

**H M PATEL INSTITUTE OF ENGLISH TRAINING AND
RESEARCH
VALLBH VIDYANAGAR**

2014-15

**ANNUAL QUALITY ASSESSMENT
REPORT**

Part – A

AQAR for the year (*for example 2013-14*)

2014-2015

I. Details of the Institution

1.1 Name of the Institution

H M Patel Institute of English Training and Research

1.2 Address Line 1

Post Box No. 32

Address Line 2

Opp BJVM, Nana Bazar, Vallabh
Vidyanagar

City/Town

ANAND

State

GUJARAT

Pin Code

388120

Institution e-mail address

hmpietr@yahoo.com

Contact Nos.

02692230193

Name of the Head of the Institution:

Dr G V Vyavahare

Tel. No. with STD Code:

02692230193

Mobile:

9426591756

Name of the IQAC Co-ordinator:

Dr Nishant Joshi

Mobile:

9427230409

IQAC e-mail address:

hmpietr@yahoo.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

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

EC(SC)/01/RAR/25 dated 5-5-2014

1.5 Website address:

www.hmpenglish.com

Web-link of the AQAR:

<http://www.hmpenglish.com/doc/AQAR/.pdf>

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	82.50	2007	2012
2	2 nd Cycle	B	2.92	2014	2019

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

20/06/2007

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

- i. AQAR 2008-09 _____ (22/11/2013)
- ii. AQAR 2009-10 _____ (22/11/2013)
- iii. AQAR 2010-11 _____ (22/11/2013)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

 Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

SARDAR PATEL UNIVERSITY

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

02

2.9 Total No. of members

13

2.10 No. of IQAC meetings held

03

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

The IQAC of the college plans out the following activities:

1. Team building attitude maintenance
2. Orientation program
3. Arranging expert lectures
4. Enhancing students' participation
5. Encouraging faculties for more publication
6. More society centered activities arrangements.

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
Orientation programme	The college arranges study visits. Also arrange guest lecturers' of awarded teachers. The principal and the faculty set together and plan out the schedule. The college organized Three –Day orientation program where the trainees were given idea about the vision and mission of the institute. They are also introduced to the new syllabus in detail. They are also asked to give their brief introduction with mentioning their hobbies.
Research culture & development	The faculties were guided by the principal for research and publication. They were also given library resources.
Students' participation	The major outcome of the years was enhancing participation of students. The college activities and in teaching learning process, students were participated and the responsibility was given to them.

Social engagement	The students were exposed to the social problems and they were given duty to make society aware for certain burning issues.
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* 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

<p>The college seeks help in terms of quality when asked for.</p> <p>The institute got assistance for activities in terms of manpower and other.</p>
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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		---	---	---
UG	01	---	---	---
PG Diploma	---	---	---	---
Advanced Diploma	---	---	---	---
Diploma	---	---	---	---
Certificate	---	---	---	---
Others MPhil		---	---	---
Total	01	---	---	---
Interdisciplinary	---	---	---	---

Innovative	---	---	---	---
------------	-----	-----	-----	-----

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
Trimester	----
Annual	03

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.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
04	03	01	00	00

2.2 No. of permanent faculty with Ph.D.

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

Asst. Professors		Asso. Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	4	0	0	0	0	0	0	0	4

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

2.5 Faculty participation in conferences and symposia:

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

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

Study visits, Music club Competitions, Elocution Competition, Debate competitions, Dance club activities, Sports club Activities, NSS Activities, Movie - reviews

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

40*6=240

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

MCQs Designing for Exam

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

04	---	---
----	-----	-----

2.10 Average percentage of attendance of students

93

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.ED	100	93%	07	00	00	100

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

THE CHAIRMAN OF IQAC MEET AND INTERACT WITH THE FACULTY.ALSO VARIFY THE WORK DONE. WITH THE HELP OF STUDENTS FEEDBACK THE PRINCIPAL MONITORS AND SUGGEST CHANGES NEEDED.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	1
HRD programmes	-
Orientation programmes	2
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	5
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	02	01	00	00
Technical Staff	01	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC of the institute organized many seminars and workshops on various research areas during the year. The three-day workshop was organized on *Research methodology and Data Analysis for Social Sciences and Humanities* at the institute from Oct. 4 to 6, 2014. Apart from this, IQAC organized orientation programmes for B.Ed. Students of the year. Other initiatives include extension programmes – Eleven days training programme in collaboration with the NGO SEWA, Ahmedabad; Two-day workshop for KRPs of English at the institute; One day workshop for primary teachers of English at Kavant, Chhotaudepur; Training programme English for Office Use for the administrative staff of the institute; One day workshop for primary teachers of English at Shamlaji; One-day workshop on teaching grammar; One-day workshop for primary teachers of CHARUSAT, Changa.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	---	---	01
Outlay in Rs. Lakhs	20000/-	---	---	20000/-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	---	3	---
Non-Peer Review Journals	---	---	---
e-Journals	---	---	---
Conference proceedings	---	---	---

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	---	---	---	---
Minor Projects	2014-15	UGC	20000/-	20000/-
Interdisciplinary Projects	---	---	---	---
Industry sponsored	---	---	---	---

Projects sponsored by the University/ College	---	---	---	---
Students research projects <i>(other than compulsory by the University)</i>	---	---	---	---
Any other (Specify)	---	---	---	---
Total	---	---	20000/-	20000/-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	---	---	---	---	---
Sponsoring agencies	---	---	---	---	---

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

Type of Patent	Number	
National	Applied	---
	Granted	---

3.16 No. of patents received this year

International	Applied	---
	Granted	---
Commercialized	Applied	---
	Granted	---

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

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

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

01

03

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

00

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

JRF

00

SRF

00

Project Fellows

00

Any other

00

3.21 No. of students Participated in NSS events:

University level

02

State level

00

National level

00

International level

00

3.22 No. of students participated in NCC events:

University level

00

State level

00

National level

00

International level

00

3.23 No. of Awards won in NSS:

University level	<input type="text" value="00"/>	State level	<input type="text" value="00"/>
National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="00"/>	State level	<input type="text" value="00"/>
National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="00"/>	College forum	<input type="text" value="00"/>		
NCC	<input type="text" value="00"/>	NSS	<input type="text" value="03"/>	Any other	<input type="text" value="00"/>

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

- The institution organised a medical camp for free.
- During off campus program the cleanliness campaign done.

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	2254 sqmtr	---	---	2254 sqmtr
Class rooms	06	---	---	06
Laboratories	02	---	---	02

Seminar Halls	01	---	---	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	---	---	---	---
Value of the equipment purchased during the year (Rs. in Lakhs)	---	---	---	---
Others	---	---	---	---

4.2 Computerization of administration and library

Under Process

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books	34758	----	103	69,377/-		
e-Books	----	----	----	----	----	----
Journals	05	6350/- (For Two Years)	01	1000/- (For three Years)	06	7350/-
e-Journals	----	----	----	----	----	----
Digital Database	----	----	----	----	----	----
CD & Video						
Others (specify)	----	----	----	----	----	----

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	20	01	01	----	----	----	----	----
Added	----	----	----	----	----	----	----	----
Total	20	01	01	----	----	----	----	----

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

Nil

4.6 Amount spent on maintenance in lakhs :

• ICT	10613/-
• Campus Infrastructure and facilities	16580/-
• Equipment	00
• Library	24830/-
• Others	184585.41
Total :	6692010.41

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

As per the demand the water purification was done.

5.2 Efforts made by the institution for tracking the progression

Planned scholarships were given.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
50	---	---	---

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	40	40%		60	60%

No	%
60	60%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
57	11	11	17	1	97	61	13	7	18	01	100

Demand ratio

Dropout %

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

No. of students benefitted

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
07	42	16	26

5.8 Details of gender sensitization programmes

During prayers the sensitization was done by the faculties and the principal.

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

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	01	1130/-
Financial support from government	33	2,88,398/-
Financial support from other sources	00	00
Number of students who received International/ National recognitions	00	00

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: NA

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p><u>VISION:</u></p> <p>TO ADD SIGNIFICANTLY TO OUR CIVILIZATIONAL TRADITION OF EXCELLENCE IN LEARNING, TO ATTAIN KNOWLEDGE, ENLIGHTENMENT AND SELF-REALIZATION IN UNIVERSALLY RELEVANT CONTEXT.</p> <p><u>MISSION:</u></p> <p>TO PROVIDE VALUE ADDED, GLOBALLY RELEVANT TEACHER EDUCATION WITH AN EMPHASIS ON THE TECHNO-MANAGEMENT DOMAIN, AS WE ENDEAVOR TO ENABLE OUR LEARNERS TO COPE WITH NEW CHALLENGES IN THE GLOBAL CONTEXT.</p>
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6.2 Does the Institution has a management Information System

Yet to be developed.

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

6.3.1 Curriculum Development

As prescribed in the university norms. The faculty take active part in university workshops for curriculum development.

6.3.2 Teaching and Learning

Nature camp, field visits, seminars, symposium, workshops, students' participation

6.3.3 Examination and Evaluation

Internal tests, oral presentations by students, prayer assembly, comprehensive evaluation process is followed

6.3.4 Research and Development

Promotions were done by sending faculties to the workshops for research. Faculties are motivated to take part in seminars and conferences as well as research publications. Library resources were provided to the faculties.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Maintenance contractor is called when needed.

6.3.6 Human Resource Management

Periodical meetings were under taken. Students' council meetings are held periodically.
Grievances were sorted out by the principal

6.3.7 Faculty and Staff recruitment

As per the norms of U.G.C. and state government the institute proceeded.

6.3.8 Industry Interaction / Collaboration

Feedback mechanism developed.

6.3.9 Admission of Students

As per university norms.

6.4 Welfare schemes for

Teaching	---
Non teaching	---
Students	Institution provides scholarship to one student of the institute every year under welfare scheme.

6.5 Total corpus fund generated

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	Apaji Amin & Co. C.A.	yes	CVM
Administrative	yes	Apaji Amin & Co. C.A.	yes	CVM

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

For UG Programmes Yes No

For PG Programmes

Yes

No

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

Yes, time to time the necessary changes are made.

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

6.11 Activities and support from the Alumni Association

The alumni meet time to time. They also help the new students. We also have routing practice of connecting alumni with the new students.

6.12 Activities and support from the Parent – Teacher Association

Parents meet are held quarterly and various issues and queries on students' side are discussed with parents as well as necessary suggestions and guidance are also provided.

6.13 Development programmes for support staff

Duty leave sectioned for seminar, conference, FDP

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

Plantation, cleanliness campaign by the students.

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.

Regular meetings, grievance redressal, research culture promotion, field visits, plantation

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

1. Innovations in teaching learning
2. Research initiation done.
3. Enhancing participatory approach.
4. Promotion for more quality publication.

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

1. Adopting various methods in teaching.
2. Movie watching and reflection on it

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

7.4 Contribution to environmental awareness / protection

Cleanliness of the campus.
Plantation
Publication

7.5 Whether environmental audit was conducted?

Yes



No



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

Strengths

- Highly Experienced Faculty
- Wi-Fi Campus
- ICT equipped classrooms
- Computer Lab
- Language Lab
- CCTV Camera
- Well-equipped recording studio
- Notebook Computer Bank
- Scholarships for economically and socially weak students
- Extremely rich library having 30000 books
- Premium Sports facilities available in the campus
- Hostel facilities
- The institute runs UG, PG and Doctorate courses

Weaknesses

- Language Lab doesn't have a professional software
- Computer lab has computers with outdated configuration
- Dearth of teaching and non-teaching staff (50%)
- The institute doesn't have any collaboration with any international university/college
- The institute doesn't have its regular journal or publication

Opportunities

- Many foreign and Indian universities are ready to collaborate for the quality improvement
- Internet resources and online educational platforms can be utilized effectively.
- Extension services like orientation and in-service to teachers of other states.
- Diploma programmes in ELT can be offered.

Threats

- The teacher education institutions are having cut throat competition for admissions since the applicants are reducing day by day
- The students teachers are losing interest from B.Ed. since its approach is 'Ideal' rather than realistic and addressing the present needs
- Hundreds of new web sites and you tube channels as well as video/audio materials uploaded
- Everyday a new research or a new method/technique of teaching-learning invented and it is very difficult to keep us up to date.
- The overall load of regular teaching-learning is so heavy that the student teachers and teacher educators get very less time for reading, research and innovation.

8. Plans of institution for next year

1. Updating Language lab
2. National workshops for Teachers
3. More publications.

Name *Dr. Anil Varsat*



Signature of the Coordinator, IQAC

Name *Dr G V Vyavahare*



Principal
H. M. Patel Institute of English
Training & Research
Vallabh Vidyanagar

Signature

