input type="text" value="NO"/>
DST Star Scheme	<input type="text" value="NO"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other (<i>Specify</i>)	<input type="text" value="NO"/>
UGC-COP Programmes	<input type="text" value="NO"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="03"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="00"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
2.8 No. of other External Experts	<input type="text" value="00"/>
2.9 Total No. of members	<input type="text" value="09"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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
Academic Calendar	100%

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- For the best result of University exam we arranged extra classroom teaching and group discussion.
- We arranged seminar & workshops for every subject.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	01	Nil	01	05
UG	02	Nil	Nil	
PG Diploma			01	
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	03	Nil	02	05
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
Trimester	---
Annual	---

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

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

Revision/Update of syllabi is done by University but some of our staff members are part of board of studies so they can give valuable suggestions to make the curricula more effective and relevant to the regional, national and global needs.

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 (Principal)
	17	06	10	Nil	01

2.2 No. of permanent faculty with Ph.D.

10

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

Asst. Professors		Associate Professors		Professors		Others (Principal)		Total	
R	V	R	V	R	V	R	V	R	V
06	03	10	---	---	---	01	---	17	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

03 --- ---

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	---	01	01
Presented papers	---	09	04
Resource Persons	---	---	---

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

Starting of the year college had internet connection and teaching faculty used them primary based in classroom teaching.

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

235

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

There is semester system and Double valuation.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

14

as member of Board of Study/Faculty/Curriculum Development workshop

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 -1	415	0.72%	5.23%	29.29%	22.71%	57.95%
B.A.Sem -2	331	0.91%	3.32%	36.69%	27.02%	67.94%
B.A.Sem -3	171	1.92%	4.01%	37.85%	30.67%	74.45%
B.A.Sem -4	166	0.60%	7.04%	38.98%	28.13%	74.75%
B.A.Sem -5	150	2.67%	6.00%	42.80%	30.33%	81.80%
B.A.Sem -6	143	1.10%	7.49%	42.54%	27.66%	78.79%

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com.Sem -1	230	---	0.86%	0.86%	2.17%	3.91%
B.Com.Sem -2	214	---	6.54%	29.90%	6.07%	42.52%
B.Com.Sem -3	161	0.62%	3.72%	3.72%	6.21%	13.93%
B.Com.Sem -4	163	0.61%	10.42%	16.56%	---	27.60%
B.Com.Sem -5	98	8.16%	27.55%	15.30%	14.28%	67.34%
B.Com.Sem -6	99	3.03%	30.30%	34.34%	1.01%	68.68%

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

Head of IQAC usually visited and evaluation & monitoring in the classroom and they give its valuable suggestions.

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	01

Faculty exchange programme	---
Staff training conducted by the university	04
Staff training conducted by other institutions	13
Summer / Winter schools, Workshops, etc.	---
Others	---

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	---	10	---	---
Technical Staff	N.A.	N.A.	N.A.	N.A.

Criterion – III

3. Research, Consultancy and Extension

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

- Dr.J.G.Raval submitted his minor research proposal to UGC.
- Head of the IQAC motivated our staff for research.
- The college gave permission for research activity based and Sanction duty leave.
- All faculties use ICT based facilities & internet connection.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	01
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	Nil	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	Nil

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	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	01
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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 State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Save the girl child abhiyan.
- Celebration 150th birth ceremony of Swami Vivekanand.
- Book fair.
- Distribution books of swami Vivekanand.
- Plantation and campus beautification.
- Open Library and Book reading Camp
- Woman empowerment activity
- Blood donation camp

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	03 Acres			
Class rooms	22			
Laboratories	Nil			
Seminar Halls	Nil			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	52			
Value of the equipment purchased during the year (Rs. in Lakhs)	18,47,350			
Others				

4.2 Computerization of administration and library

The administration office has already computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	Nil	Nil	Nil	Nil	Nil	Nil
Reference Books	Nil	Nil	Nil	Nil	Nil	Nil
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	Nil	Nil	42	10685	42	10685
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	Nil	Nil	16	3286	16	3286

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	52	01	11	00	00	01	00	01
Added	00	00	00	00	00	00	00	00
Total	52	01	11	00	00	01	00	01

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

- Computer and internet access are available for faculties and students.
- Students use English language lab to improve English language skill.
- There is basic computer course for students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	5,490
ii) Campus Infrastructure and facilities	22,250
iii) Equipments	25,726
iv) Others	81,262
Total :	1,34,728

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- We can see improvement in college's teaching-learning process.
- We can see improvement in NSS, NCC, Sports & Culture programme.

5.2 Efforts made by the institution for tracking the progression

- The institution organized a book fair yearly, Monthly reading one day camp and book review by AZAD GROUP Quality circle.
- The institute organized various tests.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1388	66	---	---

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1196	86.16		192	13.84

Last Year – 2011-12						This Year – 2012-13					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
350	60	01	865	07	1283	512	90	---	777	09	1388

Demand ratio 1:1

Dropout % 0.14

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

- Yes, IQAC organize preparation and guidance the competitive examination class for the students.
- The faculties informed students about other examination and progress.

No. of students beneficiaries

110

5.5 No. of students qualified in these examinations

NET SET/SLET 02 GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The lecturers and experts of various fields guided students for different competitive examination.

No. of students benefitted

124

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
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

- Aware students about 'Beti Bachavo Abhiyan'.
- Students participated in 'Beti Bachavo Abhiyan' by rally.
- College also celebrates voting awareness day.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

No. of students participated in NCC 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	08	9030
Financial support from government	412	9,85,120
Financial support from other sources	03	7000
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

Vision:-

The vision of vidhyabharti & Kavishree botadkar arts & Commerce College, botad is to play a leading role in shaping the lives of the students in particular & people in general. The main objective is to prepare youths for challenges of life through education the dream is to widen the horizons of knowledge & provide education to the people of the remotest area of this province & build a healthy ideal society irrespective of caste, religion , social states & position. The college aims at creating a society which does not separate the people but bring than together, remove hatred & bring harmony, brotherhood & integrity among them. Our future vision is to prepare self reliant & cultured citizens who can face global challenges.

Mission:-

“Sa vidya ya vimuktaye” is the slogan of our institution. We believe that education should be such as frees a person, youth, society from the blind faith & superstitions, which frees the students from inferiority complex, poverty of thoughts, class, caste & creed distinctions. This institution aims at imparting education which illuminates self, society, nation & the world at large. The real progress of a human being is not possible without proper education. This institution aims to fulfill this objective.

The aims, objectives, vision & mission of the institution are reputedly discussed & communicate to students, teachers, staff & other stakeholders at the joint meeting in beginning of the new term.

6.2 Does the Institution has a management Information System

The institution has management information system. The administrative office is fully computerised .We provide all information like students’ data , accounting information to the management.

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

6.3.1 Curriculum Development

The syllabus is changed by University time to time.

6.3.2 Teaching and Learning

- In the beginning of the academic year, all the teachers prepare academic calendar, month wise planning and strictly follow it throughout the year.
- The institution predominantly follows the lecture method but in order to encourage student's participation, the teachers apply interactive method through class, group discussion and seminar. Every year some students are motivated to act as teachers which are supervised by faculty.

6.3.3 Examination and Evaluation

- Every teacher discusses in detail the evaluation methods in the classroom.
- The institution closely monitors the performance of the students monthly and preliminary test examination assignment, book review and other competitions.
- The institution organizes internal examinations, chapter wise revision by discussion.
- Annual examinations conducted and evaluated by university.

6.3.4 Research and Development

The institute promotes the faculty in research by providing necessary books, reference books, magazines, computer with internet facility so that one can carry out research activity. More over duty leave is granted by the management so that he could prepare papers in seminars and workshop.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library	UGC	Gen.	Total
Library Books	---	09	09
M.A. Books	---	16	16
Magazine	42	---	42

ICT Instrument	
Projector	09
Computer	52
Laptop	12

Sports Facility	
Indoor Games	Table tennis, chess, Carrom.
Outdoor Games	Volleyball, Kabbadi, Badminton.

6.3.6 Human Resource Management

The institution has the mechanism for the performance assessment of the staff and faculty. The "self appraisal method" evaluates the performance of the faculty in teaching, research and extension programmes. The dedicated teachers are highly appreciated. The feedback of the students, alumni and peers also add to the spirit of the faculty. Teachers' participation in seminar, workshop, and extension activities are also taken note of while considering the performance assessment at end of the academic year.

6.3.7 Faculty and Staff recruitment

Faculty staff -14
Recruitment - 05

6.3.8 Industry Interaction / Collaboration

The institution does not collaboration with any other industry.

6.3.9 Admission of Students

The institution adopted merit wise admission system.

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

6.5 Total corpus fund generated

Yes

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	Yes	CHE	Yes	IQAC
Administrative	Yes	CHE	Yes	IQAC

6.8 Does the University/ Autonomous College declare 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?

- Semester system is applied in every courses from 2010-11.
- Examination question papers are sent through E-mails.
- Examination results declared on website of University.

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

The alumni association gave financial support, guidance to student and contribution for college development.

6.12 Activities and support from the Parent – Teacher Association

College arranged meeting between Parent of student and Parent – Teacher Association for the progress of students.

6.13 Development programmes for support staff

We arranged training programmes for support staff.

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

The institute arranged plantation, plastic free campus programme to make campus eco-friendly and even some students & teachers have adopted plants. Teacher's aware students about global warming.

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 became more intelligent in their subjects and taking more interest in seminars and group discussion.
- Increase in job opportunity.

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

The principal informed faculties to prepare academic calendar.

7.3 Give two Best Practices of the institution.

- The students' of Azad group and some other students celebrated 150th birth ceremony of Swami Vivekanand and distributed 2500 books also arrange seminar.
- Students of Azad group awareness citizens about 'Voting awareness' and 'Aids awareness'.

7.4 Contribution to environmental awareness / protection

- To arrange lectures on global warming by the teaching staff.
- Plantation and campus beautification programme organized by Azad group.

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:** Highly experienced and qualified faculty and obviously, students and other staff members as human resource.
- Weakness:** Shortfall in teaching and non-teaching staffs and inadequate infrastructural facilities. Financial resources are insufficient.
- Opportunities:** There are wide scopes to develop the department as an advanced centre of teaching cum research facility provided the weaknesses are addressed properly, involvement of good students as guest lecturers.
- Threats:** Good result of students in different subjects, to acquaint them with latest development of topics of their syllabus using advanced teaching and research tools, and to create interest and enthusiasm in different areas.

8. Plans of institution for next year

- To add Naval NCC Unit.
- To increase more involvement of students in teaching, cultural and social activities.

Name :- **Dr.D.H.Gavali**

Name :- **Dr.A.J.Makwana**

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC