



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		H M PATEL INSTITUTE OF ENGLISH TRAINING AND RESEARCH
Name of the head of the Institution		Dr N V Bose
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02692230193
Mobile no.		9512338188
Registered Email		hmpietr@yahoo.com
Alternate Email		hmpietriqac1719@gmail.com
Address		Opp BJVM, Nana Bazar, Vallabh Vidyanagar
City/Town		Anand
State/UT		Gujarat
Pincode		388120

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr Rajnikant Dodiya
Phone no/Alternate Phone no.	02692230193
Mobile no.	9638716634
Registered Email	hmpietriqac1719@gmail.com
Alternate Email	hmpietr@yahoo.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.hmpenglish.com/doc/AOAR/2016-17.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.hmpenglish.com/doc/2020/scorer/2017-18.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B++	82.50	2007	31-Mar-2007	30-Mar-2012
2	B	2.92	2014	05-May-2014	04-May-2019

6. Date of Establishment of IQAC	04-Jun-2007
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

National Conference on Indian English: Concepts, Contexts and Pedagogy	02-Feb-2018 2	100
Remedial Teaching Programme	08-Jan-2018 6	47
Workshop on Vocabulary Acquisition	27-Aug-2017 1	47
Visit to Innovative Learning Centre	16-Sep-2017 1	50
Language Enrichment Programme	12-Jun-2017 12	50
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Saptdhara	KCG Ahmedabad	2017 365	40000
Institution	Udisha	KCG Ahmedabad	2017 365	5000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

5

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

1. Language Enrichment Programme

2. Visit to an Innovative Learning Centre: GCERT

3. Workshop on Vocabulary Acquisition

4. Remedial Teaching Programme

5. National Conference on Indian English: Concepts, Contexts and Pedagogy

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

Plan of Action	Achivements/Outcomes
UGC Grants Utilization	Head wise details prepared and got sanctioned by the management
Co-curricular activities	Various curricular activities and cultural programmes were planned and conducted Field visit of GCERT conducted where they came to know about the functioning and educational practices going on in the other known institutions
Remedial Teaching Programme	Remedial Teaching programme was implemented for BEd students on Grammar topics and language in use. Many of the students improved their language skills with the help of this programme
National Conference on Indian English: Concepts, Contexts and Pedagogy	The conference helped the students and participants understand the important aspects of Indian English: its Concepts, Contexts and Pedagogical use. It also increased the students knowledge of Indian English literature especially about Mahesh Dattani
Workshop in ELT	Conducted on Vocabulary acquisition where the trainees learnt how vocabulary can be acquired with the help of various techniques. This helped them in making their lesson plans for practice teaching during the year.
Orientation programme for new students to BEd English Course	New Students were oriented to the BEd course and activities to be done during the year
Language Enrichment Programme	Language enrichment programme was conducted on different language aspects as grammar points and language in use for two weeks. It helped the trainees in using the language appropriately while preparing their lessons and also in their communication in English during college hours

Expert Session on Natural Order of Acquisition of LSRW and Developing LSRW Skills	The students came to know how language can be acquired in natural way and how as a teacher we can develop the language skills in children
Two-day Workshop on Innovative Strategies of Teaching English at Secondary Level	The workshop helped the students some innovative techniques and strategies of teaching English language in secondary schools. They became more capable of making their practice teaching creative.
Workshop on Usefulness of Web 2.0 Tools in Teacher Education	The workshop increased the curiosity in the trainees for using web 2.0 tools in educational practices.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	07-Feb-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	All admissions are centralised and online. Application Forms for admission are uploaded on the University website and link is provided on Institute website. Selection of candidates is done based on an index factor calculated by the Central committee. Students are also selected in the Reserved Category. Data required by the University is sent online, based on the information drawn from the Application Forms for admission. Students and staff information is available on the website. All relevant information regarding the college, notices and announcements are uploaded on the website. All Fees are paid online/offline in the bank. Likewise fees for University Examination are collected and remitted online/offline. Students feedback form is given online

Part B

CRITERION I – CURRICULAR ASPECTS**1.1 – Curriculum Planning and Implementation**

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

The curriculum for the B.Ed English is designed as per the norms of NCTE and Sardar Patel University. An expert committee is there to monitor the planning of curriculum which reviews the content of the curriculum and make valuable suggestions. Periodical meetings of the members of IQAC evaluate the feedback obtained from both faculty and students and incorporate the important findings into the curriculum to meet with the local context. After every semester the feedback from students and teachers is invited and discussed. Necessary changes are made as per the merit and relevance of the suggestions. If any relevant points or items are missing from the curriculum, it is notified to the Board of Studies. If any items redundant in the curriculum, necessary action is taken to replace it with the consent of the expert committee and Board of Studies.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
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BEd	BEd English	47
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Structured Feedback is obtained from B Ed trainees on hard copies of the given criteria. The criteria is focused on teachers' competence in imparting knowledge, competence in the use English, ability to integrate ITC and web resources. It also focuses on the present curriculum and its utility. Students are encouraged to present their opinions fearlessly and keep confidentiality. The data is carefully analysed and tabulated for further action. Formal and informal meetings with parents and stakeholders and the outcomes of the interactions recorded and discussed in the IQAC internal meetings. Feedback is also collected from alumni, school teachers and schools principals in order to improve the quality of teaching and training. All the reflections received from the analysis are discussed with teachers and other faculty for rectifying the limitations if any and to chalk out action plan for future development.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	BEd English	50	50	50
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	50	Nil	4	Nil	4

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used

	Resources)				
4	4	44	6	2	8
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentors are appointed from the very beginning of the training which would begin with an induction programme. The class is divided into small groups of 12 students and are monitored by the mentor concerned. Initially all students have to fill up a structured form of 'Know Your Trainee' (KYT) giving all their details such contacts (mobile, email adhaar), parents/guardians, socio economic backgrounds, education, medical conditions if any with a view to planning the guidance and counselling sessions. Each trainee is supported psychologically and academically. Their problems and issues are considered empathetically and appropriate action is taken with the consent of the head. Their progress in academics is recorded and remedial programmes are arranged in each course and training. The mentor is responsible for each group's performance in class room teaching and participation in college and University competitions and activities. The mentors meet periodically and discuss the issues/ suggestions they received and plan strategies to address the same. If there is any serious issues, ones they are addressed by the grievance cell. HMPIETR follows a collaborative system in mentoring the teacher trainees.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
50	4	1:13

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
8	4	4	1	4

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEEd	BEEd English	2017-18	04/04/2018	15/06/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college conducts semester end internal evaluation for each course. Tasks and assignments are already listed and for each course and the outcomes are assessed with pre designed criteria/rubrics. The students are allowed to see their grades and marks and there is provision for reassessment. If any student

fails to meet with the required result he/she is given a second chance to perform better. Transparency is assured in each and every stage of internal assessment by displaying all scores and marks on notice board. Remedial teaching programmes are a regular practice of H M Patel Institute of English Training and Research. In the case of practical sessions, the institute has a novel system of video-recording all presentations which are evaluated by the peers and mentor teacher. Self-evaluation of video-recording is encouraged and the trainee can view his/her own performance in classroom teaching.

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

The Principal, the IQAC coordinator and B.Ed coordinator prepare the academic calendar well in advance in consonance with the University schedule. The comprehensive calendar shows the theory classes, practice teaching schedules, expert sessions, seminars and workshops, induction programmes, orientation programme, extension activities, internships, internal and external examination schedule, and other extracurricular schedules. This academic calendar is displayed on notice board and on college website as well. Weekly/monthly timetable is prepared in accordance with the academic calendar. All faculty and students are shared with academic calendar and plan teaching and examination schedules accordingly without much changes.

2.6 – Student Performance and Learning Outcomes

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

<http://www.hmpenglish.com/doc/2021/2.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BEd English	Nil	English	47	47	100

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2.7 – Student Satisfaction Survey

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

<http://www.hmpenglish.com/doc/sss/2017-18.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	Nil	Nil

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Lesson Planning	BEd English	18/09/2017
Two-day Workshop on Innovative Strategies of Teaching English at Secondary Level	BEd English	22/09/2017
Workshop on Vocabulary Acquisition	BEd English	27/08/2017
Workshop on Usefulness of Web 2.0 Tools in Teacher Education	BEd English	08/01/2018
Workshop on Sexual Harassment and Awareness	BEd English	10/01/2018
Workshop on Psychological Tests and Experiments	BEd English	18/01/2018
Workshop on Effective Blogging	BEd English	19/01/2018
Workshop on Online Testing Evaluation	BEd English	31/01/2018
National Conference on Indian English: Concepts, Contexts and Pedagogy	BEd English	02/02/2018
Workshop on Materials Development	BEd English	08/02/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Nil	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
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International	BEd English	3	Nil
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Nil	Nil
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	0	Nil	Nil
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Presented papers	Nil	3	Nil	Nil
Attended/Seminars/Workshops	Nil	1	Nil	Nil
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Thalassemia Prevention Programme	HMPIETR Indian Red Cross Society, Gujarat	4	39
Institute Campus Cleaning under NSS Activities	HMPIETR	4	50
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students
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			Benefited
Nil	Nil	Nil	Nil
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	HMPIETR	Institute Campus Cleaning under NSS Activities	4	50
NSS	HMPIETR Indian Red Cross Society, Gujarat	Thalassemia Prevention Programme	4	39
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	0	Nil	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Practice Teaching and Training Programme of 16 weeks as a part of teacher training course	School Internship	Nagar Prathmik Shala no. - 30 Darshan Society , Bakrol (Anand)	19/06/2017	14/10/2017	4
Practice Teaching and Training Programme of 16 weeks as a part of teacher training course	School Internship	I.B Patel Vidyalay Nearby KalaKendra V.V.N	19/06/2017	14/10/2017	3
Practice	School	V.M.	19/06/2017	14/10/2017	2

Teaching and Training Programme of 16 weeks as a part of teacher training course	Internship	Bhagat S.C Sonawala HighSchool College Campus , College Road Nadiad			
Practice Teaching and Training Programme of 16 weeks as a part of teacher training course	School Internship	Pe - Center Prathmik KumarSala Sandeshar	19/06/2017	14/10/2017	3
Practice Teaching and Training Programme of 16 weeks as a part of teacher training course	School Internship	Bandhani - Mahelav Sanyukt Sharda Mandir Highschool Nadiad, Petlad Road, At Po. Mahelav 388440	19/06/2017	14/10/2017	5
Practice Teaching and Training Programme of 16 weeks as a part of teacher training course	School Internship	Shree M. K Solanki Prathmik Kanyashala Mogar	19/06/2017	14/10/2017	3
Practice Teaching and Training Programme of 16 weeks as a part of teacher training course	School Internship	P- Center Prathmik Kumar Shala Mogar	19/06/2017	14/10/2017	2
Practice Teaching and Training Programme of 16 weeks as a part of teacher training course	School Internship	Nagar Prathmik Shala NO. 18 Nadiad Indira Gandhi Marg , Nearby Vaishali Tokiz	19/06/2017	14/10/2017	2

Practice Teaching and Training Programme of 16 weeks as a part of teacher training course	School Internship	PE- Center Group Shala, Jantral. Borsad, Gandhi Vidya Mandir. Khambhat.	19/06/2017	14/10/2017	3
Practice Teaching and Training Programme of 16 weeks as a part of teacher training course	School Internship	JasaPura - 1 Prathmik Shala At Chaklashi, Nadiad. D t Kheda.	19/06/2017	14/10/2017	2

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
587994	587994

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL - Software for University Libraries	Fully	SOUL 2.0	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Reference Books	35377	283497	36	2240	35413
e-Books	Nil	5725	Nil	Nil	Nil	5725
Journals	3	3250	3	3900	6	7150
e-Journals	5	11150	Nil	Nil	5	11150
Library Automation	2	21000	Nil	Nil	2	21000

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	44	1	44	0	0	6	6	512	0
Added	0	0	0	0	0	0	0	0	0
Total	44	1	44	0	0	6	6	512	0

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

6 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Studio with Video Recording Facility	http://www.hmpenglish.com/Instructional.php

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
50000	9833	487000	285472

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

HMPIETR has state of the art IT infrastructure and Library facilities which are highly useful with regard to teacher training programmes. We have a well defined system of maintaining all infrastructures. A permanent technician is appointed to look after all these. The coordinators of ICT and Library take care of planning and utilising these facilities to the fullest by assigning sessions and tasks to students. The general policy for purchasing, maintaining and using the facilities are:

- Requirement for new purchase maintenance schedules are discussed and arranged in accordance with IQAC committee's recommendation keeping stock holders benefit in the centre for the purpose of academics
- The Computer Lab with 20 computers 5 computers in Career Cell 6 computers in research carrels are open to students for practical works as well as E-lesson planning.
- Video Studio with scene lights along with Audio Editing Platform used by the Research and materials production committee/IQAC. These facilities are open for schools and other institutes with prior requests.
- The smart class setups along with all lecture halls equipped with projection and audio systems are well maintained and utilised by the trainee teachers and tutors as well.
- The portable projection as well as portable audio systems is meant for training teaching and presentations outside institute.
- The rich IT infrastructure like wired internet access through intranet and Wireless internet access through Wi-Fi network are open for all teachers and nonteaching staff.
- General maintenance of all the above AV IT infrastructure is maintained by college technician and if needed with the help of outsourced manpower for 85 of the maintenance work.
- For critical IT related problem we obtain help from IT professionals from CVM NOC.
- New installations in IT network is carried out from CVM through CVM NOC professionals.
- Internet access is managed by CVM NOC through Tech Elecon ~ ISP for all institutes under CVM trust.
- New purchases are made through CVM keeping in mind allocated grant heads and institutes academic requirement.
- Maintaining dead stock register is done by college technician and it is yearly audited by CVM internal auditors as well as CVM appointed external auditors.
- All these resources are exploited maximum for the benefit of students. Computer and lab sessions are included in the time table. We have a rich library with more than 35000 books and periodicals and they are utilized for teaching and reference. External researchers are permitted to use library reference resources with a minimum fee.
- All high value equipment units are maintained with due care. Insurance is taken on equipment of high unit value.

<http://www.hmpenglish.com/images/facilities/2.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support	CVM Scholarship	1	1130

from institution			
Financial Support from Other Sources			
a) National	Post Metric Scholarship	37	131646
b) International	Nil	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Language Enrichment Programme	12/06/2017	47	Nil
Remedial Teaching Programme	08/01/2018	47	Nil
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	TET - Teacher Eligibility Test	48	48	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	30

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
1. Muni International School, Surat, 2. I B Patel English School,	12	3	1. English Medium School, Bhadran, 2. Bhakti International School, 3.	26	16

Vallabh Vidyanagar			Pragati Educational Centre	
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	3	H M Patel Institute of English Training Research	BEd English	Sardar Patel University	Master of Arts (MA)
2018	2	H M Patel Institute of English Training & Research	BEd English	Department of Education, S P University	Master of Education (MEd)
2018	1	H M Patel Institute of English Training & Research	BEd English	Department of Education, University of Mumbai	Master of Education (MEd)
2018	1	H M Patel Institute of English Training & Research	BEd English	H M Patel English Studies Centre	Master of Arts in ELT (MA ELT)
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	4
Any Other	3
Any Other	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports Day	Institute	97
Exposer to Rich Heritage of Indian Music	Institute	22
Inter-College Singing Competition	Institute	13
Light Vocal Solo Competition	Institute	12
Skit and Mono Acting Competition	Institute	6

Cultural Programme	Institute	50
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

The student council of the institute played important role specifically through many sub-groups or clubs made of students. Such clubs or groups included Literary Club, Music club, Fine Arts club, Movie club, NSS, Sports club, etc. Many activities conducted under the leadership of these clubs during the academic year. The literary club conducted activities like cultural programme including various competitions done by students. The Music club undertook activities like Light Vocal solo competition, Skit and Mono Acting Competition, Inter-college singing competition, etc. In Movie club, educational movies like To Sir with Love, The Man who knew Infinity, Old Man the Sea, Shatranj ke Khiladi, Cinderella Man were featured. NSS group of the institute conducted One day camp, Annual camp in which activities like, on spot painting, essay writing, talk on Swachh Bharat Abhiyan, WASH project activities, Blood donation camp, Eye care and check up camp and Tree plantation programme. The exposure to Rich Heritage of Indian Music was also provided to the students by arranging a music programme on it. The student council also took part actively in youth festival programme and Sports day celebration at the end of academic year.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association of the institute is not a registered body. It organizes at least two meetings every year with a view to providing platform for the old students to keep in touch with their alma mater and benefit it and get benefitted from it any possible manner. The Alumni Association invites its select members who are offering their services at reputed posts to visit the institute in order to attend meetings, conduct guest sessions, conduct /attend in-service training programmes and so on. The association doesn't have its separate bank account as it's not yet registered and hence, it is not possible for it to organize events at large scales wherein financial assistance is required. However, the institute supports the association monetarily for organizing meetings, stationery items and tea/snacks.

5.4.2 – No. of enrolled Alumni:

350

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

12500

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The Institute always believes in the practices of decentralization and participative management. Practice of Decentralization is having own significance in the management. It reflects the policy decision making, planning and administration, and office management. Management and Administration is responsible for quality initiative to promote education to all sections. The Institutions enhance the quality at various levels - Management, College Development Committee, Students Council, IQAC Committee, NAAC Committee, Various Students Clubs, NSS, all the stakeholders involve in the decentralisation and participative management all are working together for efficient functioning of the Institute. (1) All the faculty members were the representatives of various activity clubs and committees during the year. Various curricular as well as co-curricular activities and programmes were arranged under their keen leadership and directive role of the principal. The teachers were given an authority to conduct academic tours and were appointed as a coordinator and a convener for organizing symposiums, seminars, workshops, conferences and FDPs. For effective implementation and improvement of the institute various committees - NSS Club, Students Council, ICT Club, Library Club, Literary Club, etc. are formed. (2) Under the leadership of the faculty members, the trainee-students were also given opportunities of representing various institutional activities including leadership in different students clubs - Library club, Literary Club, NSS, Educational tour Field visits, Co-curricular activities on occasions and organizing Symposiums, Seminars and Workshops at the institute. They worked like a team in their respective clubs during the last year and also conducted curricular as well as co-curricular programmes with enthusiasm. They were also responsible to participate and suggest their opinions in institutional decision-making.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The university controls the admission system. Applications are invited online and based on the merit and category admissions are given to eligible students.
Industry Interaction / Collaboration	Placement fairs are conducted at the institute and many schools participate in such events. Free training and seminars are offered to schools in teaching English.
Human Resource Management	Teaching faculty requirement is decided as per NCTE norms and the sanctioned ration is: for 50 students 7 teachers and 1 principal. The non teaching staff is appointed as per the norms of the state government. Newly inducted faculties are encouraged to

	attend orientation and refresher programmes. All appointments are made as per the roster in which reserved category is given equal chances.
Library, ICT and Physical Infrastructure / Instrumentation	All classrooms are equipped with projectors and sound system. Wi-fi is used to link to online resource materials. A full fledged computer lab and language lab with 44 computers are available for practicing language skills. Institute has a rich library with more 35000 books, 147 encyclopedia and 6 national and international subscriptions.
Research and Development	Both students and teachers are encouraged to present papers in seminars and conferences and get published their research articles in journals.
Examination and Evaluation	Formative and Summative assessment and evaluation are followed. Periodical informal assessments are carried out using the techniques of Task Based assessment, simulation, discussion, role play etc. Preliminary exams are conducted at the end of every semester, followed by University exams.
Teaching and Learning	All teaching learning processes are based on current methods and approaches to ELT. Care is taken to minimize the use lecturing. Sessions are interactive and interesting. Learners are motivated to reflect on what they gained in each class. Reflecting teaching and observation practiced.
Curriculum Development	New curriculum designed and approved a year ago by the Board of Studies of Sardar Patel University is implemented with proper care keeping in mind the needs and requirements of the trainees. Care has been taken to include the courses which reflect on National Policy of India. Elective Courses are included help students to choose from various areas of interest.

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

E-governance area	Details
Administration	The Institute has a partial Egovernance system which is operated for collecting fees.
Planning and Development	Financial data are collected and organized by Tally software.
Student Admission and Support	Online admission process is initiated

	and implemented by the University and link is provided on website.
Finance and Accounts	Finance and Accounts are maintained by Tally Software and M S Office.
Examination	Examination related activities like Paper setting and Assessment is maintained in M S Office and the evaluation is uploaded on university website.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course on Teacher Educators	1	02/02/2018	22/02/2018	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	4	3	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Residential Quarters	Residential Quarters	Hostel facility, Health

6.4 – Financial Management and Resource Mobilization

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

Yes, Internal Audit is done by Charutar Vidya Mandal every year. External Audit is done by Chartered Accountants and Accountant General of Audit every year.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
CVM	247605	Maintenance
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Apaji Amin Co. LLP Chartered Accountants	Yes	CVM
Administrative	Yes	Apaji Amin Co. LLP Chartered Accountants	Yes	CVM

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

(1) An Orientation programme was organized for the students along with their parents to acquaint the parents of the present batch about the working of the institution. (2) Parents took part in decision-making process with the teachers and lend their expertise towards smooth functioning of the institutional activities. (3) Parents gave their feedback on various aspects of the course at the end of the academic year which was also analysed appropriately.

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

NA

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

Provisions are made to help both teachers and students sharpen their computer literacy. Library periods are allotted in the weekly time table. Networking with various schools and institutions are strengthened.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Language Enrichment Programme	12/06/2017	12/06/2017	24/06/2017	50
2017	Student Induction Programme	26/06/2017	26/06/2017	08/07/2017	50
2017	Visit to an Innovative Learning Centre: GCERT	16/09/2017	16/09/2017	16/09/2017	50
2017	Workshop on Lesson Planning	18/09/2017	18/09/2017	18/09/2017	60
2017	Workshop on Vocabulary Acquisition	27/08/2017	27/08/2017	27/08/2017	47
2018	Remedial Teaching Programme	08/01/2018	08/01/2018	13/01/2018	47
2018	National Conference on Indian English: Concepts, Contexts and Pedagogy	02/02/2018	02/02/2018	03/02/2018	100
2017	Expert Session on Natural Order of Acquisition of LSRW and Developing LSRW Skills	09/07/2017	09/07/2017	09/07/2017	48
2017	Expert Talk on National Curriculum Framework 2005	09/11/2017	09/11/2017	09/11/2017	48
2017	Two-day Workshop on Innovative Strategies of Teaching English at Secondary	22/09/2017	22/09/2017	22/09/2017	71

Level

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Womens Day Celebration	08/03/2018	08/03/2018	53	42

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

Percentage of power requirement of the University met by the renewable energy sources

Solar panels are installed for garden lights LED tube lights are replaced to chalked tube lights.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
Duties and Code of Conduct for Teachers	01/06/2017	The duties and Code of Conduct for the teachers at the institute include their responsibilities in academic activities of teaching, assessment, coordination, representation in various co-curricular activities. The teachers should not discriminate students or colleagues adversely on political, racial, caste, religion, language or for

any other reason of an arbitrary or personal nature. Always remain available for academic support. Maintaining appropriate dress code.

Code of Conduct for Studens

01/06/2017

All the students should be punctual maintaining appropriate dress code at the Campus. No smoking and chewing of tobacco and spitting are allowed. The students should not harm the eco balance of the campus. Moreover, there should be maximum participation in academic activities. Leave should be requested in advance. They are not allowed to leave the campus during college hours.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day Celebration	21/06/2017	21/06/2017	50
Thalassemia Prevention Programme	02/08/2017	02/08/2017	50
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The institute undertook these initiatives to make the campus eco-friendly:
 1. Solar panels are installed for garden lights LED tube lights are replaced to chalked tube lights
 2. Tree Plantation every year before monsoon
 3. Maintaining Composed pits and cleaning the campus
 4. Maintaining Garden by watering it time to time as well as planting new saplings
 5. Plastic free campus - No use of Plastic made things in the campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Self-Reflective Video Recording Objectives: a. To enable teacher trainees to reflect on their own teachings with pre-designed rubrics b. To build up confidence among teacher trainees in teaching in real classrooms c. To self-motivate and develop pedagogical skills at the initial stages of training. The Context: Traditionally teacher trainees are observed and monitored by the trainers with fix criteria. They are also observed by peers and given unstructured feedback which would often be offending. At initial stage (Micro level) they need a lot of support and guidance to grasp the nuances of language teaching. The idea of self-video recording emerged from the discussion took place after micro teaching observations. Informal discussion with trainees also supports the concept of viewing one's own video and judge how they performed in the given context. This would ease tension and embarrassment when teachers and

peers give feed-back. Moreover, from the very beginning of language teaching programme, trainees get a chance to think about the notion of reflective teaching. The Practice: • Teacher trainees are briefed the objectives of self-recorded video recording of their performance. • A structured reflective form is designed in order to help the trainees view their performance in a learning context. • Trainees select their own friends to record their micro teaching skills using mobile. • Trainees view their teaching at their own pace and make report on their performance. • They present the report in the class and reflect on where they performed well and where they need to improve upon. • The supervisors and peers give constructive feed-back. Evidence of Success: • Trainees are found more relaxed and forthcoming with their own teaching skills and styles. • They become more aware of their own language competence in English. • Trainees' reflections on their own teaching skills and strategies helped them perform better in teaching new micro skills. Problems Encountered: • Initial reluctance of recording one's own video in mobile. • Audio Quality of recording with video. • Timely presentation of their reflective reports. Resources Required: • Mobile phone with recording facility • Self-Reflective Performa 1. Use of Self -Access Centre as Learning Resources Objectives: a. To develop reading skills in English. b. To promote self-directed learning and learner autonomy. c. To develop their metacognitive knowledge and language learning skills. The Context: In a traditional context, the students are directed to use books in the library periods allotted. It is found that learning materials at one's fingertip would help promote independent learning. More over there is a demand from students to access books and reading materials freely in their own class corner as ready reference. The Practice: • A corner in the classroom is identified and a shelf with a number of books and periodicals are stocked. • A register is kept for self-entry so that one comes to know which books/magazine he read. • A coordinator is appointed to monitor and help the students. • A feedback system is established to reflect upon what they gained. Evidence of Success: • Students started retelling stories that they read from self-access centre in the post prayer session. • In the absence of the teachers, they tend to read books and articles at the self-access centre. • There is a demand for more books and magazines which are not prescribed in the curriculum. • Informal discussions with students and the observation made by the coordinator show that self-directed learning is being promoted. Problems Encountered: • Absence of need analysis limits the resources of their interest. • Main problem is to find time to use self-access centre as most of the time is spent for theory and practice sessions. A few trainees do not take it seriously as the resources are not meant for preparing for their examination. Resources Required: • Space for Self -Access centre • Learning Materials.

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

<http://www.hmpenglish.com/doc/2021/1/6.pdf>

7.3 – Institutional Distinctiveness

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

Research and Training programmes in English Language Teaching The institution has been distinctive in its English Language teaching programmes and research activities for several decades. It has created the best teachers of English with potential to research and self-reflection who can meet to the global needs and requirements. The institute has conducted a plenty of pre-service and inservice teacher training programmes for KRPs, Primary teachers, Secondary teachers as well as BRPs, workshops for teachers and teacher educators, outreach and extension activities, materials development activities for

textbooks of English at state level, orientation programmes, field visits to learning centres and organizations and project works in the field of ELT, Chintan Shibir for various purposes. The Institute has been actively engaged in production of syllabi and textbooks for learners at primary, secondary and tertiary levels. This Institute collaborates with state and central governments and other nongovernment agencies in conducting minor and major research studies aimed at needs analysis, teaching strategies, use of ICT and other areas of teacher education. Over the years, the institute has established the tradition of excellence in the area of teacher education. Through constant innovations in curriculum development , frequent up gradation of its physical and human resources, responsive environment created by participatory management practices, vibrant student life with a range of co-curricular activities and goal oriented, value based programmes, Institute strives constantly to scale new peaks of excellence as in all of these activities.

Provide the weblink of the institution

<http://www.hmpenglish.com/doc/2021/1/5.pdf>

8.Future Plans of Actions for Next Academic Year

(1) Feedback will be received from students and accordingly improvements will be done if needed. (2) Research and Publication activities will be increased in the area of Education and English Language teaching. (3) Students will be given opportunities to participate and take leadership in symposiums and seminars conducted at the institute. (4) Facilitating support services will be provided to the students through by the placement cell. Moreover, guidance on various competitive exams in the state and the country will be provided arranging seminars and expert sessions during the next year. (5) The institute will conduct innovative practices including parent-teacher association, academic counselling and psychological counselling for the students. (6) Educational visits will be organized in order to make the trainees familiar with the educational and academic practices going on in the innovative learning centres in the state.