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

1. Details of the Institution

1.1 Name of the Institution

> CHARUTAR VIDYA MANDAL'S
> Natubhai V. Patel College of Pure and Applied Sciences

1.2 Address Line 1

> Near Post Office,

Address Line 2

> Mota Bazar

City/Town

> Vallabh Vidyanagar

State

> GUJARAT

Pin Code

> 388 120

Institution e-mail address

> nvpascollege@yahoo.co.in

Contact Nos.

> 02692-235500/234111

Name of the Head of the Institution:

> Dr. Basudeb Bakshi

Tel. No. with STD Code:

> 02692-235500/234111

Mobile:

> 09427382875

Name of the IQAC Co-ordinator:

| Dr. Rita N. Kumar |

Mobile:

| 09825924687 |

IQAC e-mail address:

| iqacnvpas2014@gmail.com |

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

| GJCOGN13836 |

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

| EC/PCA/48/40 dated 8-3-2009 |

1.5 Website address:

| www.nvpas.edu.in |

Web-link of the AQAR:

| www.nvpas.edu.in /AQAR 201415.doc |

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	3.10	2009	2014
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

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

| 25.06.2009 |

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

| 2013-14 |

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

    i. AQAR 2012-13 Submitted to NAAC on 26.09.2013
   ii. AQAR 2011-12 Submitted to NAAC on 28.09.2012
  iii. AQAR 2010-11 Submitted to NAAC on 21.09.2011
  iv. AQAR 2009-10 Submitted to NAAC on 01.07.2010

1.10 Institutional Status

University   State [√] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [√] No [ ]

Constituent College   Yes [ ] No [√]

Autonomous college of UGC Yes [ ] No [√]

Regulatory Agency approved Institution Yes [ ] No [√]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education [√] Men [ ] Women [ ]

                Urban [ ] Rural [√] Tribal [ ]

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

      Grant-in-aid + Self Financing [ ] Totally Self-financing [√]

1.11 Type of Faculty/Programme

Arts [ ] Science [√] Commerce [ ] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

Others (Specify) | . Information Technology |

1.12 Name of the Affiliating University *(for the Colleges)* | Sardar Patel University |

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

Autonomy by State/Central Govt. / University   --

University with Potential for Excellence   --   UGC-CPE   --

DST Star Scheme   --   UGC-CE   --

UGC-Special Assistance Programme   --   DST-FIST   --

UGC-Innovative PG programmes   --   Any other (*Specify*)   --

UGC-COP Programmes   --

2. IQAC Composition and Activities

2.1 No. of Teachers   09

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   03

2.4 No. of Management representatives   02

2.5 No. of Alumni   02

2. 6 No. of any other stakeholder and

   community representatives   01

2.7 No. of Employers/ Industrialists   02

2.8 No. of other External Experts   02

2.9 Total No. of members   23

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.   14   Faculty   10

   Non-Teaching Staff Students   1   Alumni   1   Others   2

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

If yes, mention the amount   [Rs. 75,000]

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [2]   International [   ]   National [1]   State [   ]   Institution Level [1]

(ii) Themes   1. Empowering Educational System through Quality Enhancement & Capacity Building of Teachers and Students 2. Redefining Administrational Potential

2.14 Significant Activities and contributions made by IQAC

1. IQAC has successfully conducted Seminars/Workshops for Teaching and Non-teaching faculty. 2. IQAC has promoted research culture among staff and students.

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. To empower the teachers and students for quality education.	1. National Seminar where >100 participated .
2. To strengthen the skills of office staff	2. Inter institutional workshop >43 participated.

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [√]   No [   ]

Management [   ]   Syndicate [   ]   Any other body [√]

Provide the details of the action taken

The AQAR was placed before Advisory Committee of the Institution which included management personnel and academic experts from various institutions. It was reviewed by the committee and suggestions were incorporated.

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	06	00	06	00
PG	01	00	01	00
UG	12	00	12	01
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	01	00	01	00
Certificate	01	00	01	00
Others	00	00	0	00
Total	21	00	21	01

Interdisciplinary	-			
Innovative	-			

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

Pattern	Number of programmes
Semester	15
Trimester	00
Annual	00

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.

> The syllabi are revised at regular interval for all subjects. The revision was made and implemented from 2010. Next revision will be initiated in 2015.

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

> Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
41	39	02	Nil	Physical Instructor: 1 Librarian: 1 Adhyapak Sahayak: 1

2.2 No. of permanent faculty with Ph.D.

24

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
39	Nil	02	NA	NA	NA	3	Nil	44	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil   Trainee teachers: 17   Adhyapak Sahayak: 01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	06	02
Presented papers	05	11	01
Resource Persons	-	-	10

2.6 Innovative processes adopted by the institution in Teaching and Learning:
Following innovative practices are followed in teaching learning process:

- ➢ Counselling system for all the students
- ➢ Open house for parent teacher interaction
- ➢ Remedial class and crash course for weak learners
- ➢ Entrance exam preparation cell for advanced learners.
- ➢ Feedback from parents and students
- ➢ On line aptitude test
- ➢ Knowledge sharing forum, Carbon Foot Print Club and Technoprenur club
- ➢ Project based learning
- ➢ Organizing seminars/workshops/symposia.
- ➢ Encouragement for participation in various state/national level competitions.

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

180

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

Double valuation: This includes showing answer books to the students followed by reassessment.

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

BOS: 22	Faculty: 40	Workshop: 50

2.10 **Average percentage of attendance of students**

80%

2.11 **Course/Programme wise**

 distribution of pass percentage :   Grade point system has been implemented from year 2010. University declares result in the form overall passing percentage and Not clear students.

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc.6th Semester	158	69	31	06	13	93.43
BCA 6th semester	106	13	32	37	05	96.91
Certificate Course	19	-	17	02	-	100
Diploma Course	02	02	-	-		100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :
 The IQAC committee contributes to design and plan various academic/curricular and co curricular activities for students and faculty. It monitors effective functioning of all academic aspects.
• It sets the standard for which each department and individual member should strive to achieve.
• It ensures that the curriculum goals are met and that this is in keeping with the goals of higher education.
• It plays an active role in forming an agenda and works alongwith various committees.
• It monitors the implementation of the curriculum.
• It ensures that suggestions are implemented to enhance the overall potential of the students.
• It suggests and organizes workshops and sensitization programmes for the upliftment and capacity building of faculty.
• It recommends use of ICT in the class room teaching.
• It advises the faculty to attend workshops on a roaster basis and also to present papers at national or international symposia.
• It initiates the collection of feedback from students, alumni and parents which is then analyzed for suggestions on further improvement.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	06
UGC – Faculty Improvement Programme	03
HRD programmes	02
Orientation programmes	13
Faculty exchange programme	-
Staff training conducted by the university	02
Staff training conducted by other institutions	42
Summer / Winter schools, Workshops, etc.	05
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	19	Nil	Nil	Nil
Technical Staff	25	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

The institution has research committee comprising of seven members. The committee conducts semester-wise meetings to discuss various plans to promote research and motivate faculty for carrying out research work. By recommendation of the committee, Biotech Research Lab and Env. Science Research Lab has been set up recently. Faculty members are encouraged to apply for recognition as Ph.D. guide. Faculty members are motivated to apply for research grants to various funding agencies. Faculties as well as students are encouraged to participate in National and International Conference/Seminars. The faculty members are encouraged to publish articles/review/research papers in various journals of repute. Teaching and technical staff are sent for training program/workshops. Students are assigned for project work in Final Year. The projects help the students to know R&D requirements of the industry and also learn about the QC and QA. Students are asked to present seminar on latest topics in concerned subjects.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	06	06	-	03
Outlay in Rs. Lakhs	165.8	25.60	13.61	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	06	01	01	01
Outlay in Rs. Lakhs	8.0	1.8	1.45	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	126	87	08
Non-Peer Review Journals	-	-	-
e-Journals	10	-	-
Conference proceedings	03	16	-

3.5 Details on Impact factor of publications:

Range [0.5-4.1]   Average [1.4]   h-index [10]   Nos. in SCOPUS [06]

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 (Rs.)	Received (Rs.)
Major projects	2013-14	DBT, NPTEL, ISRO	41,08,510	41,08,510
Minor Projects	2013-14	UGC	1,43,168	1,43,168
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

[42,51,678]

3.7 No. of books published   i) With ISBN No.   [01]   Chapters in Edited Books   [03]

ii) Without ISBN No.   [06]

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	-	14	04	01	04
Sponsoring agencies	--	UGC, GUJCOST	GSBTM	CVM	CVM GSBTM

3.12 No. of faculty served as experts, chairpersons or resource persons [13]

3.13 No. of collaborations   International [-]   National [1]   Any other [-]

3.14 No. of linkages created during this year   [1]

3.15 Total budget for research for current year in lakhs:

From Funding agency [32,00,000]   From Management of University/College [--]

Total [32,00,000]

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
19	03	07	03	03	-	03

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

| 9 |
| 9 |

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

| 09 |

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

JRF | 00 | SRF | 1 | Project Fellows | 00 | Any other (RA) | 01 |

3.21 No. of students Participated in NSS events:

University level | 125 | State level | 15 |
National level | 00 | International level | 00 |

3.22 No. of students participated in NCC events:

University level | 08 | State level | 05 |
National level | 03 | International level | 00 |

3.23 No. of Awards won in NSS:

University level | 00 | State level | 00 |
National level | 00 | International level | 00 |

3.24 No. of Awards won in NCC:

University level | 00 | State level | 04 |
National level | 00 | International level | 00 |

3.25 No. of Extension activities organized

University forum | 02 | College forum | 03 |
NCC | | NSS | 07 | Any other | |

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

The institute always emphasizes on nurturing a spirit of social responsibility among the students. The college provides ample opportunities to the students to reach out to the society through a few councils initiated to contribute to good citizenship and orient them towards services. The college ensures the transmission of values, attitudes and beliefs that will encourage the students to be sensitive to several social issues and would help to become responsible citizens. The college is conscious of its role in campus-

community connection and well being of its neighborhood, and has initiated a number of community development activities.

Community Development:
The college adopted a village Alarsa in 2009-10 for five years. The college provided its services for health and hygiene by organizing talks and giving demonstrations of the various organisms to the villagers 10 days annual camp was also organized in the village. The camp contributed by organizing regular health checkup, veterinary camp and eye check up. The eye check up concluded with providing the glasses to the villagers.

The college unit of NSS organized an annual camp at village Navli in the year 2013-14. The annual camp started with the orientation of the students towards the village life. The villagers along with students were made health conscious by organizing yoga and Pranayam everyday. The villagers still continue the practice of yoga, pranayam and morning walk. The college students created awareness by organizing the silent rally of Addiction Eradication and AIDS prevention. More than 300 villagers were treated and distributed free medicines by Surajben Govindbhai Patel Ayurvedic Hospital, New Vallabh Vidyanagar. Dental Hygiene camp was organized by the college for the villagers. students were sent to the slum area to carry out a survey. Students of our college collected data regarding the family background, source of income, boys-girls ratio, no. of students receiving primary, secondary or higher secondary education, drop-out ratio, elementary facilities like electricity, water supply, toilets availed to them, services provided by Primary Health Centre etc. The data collected was further submitted to the District development Officer, Anand for further necessary action. The college there by supported the government of Gujarat for their database prepration. The college has more than 45% as girls students enrolled thereby promoting us to have a programme on women empowerment. Various lecture by renowned Gyanecologist, social worker and academician were the part of the programme in the annual camp. Mr. Somabhai Prajapati, retired professor of BJVM College, V. V. Nagar and Mr. Chatur Chauhan, a social activist gave
Demonstrations on 'Blind Faith Eradication' to the villagers. This programme was highly appreciated by the villagers and the college students.
The college is known in the region for its extension services ensures the development and responsibility in the students. In-lieu of the same the college has adopted an another village Dahemi Tal. Borsad, Dist. Anand in March-April 2014 for a period of five years. The college signed a MoU with the village Sarpanch for the upliftment of the downtrodden. The first event was distribution of school kits to the primary school students (180). The kits were sponsored by the students of the college.

Social Work:
The student and the staff of the college always believe in extending the helping hand to the needy and poor. The students have always been in the forefront to volunteer during the natural calamties. The college provides the financial aid by collection of funds through donations, dispense medicines, warm clothings and have also contributed to an orphanage by giving the stationary and books as per their request. The college also distributed the school uniforms to Anathashram of tribals in Prantij, Dist.Sabarakantha. The students of the college are regular visitors to orphanage and old people's home through the NSS unit.

Awareness Programmes:
The college NSS Unit, Women Development Cell, Knowledge sharing forum, Extension unit, Anti tobacco cell and other committees are always keen and eager to spread the awareness of sensitive issues like Save the Girl Child, Environment, Health and Hygiene, Importance of self defence, AIDS, Addiction and eradication, Thalasemmia, Importance of Blood donation to students and villagers during the NSS camp. All such programmes are organized throughout the year. The NSS Unit organized "Tree Plantation Programme" on 18.07.2013 in
The premises of college library wherein the NSS Programme officers and student volunteers enthusiastically participated.

Moral Value and Positive attitude:
A seminar on "Youth Empowerment" was organized by Divya Yuva Vishwa Vidyalaya, Shantikunj, Haridwar on 22.06.2013 in the college auditorium to motivate the students to have an a positive approach in their life.

Ms. Dhvani Sharma delivered a motivational on Leadership of the future.

The institution has been acclaimed by various A. D Gorawala Blood bank, Karamsad for Blood donation. Lions Club Ahmedabad appreciated the college for the Thalesemmia check up since last two years. Local NGO like Jalaram Seva trust, Karamsad Vrudh Ashram, Mogri Blind School, Anupam Mission have appreciated our social activities.

The institutes also wish to propose to various NGO to fund their extension activities which will ensure further societal development.

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	2.96 Acres / 6796 mts	-	Self Finance (CVM)	2.96 Acres / 6796 mts
Class rooms	21	-	Self Finance (CVM)	21
Laboratories	22	1 (M. Sc. IT)	Self Finance (CVM)	23
Seminar Halls	0	1 auditorium	Self Finance (CVM)	1
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	160	40 computer	Self Finance (CVM)	200
Value of the equipment purchased during the year (Rs. in Lakhs)	-	10.19	Self Finance (CVM)	10.19
Others	-	-	-	-

4.2 Computerization of administration and library

Central Library is fully furnished with reading room, internet, multimedia and reprographic facilities. Books are completely bar-coded. We utilize soul software for the smooth Functioning of library work. The process of the institute administration is computerised. All data related to academic, non-academic activities, exam results have been computerized in a software developed by staff member and computerization also includes other aspects of office administration like issuing of certificates, pay roll etc.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs)	No.	Value (Rs)
Text Books	16270	17,83,176.00	62	20,639.00	16332	18,03,815.00
Reference Books	678	6,56,816.95	1	1595.00	679	6,58,411.95
e-Books	Inflibnet enlisted book					
Journals	205	1,36,294.50	59	40,274.00	264	1,76,568.50
e-Journals	Inflibnet enlisted journals					
Digital Database	-	-	-	-	-	-
CD & Video	523	Free	19	2500	542	2500
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	160	79	66	-	-	6	4	4
Added	40	40	-	-	-	-	-	-
Total	200	119	66	-	-	6	4	4

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

Faculties of NVPAS are committed to high standards of academic excellence. We, here, constantly strive to enable individuals to traverse through learning, achieve goals and reach success to become life-long learners in such a way that adversities get transformed into opportunities for excellence. Mr.Ranubha Gohil Faculty of computer science department had organized a 10 days Workshop on DOT NET for faculty after college hours. This course was designed to make learning more lucid and easy. Computer based software and downloaded materials we also provided, so that faculty can help the students during their in house project which students have to develop as a part of their study in Third year.

4.6 Amount spent on maintenance in lakhs :

  i) ICT   0.19

  ii) Campus Infrastructure and facilities   0.76

  iii) Equipments   0.32

  iv) Others   0.05

Total :   1.32

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> College is having students Madhaystha Samiti, which has students' representation as students Secretary, Class Representatives, Ladies representatives, active members and as General Secretary. These students council activities are monitored and guided by the IQAC members.

5.2 Efforts made by the institution for tracking the progression

> The attempts made by the institution for tracking the progression of the students are:
> College has its own counselling system to monitor the progress of students.
> - Computer with internet access made available, free of cost.
> - E-books, e-journals, old question papers are made available on library.
> - Students are guided to participate in various academic and co-curricular with extra - curricular activities by concerned faculty members.
> - Excursion / educational trips.
> - Placement interviews
> - Remedial classes and extra classes for academically weak students.
> - Industrial training program

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1188	45	9	Nil

(b) No. of students outside the state

139

(c) No. of international students

Nil

Men

No	%
742	60.2

Women

No	%
491	39.8

Last Year(2012-13)						This Year(2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
390	10	17	62	Nil	479	935	33	71	186	Nil	1233

Demand ratio - not applicable

Dropout % B.Sc.- nil
BCA - 1%
MSc(IT) - 1%

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

> The employment guidance cell provides guidance to the students by arranging the lectures of the faculties in the college on different aspect like,
> - Competitive examinations,
> - Books available in the library
> - Avenues of employment
> - Interview techniques and Career based counselling.
> - College has Entrance Exam Preparation Cell(EEPC) for guiding the students at various competitive exams.

No. of students beneficiaries   68

5.5 No. of students qualified in these examinations

NET	Nil	SET/SLET	Nil	GATE	Nil	CAT	Nil
IAS/IPS etc	Nil	State PSC	Nil	UPSC	Nil	Others	14

5.6 Details of student counselling and career guidance

> NVPAS is having a unique and personality tailored COUNSELING SYSTEM /MENTORING SYSTEM since inception i.e. 1996. It functions with the goal to make the students graduation process more efficient and smooth. It enables the students for self discovery growth, building self confidence, problem solving and to achieve educational and professional goals.
>
> The college has its counselling committee with a counselling coordinator and sectional coordinators for monitoring effective implementation and execution of counselling policies adopted by the college. To strengthen the process and to encourage the counselors, the Best Counselor Award is declared every year.
>
> Career Counseling: every year expert faculties from the campus are invited to guide the students of final semester of their subjects. These invited faculties are from the esteemed institutions like ISTAR, ARIBAS, PG Institutions of SARDAR PATEL UNIVERSITY, SEMCOM etc. They guide the students in the field of their interest.
>
> The college also has its own Career and Placement Cell, which looks after industrial visits, training and placement of the students at different reputed industries. Thus our college students are provided the best platform to frame their career and future.

No. of students benefitted   1233

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	20	05	Nil

5.8 Details of gender sensitization programmes

The CWDC organize various events on the campus like seminar, workshops, guest lecture, self defense training, poster making, and poetry writing competition to aware the girl students and women staff members about their role in the society. The ladies representatives of various class are the members of the cwdc in our co-educate environment. The cell believes in gender equity.

This year self defence training programme for two weeks was organised by the cwdc and 35 girls students were selected for the same in the month of February 2014.

5.9 Students Activities

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

State/ University level   83   National level   03   International level   Nil

No. of students participated in cultural events

State/ University level   09   National level   Nil   International level   Nil

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level   16   National level   Nil   International level   Nil

Cultural: State/ University level   01   National level   Nil   International level   Nil

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	4	53,100
Financial support from government	111	27,47,680
Financial support from other sources	11	25,200
Number of students who received International/ National recognitions	Nil	Nil

5.11   Student organised / initiatives

Fairs   : State/ University level nil   National level nil   International level nil

Exhibition: State/ University level 02   National level nil   International level nil

5.12   No. of social initiatives undertaken by the students   02

5.13 Major grievances of students (if any) redressed:
  ➢ As mobile phones are strictly prohibited during college premises, it was a common demand of the students that, there should be a space/area where they can talk with their parents and their friends. In that reference TALK ZONE was introduced, where the college students can sit together, can talk with their parents on mobile phones.
  ➢ Ours is a science college. There was a suggestion from the student team that there should be a group which manages to show some documentary films based on science and nature. Based on their request Film Club was framed to make students aware of social issues which prevail in our society. The young students can be the agents of change in the society. The youth can be sensitized to some issues so that the students can start awareness program in nearby villages. The documentaries have been shown in Language Lab.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution
Natubhai V. Patel College of Pure and Applied Sciences (NVPAS) was established in 1996 with the following vision and mission.
  ➢ **Vision-** We are determined to constantly strive towards excellence in science education and research by promoting academic freedom, experimentation with new paradigms and creativity in complete alignment with the principles of human well being and social welfare.
  ➢ **Mission**- College has an aim to impart quality education and cultivate a community of enlightened minds with insatiable thirst for knowledge who acquire and apply scientific knowledge within the compass of ethical, ecological and economic values for the sustained and inclusive growth of society and nation.

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
1. Choice based credit system has been implemented from 2010 by Sardar Patel University
2. The curricular are revised regularly by university for all subjects and institution faculty are members of Board of studies in various subjects.

6.3.2 Teaching and Learning
   PLANNED ACTIVITIES:-
   - Individualized websites of the teachers for providing information for web resources,   reference books and other worthwhile information.
   - Introduction of new Certificate and Add on courses.
   - Organizing national and state level seminar, workshop and conference on different discipline.
   - Organizing "Hands on training" in various subjects.
   - Faculty Development Programme by external agencies.
   - Weekly tests (Unit Test) College conducts weekly tests on every Monday from 10.30   am   to 11.30 am for all the students
   - Remedial and tutorial classes for first year students are conducted during morning and   evening sessions to help the students in solving their academic difficulties.
   - EEPC and NBTCBC - College has established Entrance Examination Preparation cell (EEPC) and NBTCBC(Network of BioTechnology for Capacity Building Cell) by GSBTM as nodal centre for Anand-Vadodara region to train the students to clear National level entrance examinations to get admissions to various PG courses.

6.3.3 Examination and Evaluation
Evaluation blue print: Evaluation guidelines are prepared by the Examination coordinator of the college with team members and Heads of the department. Evaluation guidelines are circulated among all the departments.

Theory Exam (Internal & Preliminary)
The students are faculty members are notified about Term Examination Schedule in beginning of the academic term. Exam Coordinator circulates the exam time table, guidelines about mark distribution patter and evaluation patter, assessment duration and mark sheet submission through notices and briefing the exam committee members who are representatives from each department.

Practical examinations- Guidelines for practical examinations is given by the Head of the Department to faculty members in departmental meeting prior to examinations regarding question framing pattern , distribution of marks based on time duration, submission of evaluation sheet in consultation with departmental examination representative.

The teaching learning process is continuously reviewed and evaluated by the HOD's of various departments and the Principal of the college.
   - The college follows the academic schedule given by the Sardar Patel University. The college prepares academic calendar based on the Term schedule given by the University.
   - The college Principal conducts meeting with First Year students in beginning of the academic year to familiarize them with the academic schedule and the methods of evaluation adopted by the college.
   - The HOD assigns the theory and practical classes to the concern faculties as per the time table provided by the college.
   - The HOD in consultation with faculty reviews the course completion and the other aspects of class room teaching and sends the course completion report to the Principal periodically (4 times per semester). The Principal of the college discusses various aspects during HOD's meeting and makes necessary suggestions for further action.
   - The student attendance is monitored and reviewed by the respective counselors and   those

with inadequate attendance are specially identified and the parents are informed by the post and telephone for information and corrective & control majors.

➢ The suggestions from the students obtained through suggestion box are reviewed time to time by Grievance Redressal Committee and Principal the academic problems are addressed by taking necessary actions.

The HOD's make result analysis in consultation with faculty for each exam and send their reports to Principal, who in turn gives necessary suggestions

Faculty performance evaluation is designed by three ways in order to incarcerate their performance and talent based on their teaching skills and continuous comprehensive evaluation; Co-curricular /Extracurricular activities; Extension activities and research contribution.

(1) **Self Appraisal Method**: The faculty members are provided with Teacher's Dairy (a day to day record book of faculty's activities and achievements) and self appraisal format (also called as Academic Audit) or Annual Performance Index (API) which is duly filled and submitted by all faculty members regularly. It reflects the individual proficiency in academic, scholastic and research contribution. Self appraisal forms are analyzed by Head of the institution and if required conveyed to the management.

(2) **Feedback from Peer Review:** This is a practice carried out by the Principal/HOD by making a surprise visit to the faculties theory/practical hours. He evaluates faculties for their teaching proficiency, efficiency, regularity and communication skills based on the prescribed format.

(3) **Evaluation by Students:** Review of faculty is also accomplished by student feedback where students are legitimate to provide their feedback in the prescribed format regarding the faculty of their concerned subjects. Depending upon the feedback Head of the institution awards different grades as A, B, C; A stands for Excellent, B is good and C needs some improvement.

Principal gathers information from all the above three criterias, which includes academics, co-curricular and extracurricular activities. This information is analysed and essential measures are suggested.

6.3.4 Research and Development

Though the institution being an under graduate college, it also has Ph.D. program in various subjects. It is actively involved in research activities since the inception of the college. The faculty members of the college have completed **12 research projects** till date successfully. The institution faculty have research projects **worth Rs. 1.20 crores** from various funding agencies like DBT, Govt. of India, Govt. of India, UGC, New Delhi, FES, DST, ISRO, MHRD etc. Eight major research projects and Thirteen minor research projects are either completed or going on in the institution. Presently seven faculty members have been recognized as Ph.D. guide by Sardar Patel University.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Bar-coding system and soul software is employed for issue and return of books.
Library is equipped with INFLIBNET to access different journals and to access research related articles.
Wi-Fi facility allows internet facility to the students in the library premises.
Most of the classes are facilitated with LCD Projectors
Smart Board is introduced in English Laboratory
One of the chemical science laboratory has been renovated
Microbiology department has purchased Lypholizer, MultiscanGO and Temperatre controlled Incubator (15-50°C)
Chemical Science Department has purchased two Fumigation chambers

6.3.6 Human Resource Management

Best Administrative Practices:
CVM reviews administrative policies, procedures and practices with a view to adopting best administrative practices, increasing effectiveness and efficiency, in turn ensuring transparency & accountability. Some good administrative practices are:

1. Decentralization of administration.
2. Selection and retention of highly qualified & motivating faculty members and staff.

3. Implementation of UGC sixth pay to all the staff members from November 2007.
4. Regular meetings of advisory committee.
5. Encouragement for active participation of faculty members in various seminars/conferences.
6. An access to internet and LAN facility to the department & Library resources.
7. Financial support for organizing workshop, conference, consultancies and extension services both on and off the campus.

6.3.7 Faculty and Staff recruitment

➢ **Recruitment Procedure:**

As per the norms and conditions of university and state Government, vacancies are notified in National and regional dailies keeping a reasonable time frame for receipt of filled in applications. A formal interview is carried out by a board comprising of One VC Nominee, Principal of the college, Chairman of the College Management Committee.

Selection of the permanent faculty is based on individual merit and overall score in the interview. After the appointment, the approval is sought from the syndicate of the affiliating university. If number of applicants are in very large numbers than screening test is conducted to shortlist the candidate for an interview.

6.3.8 Industry Interaction / Collaboration

NVPAS has large number of Industry interaction for placement and academic activities for student and teachers some of them are follows-

1.United Phosphorus Ltd. Ankleshwar
2.Indian Petrochemicals Bornsation Ltd.
3.Alembic industries, Baroda
4.Aquire Environment Consultant, baroda
5.GSFC, Baroda
6.Colour Tax Industry, Surat
7.Dhara Oil Co. Palanpur
8.Enviro Control Assoc. Pvt. Ltd, Surat
9.IPCL, Baroda
10.Gujarat Institute of desert Ecology, Bhuj
11.Tata Chemicals Ltd. Mithapur
12.Life cell Baroda

6.3.9 Admission of Students

Students are admitted to the different programmes by adopting following methodology.

(A) Admission to first semester B.Sc.:

The only criterion for admission at the entry level is that any student who has passed 12th Science Board Exam with minimum 35% of marks is eligible for admission. The admission is availed on 'First come first served' basis and hence, merit is not the criterion for the admission at entry level. Neither any entrance exam nor interview is conducted for admission.

First two semester of the B.Sc. programme has common subjects for Mathematics and Biology group students. The specialization in any particular subject is offered in 3rd semester.

Admission to the first semester of B.Sc. is given on first come first serve basis as per the university norms i.e. 35% (C2) grade in 12 th science with "A" (Mathematics) group, 'B' (Biology) group and both "AB" (Mathematics and Biology) group from state board, central board or any other recognized board. The students who passed in 12th science in 'A' group are admitted to first semester B.Sc.mathematics group, students who passed in 12th science with B group are admitted to first semester B.Sc. biology group, while students passed 12th science with both 'AB' group can be admitted either to first semester B.Sc. mathematics or biology group.

(B) Admission to 3rd semester B.Sc.

As there are limited number of seats allotted to each subject from third semester, admission in the third semester is given on the basis of merit. On the basis of theory marks obtained in S.P.University examination and average grade point obtained in the first and second semester B.Sc. A separate merit list for mathematics and biology group students are prepared. The merit number of the student is communicated to the parents also mentioning the date and time of counseling. In the

admission counseling students are asked to select their subject on the basis of their merit number. Students with the Mathematics group are offered Computer Science, Information Technology, Instrumentation, Chemistry, Industrial Chemistry and Mathematics, while students with biology group are offered Biotechnology, Microbiology, Genetics, Bioinformatics Environmental science, Chemistry and Industrial chemistry.

(C)   Admission to B.C.A.

Admission to first semester B.C.A. is also given on first cum first serve basis to those students who passed 12th science, commerce, or arts either from state board or any other recognized board with English as one of the compulsory subject.

(D) Admission to M.Sc. IT (integrated):

College has started five years integrated course in M.Sc. information technology (IT) from June, 2012. Admission to this course is also on first come first serve basis to those students who passed 12th science/commerce.

(E)   Admission to career oriented 'add-on' course:

College runs UGC funded career oriented course in 'Process Development in Industrial Biotechnology' from June 2010. This course is available only to the B.Sc. students of the college. There are total 60 seats in this course in which 30 seats are allotted to certificate course (1 year duration) and 30 seats are allotted to diploma course (2 years duration). Admission to this course is also on the basis of first come first serve basis. However students in 5th and 6th semester are eligible only for the certificate course and not the diploma course.

(F)   Any other:

(1)College also gives admission to those students who passed supplementary examination up to the month of August of current academic year.

(2) College also gives admission to those students who have some gap in between their studies by submitting the affidavit with the necessary documents.

(3) College also gives lateral admission in 3rd semester of B.Sc. in some courses depending upon the availability of number of seats and permission and NOC from the alma matter.

(4) Students are encouraged to join certificate/add-on courses offered in sister institutes of CVM.

(G) For academic year 2014-15 admission to first semester B.Sc. has been given through ACPC

6.4 Welfare schemes for

Teaching	2
Non teaching	2
Students	4

Providing group insurance facility to all the staff.

YEAR	GROUP INSURANCE AMOUNT (Rs.)
2009-10	88,000/-
2010-11	140,000/-
2011-12	124,500/-
2012-13	126,000/-
2013-14	110,500/-

6.5 Total corpus fund generated

Rs. 36, 23,516

6.6 Whether annual financial audit has been done

Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	**ISOQAR**	**Yes**	College committee
Administrative	Yes	Chartered Accountant firm M/s Apaji Amin & Co. and Mr. Kiranbhai F. Patel Company.	Yes	CVM

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

For UG Programmes   Yes   No   No

For PG Programmes   Yes   No   No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?
The students who have not cleared the university examination and if they apply for reassessment first answer sheets are shown to them by university before reassessment of the answer sheets. If the student is not satisfied he is required to pay the fees and apply for reassessment
CCTV cameras are installed in University Exam Centre.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?
Yes. University intends to give autonomy for conducting exams for COC

6.11 Activities and support from the Alumni Association
      Alumni's contribution:
- Helping in various activities of madhyastha samiti
- Contributing books in book club
- Expert lecture delivered by alumni
- Campus interview was conducted through alumni
- Attended regular alumni meeting
- Contribute for creating facilities for institute.

Some faculty members are alumni of this institution. Directly Students are not members of IQAC Committee, but indirectly they hold positions in the College Central Committee wherein they carry out activities and contribute in IQAC. Incorporating students from each class to IQAC has helped in effective functioning. The General Secretary (GS), Class Representative (CR) and Ladies Representative (LR) meet the student body time to time or as and when required. Suggestions are invited from our esteemed alumni and current students through meeting and are implemented. The feedbacks received from alumni are valuable and help in improving the quality of teaching-learning, facilities for students and teachers and beautification of campus. During college functions and any other activities, alumni provide helping hand to maintain discipline, attendance and other support.

6.12 Activities and support from the Parent – Teacher Association
The College organizes parent, faculty and student meeting in the first or second week of December after the results of first internal examination are prepared. Invitation letters to parents are dispatched in advance and the letter has details regarding the date ,venue and result card of their wards with special mention about

the highest marks scored in each subjects. Open house is organised on week end and teaching faculty are alloted duties in specific class room based on the subjects taught by the faculty . Registration committee welcomes parents with their wards and are given the merit number of their ward with average of attendance. Parents with their ward then visit each subject teacher and counsellor for direct interaction, for observation of answersheets, for remedial measures.

6.13 Development programmes for support staff
Professional development of non-teaching staff:
1. Non-Teaching staffs are encouraged to attend seminars concerned to their subject and occupation.
2. Arranging training for handling computer and using different softwares associated to their work specially for library and office staff.
3. College office staff has under taken training to use tally software.
4. The college librarian is skilled with the uses of SOUL software for maintaining all records of books/magazines properly.
5. The administrative and supporting staff is trained to use new machines and equipments like Photocopier, Printer, Scanner etc.
6. Trainings are organized to update all laboratory assistant regarding new instruments and new practical course curriculum.
7. Two days workshop was organised for non teaching staff (Redefining administrative potential two day workshop for nonteaching teaching staff 14th and 15th May 2014)

6.14 Initiatives taken by the institution to make the campus eco-friendly
Institution has taken various initiatives to make the campus eco-friendly:
- Energy consumption in classroom, laboratories, auditorium, corridors and quadrangle is closely monitored. Students are instructed to switch off the power immediately after classes or labs are over
- In order to reduce the electricity consumption the walls of classrooms and labs are painted with lighter shades
- The discipline committee and student representatives ensure that the classrooms and campus are kept clean. Dust bins are kept at all places to maintain cleanliness
- Nature club of college organizes various programmes to spread awareness about environmental pollution and preventive measures among students and society
- Students and staff members are suggested to make optimum use of public transportation system to avoid pollution and conservation of natural resources
- The carbon foot print club aims at spreading awareness among students and society regarding the emission of Carbon Dioxide and knowing their own carbon foot print. Various activities are organized by this club to raise awareness regarding conservation of mother earth

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.

- **Language through Literature**
  The department of English organized a short-term course titled **"Language through Literature"** for the First year students of B.Sc., BCA and M.Sc.-(IT). The course comprised of eight hours of teaching and learning that were equally distributed over a span of four weeks (from16.09.13 to 12.10.13).
  The course aimed mainly at improving the linguistic competence of the students. The objectives of the course were:
  - To improve oral and written communication skills
  - To develop the grammatical competence

- To develop presentation skills
- To remove the stage fear
- To enhance the knowledge of sentence structures
- To develop reading skills
- To improve the pronunciation

Six short stories were selected on this course. The students were made to read the short stories and the following points were discussed by the teachers:

- Lexical Items
- Idiomatic expressions and Turns of phrase
- Alternative Sentence Structures
- Use of Modals and Tenses
- Focus on Connectives and linkages
- The theme and structure of the text

The students were expected to note down each discussed point and they had to submit the same to the teacher concerned after the completion of the programme. The students were asked to share their understanding of the story by making a brief presentation during the last two hours of the course.

At the end of the course ten students were randomly selected to fill up the feedback forms. Almost all the students admitted that they did not attend any such programme in the past and were satisfied with the course content as well as the way it was handled. They opined that they would like to attend such programmes in future also.

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

The following actions were taken as per the plan set at the beginning of the academic year.

- The college building is painted.
- A lift is constructed for the library building.
- One of the Chemistry labs having capacity of 90 students has been renovated.
- The Department of English introduced "Language through Literature" program for first semester B Sc. students to develop linguistic competence.
- Library users can access to e-journals and books through N-list.
- The result of the unit tests is considered as internal Exam.
- Interactive whiteboard is installed in one of the language labs.

7.3 Give two Best Practices of the institution

Best Practice: 1 (MP)

➢ **Title of the Practice :**
   Student Mentoring System

➢ **Initiation of the practice:-**

➢ The Student Mentoring System is a process of self-discovery and growth for students through enhancement of self-confidence, problem-solving skills and achievement of educational goals. The college has this system since the inception of the college.

➢ **Objectives of the Practice:**

- To give personnel support in dealing with problems so that the students will regain their ability to work effectively in the real-life situations.
- To make students and their parents familiar with the way of functioning of the college.
- To play the role of a local guardian
- To keep a close eye on students' punctuality
- To evaluate performance of students in terms of academics and the organic growth
- To create an amicable environment in the institute
- To form a platform whereon teachers and parents can have a fruitful discussion for the organic growth of the students

- To seek opinions from the parents regarding the college, the staff and way of functioning during open house and implementing the feasible practices keeping in view the administrative limitations
- To provide guidance to the Second Year students for selection of subjects through an Orientation program.
- To prepare and promote students for various competitive examinations
- To inculcate in students regard for high moral values and good moral character
- To help students in all feasible manner achieve their desired goal
- To ensure growth of students as well as the institute.

2. Goal
The goal of this mentoring system at NVPAS is to make the students' graduation process more efficient and smooth. Mentors are guided to deal with students' emotions in its many forms and thereby provide support and consultation to students who experience any difficulty and disruptive behaviour on the premises.

3. The Context
NVPAS believes that to offer an optimistic and learner-centric environment a healthy relationship is required between a mentor and a learner. This calls for a medium whereby better solution of behavioral and academic problems faced by students can be easily resolved.

The awareness and understanding among the students regarding the educational system of the institute can be generated through this practice and the overall development of students can be encouraged by enhancing their participation in curricular, co-curricular and extracurricular activities.

4. The Practice
Initially, a Mentoring system Coordinator is appointed by the Principal. In consultation with the Principal, this coordinator appoints mentors for various batches of all the semesters.

1. The Mentor is required to fill up the Mentoring Form of the student of his/her batch. Special care needs to be taken while taking down the cell phone number of the father / guardian that would facilitate active and healthy interface with parents / guardians.
   If the counselee informs the mentor about the change in the phone number of the guardian / parent any time during mentoring interaction, the mentor should have the statement on this line from the guardian / parent in hard-copy duly signed by him with date underneath. In the absence of such a formal statement, the mentor should write an official letter to the guardian at his permanent address about the submission of such a request from the counselee.
2. The Mentoring Form should be signed by the Mentor as well as the student with date of signature underneath so as to ensure the accuracy and authenticity of the document.
3. The Mentor should meet the students of his / her batch at an interval of fifteen days in order to enquire about their problems, queries etc. and keep a record of the same in their mentoring files.
4. Mentors should mention the category (Open / OBC / SC / ST) of the student in the Mentoring Form for Office use. Besides, a special form is to be filled up by the students belonging to states other than Gujarat.
5. Mentors should fill up all the four formats regularly
   (1) Report of mentoring meetings
   (2) Attendance Report of unit tests
   (3) Recommendation for remedial classes (for First year Mentors)
   (4) Attendance report
6. Mentors should call to the parents frequently to keep in constant touch with the guardian / parent of the counselee. The mentor should send letters in the prescribed format to the guardian about his/her ward's Performance & Attendance in the practice test, monthly Attendance in addition to information on various events and activities organized by the College. The mentor has to maintain record of the aforementioned correspondence as well.
   - The soft copy of messages related to performance in practice test, attendance, detention and other discipline-related matters should be preserved by the mentor in both soft as well as hard format in their system and files respectively.

- If a student fails to take two out of four unit tests in a month, the mentor should write an official letter to his/her guardian and record the outward no. of the letter in his file.
- Similarly if a student fails to maintain an average of 55% attendance for two months consecutively, an official letter should be posted by the mentor.
7. On the other hand, a mentor should submit to office the names of the students who maintain 100% attendance in a given month. He, in turn, would get them written on college notice board in the form of felicitation message. Students who maintain 100% attendance for two months consecutively will be felicitated with an Appreciation letter duly signed by the Principal. The mentor should communicate the policy to the counselee in the very first meeting of the semester.
8. All the mentors are expected to update their files and submit the same for verification to the person-in-charge on the mentioned date.
9. Mentors are required to attend Mentoring meetings conducted by the Mentoring cell.
10. Mentors are required to analyze regularly the result of their batch students and enter incremental growth in the given attendance format.
11. Mentors should inform the Head of the Institution for problematic cases or under some serious Medical condition.
12. Mentors should brief their batch students regarding filling up of leave application. Mentor has to sign in the leave application letter clearly citing reasons for availing leave. In the absence of Mentor the student can get the leave format signed by the Mentoring Coordinator or by the Head of the Institution.
13. Mentors should provide all possible support to students falling sick in the campus and outside the campus.
14. Mentors should contact Parents over phone periodically to brief them about their ward's performance.

5. Evidence of Success

➢ The mentor of a batch can only be that teacher who teaches a particular subject to that batch. As a result, it becomes feasible for a mentor to build a rapport with those students and s/he can without doubt gets familiar with students' weaknesses and strength very well. This system provides students an easy opportunity to share their problems with their mentors, without bothering their parents. Since the mentor is well acquainted with the system, s/he can resolve most of the problems in no time. So far as psychological problems are concerned, senior teachers can handle them efficiently with their experience of years in this field.

Many of our students changed their idea of giving away their study either due to financial constraints or change in the medium of instruction. The credit goes to the efficacious mentoring system of our college. This system has always been helpful to average students to maintain their zeal and zest and to advanced learners in achieving their desired goal. This system has a lion share in maintaining the result of the college higher than the overall result of the university in the external exam. Thus, this system has proved to be a connecting link between a mentor and a learner which ultimately aims at organic growth.

6. Problems Encountered

- Though the college has tried its level best, we have had some problems difficult to tackle. However, our learned mentors have dealt with all the problems skilfully.

- In some cases when the information provided by students in counselling form is found to be wrong, the correct information is obtained from his/her admission form or directly from parents.

- At times it is found that the parents or guardians do not contact the mentor at the earliest regarding their wards' academic or behavioural problems despite frequent reminders. In such cases parents or guardians are informed through a letter about the possible detention from either internal or university exam if they do not meet the Principal immediately.

- We had some exceptional cases wherein students approached the mentor with dummy parents. Our experienced mentor quickly identifies such dummy parents through a specific type of investigation. Real parents of such wards are immediately called to meet the Principal in this regard.

- The students found extremely irregular are tackled in a unique way. Their parents are immediately informed about their irregularity. Moreover, students have to report their Mentor daily before and after the college hours and their attendance is marked in a separate diary.

- All the mentors regard this duty as a noble part of their humble profession. Utmost care is taken to ensure that the outcome of all the disciplinary actions should be constructive and positive. If a student finds this practice anti-student some day, we'll have to accept it as our failure. Of course, no student has ever approached any mentor or the Principal with such ill feeling.

Resources Required
1. Teachers as the mentors
2. Counselling forms of the students
2. Different data-sheets record (attendance report, Unit test record, Leave record, Preliminary marks record)
3. Counselling meeting record
4. Letter/ Telephonic communication record
5. Direct interaction with parents during open house

7. Notes (Optional)
➢ The Student mentoring System is a concrete initiative taken by this college. In fact, it this system that keeps the parents worriless even if the students stay far away from their home in the hostel. It has set a remarkable example of outstanding management to constantly observe, record and evaluate students' performance and growth on the campus. This outstanding system has earned the college fame and set a benchmark throughout the nation which gets apparently reflected in the enrollment of the students from other states of the nation.

Best Practice: 2 (TM)
1. Title of the Practice
➢ Entrance Exam Preparation Cell
2. Goal
1. Provide better Preparation to students for various entrance level competitive exams
2. Provide additional information about various courses being offered by various universities, colleges and their important dates in regard to exam dates, pattern of exam and related information
3. Displaying various admission notifications, advertisements of various universities and colleges offering P.G courses
4. Regular practice test session in the same pattern as that of various Entrance exams of premier institutes
5. Avail access of Collection of Books, CD's, Question banks and previous years Papers and related information in the library to students
6. More and more students getting admission in reputed institutes and Universities for Higher Studies
7. Creating an atmosphere that generates feeling of healthy competition and awareness for the career avenues.

2. The Context
ENTRANCE EXAM PREPARATION CELL is an initiative to make the students of NVPAS more competitive to get through entrance exams for the admission in various P.G. courses (e.g. M. Sc Biotechnology, Microbiology, Biochemistry, Bioinformatics, etc) at few of India's most privileged and premier institutes like IIT, IISc Bangalore, TIFR, and some central Universities through JNU Combined Entrance Examination for M.Sc. Biotechnology.

3. The Practice
- Selection of hard working and meritorious students through a Screening test
- Regular one hour Extra classes after the college schedule (on topics of utmost importance from competitive point of view & syllabus of those exams)
- Conducting Regular tests on the topics taught in those extra classes and based on the same pattern as that of JNU, IISc or TIFR etc.
- Displaying the marks, Correct Answer key and giving the Answer sheets back to the students

- Discussions about the questions being asked, right answers and further guidelines about the same topics.
- Awarding the topper of each such Practice test with a book to motivate him/ her for consistent better results and preparation.
- Collection of approximately 50 plus question banks, previous years papers (last 4-7 years), and information brochure of various universities, colleges offering P. G courses and related necessary information.
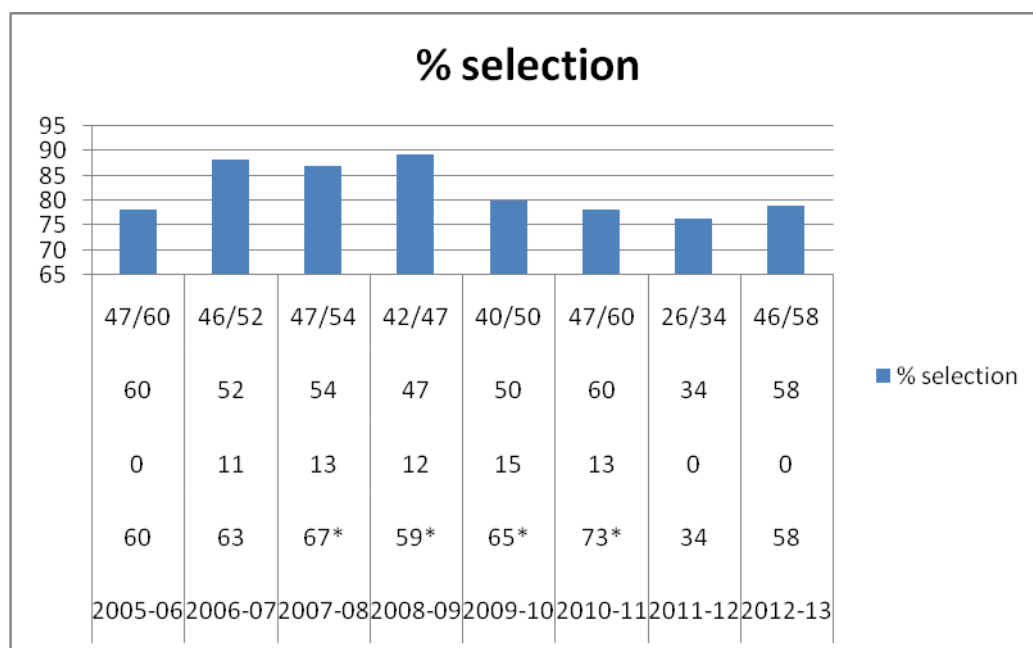
4. **EEPC WEBSITE**: EEPC has launched and maintains a website (www.eepcnvpas.com) from the year 2009 for better preparation and rapid propagation of information throughout the year. The website has information about various target universities, entrance exams, courses, syllabus, sample question papers, activities, practice test papers and EEPC activities.

5. **Evidence of Success**
- The Success of EEPC can be measured in many ways. Few of them are quantifiable and few are not.
- In terms of Admission in PG courses the result sheet of last nine years describes the success ratio.
- Additionally, due to efforts of EEPC our students are getting admissions in premier institutes of the Nation like JNU, IIT, BHU, MSU etc. which was considered very difficult before the inception of EEPC.
- A large fraction of our EEPC students clear CSIR-NET, GATE and Ph.D. entrance examinations.
- Student give due credit to the orientation and vision developed during EEPC activities for their success in various exams.
- The college got selected as BIOTECHNOLOGY CAPACITY BUILDING CELL (BT-CBC) for Vallabh vidyanagar and Vadodara region by GSBTM, DST, Govt. of Gujarat due to our consistent efforts and results in this domain.
- Table 1: The overall success of students in PG entrance examinations

Session	Intake Total	SY	TY	Students Selected for PG courses	% Selection
2005-06	60	0	60	47/60	78.3
2006-07	63	11	52	46/52	88.4
2007-08	67*	13	54	47/54	87.03
2008-09	59*	12	47	42/47	89.3
2009-10	65*	15	50	40/50	80
2010-11	73*	13	60	47/60	78.3
2011-12	34	0	34	26/34	76.4
2012-13	58	0	58	46/58	79
2013-14	68	0	68	Result Awaited	

Figure1: Graphical representation of students getting admission to higher studies.

% selection

	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
	47/60	46/52	47/54	42/47	40/50	47/60	26/34	46/58
	60	52	54	47	50	60	34	58
	0	11	13	12	15	13	0	0
	60	63	67*	59*	65*	73*	34	58

■ % selection

6. Problems Encountered and Resources Required

- The biggest problem for such preparations is encountered at psychological level. To motivate students and maintain their regular study hours is a continuous challenge.
- Besides finding resource persons for such competitive exams is also a challenge.
- College has been very supportive for various infrastructural facilities such as classroom, LCD, Laptop, books etc are provided to the EEPC.
- Interactive whiteboards and modern teaching aids would definitely empower the cell.

7. Notes (Optional)

The Entrance Exam Preparation Cell has proved to be an exemplary practice for many colleges in this region and throughout the nation as well. The ultimate goal of this practice is clearly visible in the no. of students who got through many competitive exams and got enrolled in premier institutes of the country and abroad as well. They regard EEPC as a boon to the students of NVPAS.

7.4 Contribution to environmental awareness / protection

- There are many initiatives taken by the college to make the campus eco-friendly such as…
- Energy consumption in classrooms, labs, auditorium, corridors and quadrangle is closely monitored. Students are instructed to switch off the power immediately after the classes are over.
- In order to reduce electricity consumption the walls of classrooms and labs are painted with lighter shades.
- The discipline committee and student representatives ensure that the classrooms and campus are kept clean. Dust bins are kept at all places to maintain cleanliness.
- The Nature club of the college organizes various programmes to spread awareness about environment pollution and preventive measures among students and the society.
- Students and staff members are suggested to make the optimum use of public transportation system to reduce pollution and conserve natural resources. Besides, students and the staff members are advised not to use four-wheeled vehicles.
- The 'Carbon Foot Print Club' aims at spreading awareness among students and society regarding the emission of Carbon Dioxide and knowing their own carbon foot-print. Various activities are organized by this club to raise awareness regarding conservation of mother earth.

➢ **The objectives of this club are to:**

1. Create awareness among students and society about nature
2. Collect and publish the information about energy saving and environmental protection
3. Develop community spirit of better civics and traffic sense
4. Prepare local calculator for carbon foot-print
5. Carry out survey of industries / organizations to measure carbon foot-print and monitor the progress
6. Instil and inculcate the leadership qualities among students
7. Make the youth responsible citizens by knowing their carbon foot-print

➢ **Activities organized by Carbon Foot-Print club in 2013-14**

Sr. No	Date	Activity
1.	20-09-13	Presentation by Abhishek Patel on Carbon Foot Print
2.	20-09-13	Quiz Competition

➢ The NSS unit and Nature club of the college organised tree plantation program each year. The students of the college took the oath to take care of the sapling.

7.5 Whether environmental audit was conducted?

In order to keep the campus eco-friendly and green, the college IQAC team conducts environmental audit at regular intervals.

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

Strengths:
- Experienced and qualified staff
- Conducive work culture
- Highest average percentage of results in university exams
- Optimum use of infrastructural facilities
- Organizing a number of co-curricular activates for all round development of the students

Weakness:
- Limited space for future growth
- Lack of state government funding
- Limited alumni fund.

Opportunities:
- Challenge in sustaining institutional quality
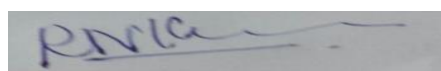- Changing demographics due to increasing urbanization

Threats:
- Unhealthy competition due to budding up of many educational institution.
- Sufficient strength & its maintenance.

8. Plans of institution for next year

- Installation of new LCD Projectors in classrooms
- Renovation of Chemistry Lab housing 90 students at a time
- Testing of drinking water in college as well as in library building by the department of Microbiology to ensure purity
- Check dam construction at Dehmi village (if possible)
- Prohibition of the use of cell phone to keep the atmosphere calm
- Plastic-free campus campaign
- Celebration of vehicle free day by using public transport

Name: Dr. Rita N. Kumar   Name: Dr. Basudeb Bakshi

_____   _____

Signature of the Coordinator, IQAC   **Signature of the Chairperson, IQAC**