SARDAR PATEL UNIVERSITY

VALLABH VIDYANAGAR- 388 120

Annual Quality Assurance Report (AQAR)

2015-2016

Internal Quality Assurance Cell (IQAC)
Sardar Patel University

PART – A

AQAR for the year *(for example 2013-14)* | **2015-16**

1. Details of the Institution

1.1	Name of the Institution	:	**SARDAR PATEL UNIVERSITY**
1.2	Address Line-1	:	**P. B. No. 10**
	Address Line-2	:	**University Road**
	City/Town	:	**Vallabh Vidyanagar, District : Anand**
	State	:	**Gujarat**
	Pin Code	:	**388120**
	Institution e-mail address	:	**registrar@spuvvn.edu**
	Contact Nos.	:	**02692-226801, 02692-226888 02692-230308 (Fax)**
	Name of the Head of the Institution	:	**Prof. (Dr.) Harish Padh (upto 31/07/2016) Prof. (Dr.) Shirish Kulkarni (Since 01/09/2016)**
	Tel. No. with STD Code	:	**02692-226800**
	Mobile	:	**9978626803**
	Name of the IQAC Co-ordinator	:	**Prof. (Dr.) N. V. Sastry**
	Mobile	:	**9824956978**
	IQAC e-mail address	:	**iqac_central@spuvvn.edu**
1.3	**NAAC Track ID** *(For ex. MHCOGN 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)/21/A&A/19.3 (January, 23, 2017)**
1.5	Website address	:	**www.spuvvn.edu**
	Web-link of the AQAR	:	**www.spuvvn.edu/iqac/aqar/AQAR2015-16.pdf**

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

1.6 Accreditation Details :

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	**1ˢᵗ Cycle**	**Four Star Level**	**NA**	**2001**	**19ᵗʰ Jan. 2001 to 18ᵗʰ Jan. 2006**
2	**2ⁿᵈ Cycle**	**B**	**2.83**	**2011**	**16ᵗʰ Sept. 2011 to 15ᵗʰ Sept. 2016**

3	**3rd Cycle**	**A**	**3.25**	**2017**	**23rd Jan. 2017 to 22nd Jan 2022**

1.7 Date of Establishment of IQAC   : **21/05/2004**

1.8 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)*
In 2017, the university has undergone for NAAC Reaccreditation (Cycle-III) and this is the first one after latest assessment.

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) Pharmaceutical Science, Home Science, Homoeopathy

1.11 Name of the Affiliating University *(for the Colleges)*   : **Not Applicable**

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

Autonomy by State/Central Govt. / University **State**

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

DST Star Scheme **--**   UGC-CE **--**

UGC-Special Assistance Programme **07**   DST-FIST **--**

UGC-Innovative PG programmes **01**   UGC-COP Programmes **--**

Any other (*Specify*) **DBT-IBT (1) Bio-Science**
DAE NBHM (1) Mathematics

UGC- SAP Department **(1) Chemistry (CAS-II) (2) Biosciences (CAS-I) (3) Physics (4) Home Science (5) Mathematics (6) Business Studies (7) Statistics (8) Gujarati (9) Materials Science (CAS-II)**

2.   IQAC Composition and Activities

2.1   No. of Teachers   :   **09**

2.2   No. of Administrative/Technical staff   :   **03**

2.3   No. of students   :

2.4   No. of Management representatives   :   **02**

2.5   No. of Alumni   :

2.6   No. of any other stakeholder and community representatives   :

2.7   No. of Employers/ Industrialists   :

2.8   No. of other External Experts   :

2.9   Total No. of members (which includes Co-ordinator, and two   :   **17**
        deputy co-ordinators)

2.10 No. of IQAC meetings held   :   **13**

2.11 No. of meetings with various stakeholders   :   **13**

                                                            Faculty   :   **12**

                                    Non-Teaching Staff Students   :   **01**

                                                             Alumni   :

                                                              Other   :

2.12 Has IQAC received any funding from UGC during the year?   :   **Yes**

        If yes, mention the amount   :   **5 lakh**
                                                  (UGC XI plan)

2.13 Seminars and Conferences (only quality   :   **02**
        related)

        (i)   No.   of   Seminars/Conferences/   :   **02**
              Workshops/Symposia organized by
              the IQAC

                              Total No.s   :
                          International   :
                              National   :   **01**
                                 State   :
                   Institutional Level   :   **01**

        (i)   Themes   :

2.14 Significant Activities and contributions made by IQAC

> - **Contribution to the preparation of Annual Report of the University along the lines of seven NAAC criteria**
> - **Contribution to the Developmental Plan of the University**
> - **Preparation of Roadmap for the preparation to NAAC Re-accreditation (Cycle-III)**
> - **Compilation of data and information on seven criteria and finalization of RAR report.**
> - **Submission of RAR to KCG (Ahmedabad) and NAAC (Bengaluru).**
> - **Arranging mock visits to various departments and sections.**

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
• **Sensitization of D-IQAC for taking feedback from students**	• **Feedback system in complete**
• **Arranging the analysis of feedback**	• **Feedback analysis is done at central place**
	• **IQAC was part of the guidelines for Ph.D. admission, coursework and evaluation**
• **Enforcing UGC guidelines for UG, PG and Ph.D. programme**	• **Hosted the university level Anveshan for research students and also organized national level Anveshan for all the zones of India.**
• **Promotion of research ambience**	• **IQAC is part of the monitoring cum review committee in allocation of planned grant to promote academic, research and extension activities.**
• **Optimum utilization of UGC plan grant**	

2.16   Whether the AQAR was placed in statutory body   :   Yes ☑   No ☐

Management ☐   Syndicate ☑   Any Other body ☐

Provide the details of the action taken

The outcomes of the observations and suggestions that emerged from AQAR (2015-16) are implemented by various administrative sections.

➢ **DIQACs have collected and analyzed the information and data**
➢ **Ph.D. and M. Phil rules are framed as per UGC guide lines**
➢ **Seed grants for initiating research by some faculty**

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 progrmmes
UG (Regular)	00	---	---	---
UG (External)	06	---	---	---
PG (Regular)	45	---	40	---
PG (External)	08	---	---	---
MPhil	14	01	14	---
PhD	33	---	01	---
PG Diploma	09	---	09	---
Certificate	05	---	04	10
Short-term course	03	---	03	---
Total	**123**	**01**	**71**	**10**

Interdisciplinary	**13**	---	---	---
Innovative	---	---	---	---

1.2   (i) Flexibility of the Curriculum: **CBCS/Core/Elective option/Foundation**
       (ii) Pattern of programmes: Semester

Pattern	Number of programmes
Semester	**118**
Trimester	---
Annual	**05**
Total :	**123**

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

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

> **The IQAC circulates the feedback forms in the prescribed format to various departments at the beginning of the academic year. At department level, the DIQACs facilitate the distribution of these forms to the students and the data along with the feedback forms are collected back for the entry and analysis at university level using SPSS.**
> **The major findings of the feedback are as follows:**
> **[1] Students are happy with the curriculum, class room delivery and examination system.**
> **[2] The syllabus is covered 100% within the period of actual teaching in a given semester.**
> **[3] The students expressed satisfaction with the content of the syllabus.**
> **[4] Need of project work or research component in some courses is felt.**
> **[5] Satisfaction was expressed with overall university system.**

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

> **Nil**

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

> **Nil**

Criterion – II

II.   Teaching, Learning and Evaluation

2.1   Total No. of permanent faculty   :

Total	Asst. Professors	Associate Professors	Professors	Others
136	**91**	**38**	**07**	-

2.2   No. of permanent faculty with Ph.D.   :   **129**

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
91	**28**	**38**	**34**	**07**	**30**	**0**	**02**	**136**	**94**

2.4   No. of Guest and Visiting faculty and Temporary faculty   :

No. of Guest faculty	No. of Visiting faculty	No. of Temporary faculty
07	**26**	**20**

2.5   Faculty participation in conferences and symposia   :

No. of Faculty	International level	National level	State level
Attended	**05**	**53**	**62**
Presented Papers	**05**	**25**	**32**
Resource Persons	-	**07**	**13**

2.6   Faculty participation in conferences/symposia/seminars :

Sr No.	Department	International	National	Others	Total
1	Biosciences	05	08	04	17
2	Chemistry	---	05	23	28
3	Computer Science	---	01	03	04
4	Electronics	---	08	12	20
5	Materials Science	---	---	05	05
6	Mathematics	---	01	02	03
7	Pharmaceutical Science	---	---	01	01
8	Home Science	---	---	03	03
9	CISST	---	---	03	03
10	Business Studies	---	08	20	28
11	Business Administration (MBA)	---	---	07	07
12	Economics	---	05	35	40
13	Library & Information Science	---	---	01	01
14	History	---	03	06	09
15	Social Work (MSW)	---	---	21	21
16	Political Science	---	---	01	01
17	Psychology	---	01	01	02
18	Sociology	---	02	10	12
19	M B Patel College of Education	01	---	27	28

20	Education	---	---	09	09
21	Gujarati	---	04	08	12
22	Hindi	---	05	06	11
23	English	---	02	02	04

2.7   Total No. of actual teaching days during this academic year   :   **210**

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

We initiated the following measures with effect from the University Examinations to ensure that the system does not lose its credibility and examinations are conducted without any let or hindrance in just and fair manner:

- **Each of the answer-books used have a Serial No. In the space on the top which also has the Examination No. of the Candidate concerned and the Junior Supervisor's signature. All this is flapped by the examinee himself/ herself, thereby lending a greater credibility to the system.**
- **The answer books are distributed faculty-wise with separate numbers allotted to every faculty to ensure its identity and to foreclose the possibility of the misuse of the answer books. Arrangements have been put in place to maintain the account of the answer books block-wise at the Examination Centres.**
- **Seating arrangements for Examinations in various disciplines in different institutions are made in accordance with an alphabetically arranged list of the candidates name-wise, keeping in mind the first letter in his/her name. We also take into account the seating capacity available in a given institution for accommodating examinees.**
- **We have introduced a Hall-Ticket with a given candidate's photograph printed on it for the Junior Supervisor in the Examination Hall could use it to ascertain the examinee's identity. It also lists the subjects in whom he or she would appear alongside day, date, and time of examination etc.**
- **The presence of examinees is marked on a preprinted supervisor's reports.**
- **Arrangements have been made for the examiners to receive payment on completion of their evaluation of the answer books during central assessment, so that he or she does not have to bother about the lengthy administrative procedures and the university is able to expedite the declaration of the Results.**
- **We publish the Results on the University Website too.**
- **Arrangements have been made to make available to the students their markscripts withn 10 days of the declaration of the Results.**
- **We have begun to use special security features on the markscripts, including those of them that lie unused so as to guard against their possible misuse for fabricating fake/bogus markscripts.**
- **Irregularities and malpractices during examinations have been brought under check thanks to the appointment of squads at sensitive Examination Centres.**
- **We have constituted flying squads with members of the Syndicate and the teachers in the PG Departments to visit the examination Centres to obviate any irregularity and/or malpractice, thus restoring the trust and confidence of those who tend to be put off due to this very reason.**
- **We have been making public through newspapers the penalties imposed on the erring examinees. The reverse side of the Hall-Ticket carries the nature of malpractice and the penalties imposed.**
- **We have made it obligatory for a candidate to affix his/her photograph on the application form.**
- **We have been declaring the proposed dates and announcing the timetable for various exams and the results well in advance.**
- **A single window systems is implemented for (a) observations of answerbooks and**

> (b) feeling form for reassessment.
> - **Special care is being taken to expedite the Re-assessment.**
> - **Special envelopes have been introduced for examination-related work in the university.**
> - **We have modified the front page of the answer book to introduce columns for entering the marks of reassessment and this was made effective from the University Examination in March/April-2007.**
> - **In the process of Re-assessment, answer-sheet observation by students is introduced.**

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/ Faculty/ Curriculum Development workshop : **136**

2.10 Average percentage of attendance of students : **More than 80%**

2.11 Course/Programme wise distribution of pass percentage

Title of the Programme	Total no. of students appeared	Division		
		Distinction %	First %	Second %
MA Economics	55	5	25	62
MA English	73	---	40	58
MA Gujarati	59	14	59	25
MA Hindi	28	4	57	39
MA History	27	4	48	26
MA Political Science	13	8	31	38
MA Psychology	46	37	48	7
MA Sanskrit	40	10	78	13
MA Sociology	58	28	67	3
MHRM	65	92	8	---
M.Lib & Inf. Sci.	15	---	33	40
M.S.W.	52	85	10	4
M.Com	218	57	33	9
MSc. Home Science	43	53	37	9
MCA	60	43	10	35
MSc. Bio Chemistry	17	59	35	6
MSc. Biotechnology	05	40	40	---
MSc. Botany	19	42	42	16
MSc. Chemistry	83	84	16	---
MSc. Electronics	14	57	29	14
MSc. IBT	04	75	25	---
MSc. IT	21	90	5	5
MSc. Material Science	17	12	53	35
MSc. Math	88	56	30	13
MSc. Micro Bio	26	23	35	31
MSc. Physics	86	38	48	12
MSc. Stat	40	25	50	23
MSc. Zoology	18	44	56	---
MSc. Bio Medical Sci.	01	10	---	---
MSc. Defence Sci.	01	10	---	---
B. Lib	18	---	78	6

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

For monitoring the quality of the teaching and learning process at each department, the IQAC of the university is in continuous touch with DIQACs for getting the feedback forms on teaching and learning process. The feedback is continuously analyzed and the results of the analysis are passed on to concerned teachers for the necessary changes and modifications in the above process.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	**05**
Orientation programmes	**08**
Staff training conducted by the university	**10**
Summer / Winter schools, Workshops, etc.	**10**
Others (Interaction Programme, Short Term Course, etc.)	**17**

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	**207**	**85**	**01**	**77**
Technical Staff	**80**	**63**	**01**	**09**

Criterion – III

3. Research, Consultancy and Extension

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

- **Each department has a departmental research committee for overseeing and also conducting Ph D Programme at different stages namely, admission test, evaluation, counseling (title of research, objectives and work plan, allotment of supervisor, design and conducting Ph. D. course work and evaluation of course work, pre Ph. D. presentation and synopsis submission etc.)**
- **IQAC closely in association with UGC section distributes grants for organizing seminar/conferences, for purchasing equipments and other infrastructural needs to improve the quality of research.**
- **IQAC arranges meeting with research students and principle investigators for understanding the problems and their solutions.**
- **IQAC also recommends for promotion of inter-disciplinary research.**

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	**11**	**10**	**10**	**10**
Outlay in Rs. Lakhs	**133.58**	**612.71**	**158.67**	**624.6**

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	**05**	**03**	**04**	---
Outlay in Rs. Lakhs	**7.28**	**4.21**	**7.34**	---

3.4 Details on research publications

	International	National	Others
Peer Review Journals	**288**	**50**	**01**
Non-Peer Review Journals	---	---	---
e-Journals	---	---	**03**
Conference proceedings	**01**	**03**	---

3.5 Details on Impact factor of publications:
   Range **0-5.5**   Average **1.82**   h-index **1 - 45**   Nos. in SCOPUS **150**

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 (₹ in lakhs)	Received (₹ in lakhs)
Major projects	**3 Years**	**UGC, DBT & DST New Delhi,**	158.67	91.55
Minor Projects	**1 Year**	**GUJCOST, BASF-India Pvt. Ltd.**	7.34	7.34
Projects sponsored by the University/ College	**1 Year**	**SEED Grant, SPU**	4.05	4.05
		Total	**170.06**	**102.94**

3.7   No. of books published

With ISBN No. **23**   Chapters in Edited Books **19**

Without ISBN No. **02**

3.8   No. of University Departments receiving funds from

UGC-SAP **04**   CAS **04**   DST-FIST **03**

DPE **---**   DBT Scheme/funds **02**

3.9   For colleges **(Not Applicable)**

Autonomy **---**   CPE **---**   DBT Star Scheme **---**

INSPIRE **---**   CE **---**   Any Other (specify) **---**

3.10   Revenue generated through consultancy   :   ₹ **7,89,754**

3.11   No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	---	**13**	**09**	---	---

3.12   No. of faculty served as   :   **136**
       experts, chairpersons or
       resource persons

3.13   No. of collaborations   :   International **01**   National **02**   Any other **09**

3.14   No. of linkages created during   :   **Nil**
       this year

3.15   Total budget for research for current year in lakhs:

From funding agency ₹ **280.54**   From Management of University/College **30**

Total ₹ **310.54**

3.16   No. of patents received this year

Type of Patent		Number
National	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
08	**01**	**05**	**01**	---	---	**01**

3.18   No. of faculty from the Institution who are Ph. D. Guides   **:**   **79**
       and students registered under them   **217**

3.19   No. of Ph.D. awarded by faculty from the Institution   :   **91**

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

JRF **20**   SRF **14**   Project Fellows **05**   Any other **67**

3.21   No. of students Participated in NSS events: **Not Applicable**

University level **251**   **State level** **12**

National level **24**   **International level** **---**

3.22 No. of students Participated in NCC events: **Not Applicable**

University level	---	**State level**	---
National level	---	**International level**	---

3.23 No. of Awards won in NSS: **Not Applicable**

University level	---	**State level**	**04**
National level	---	**International level**	---

3.24 No. of Awards won in NCC: **Not Applicable**

University level	---	**State level**	---
National level	---	**International level**	---

3.25 No. of Extension activities organized

University forum	**51**	College forum	---
NCC	---	NSS	**1**	Any other	---

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

- **The students and faculty members actively participated in blood donation camps.**
- **The students were taken on industrial and educational tours.**
- **Lectures and talks were arranged by experts belonging to subjects other than offered in the department.**
- **The university regularly celebrates national events such as Independence day, Republic day, Ambedkar Jayanti, Gandhi Jayanti, Run for Unity, Yoga Divas, etc.**
- **Students participate in musical evenings, talent-based programmes both at department and at university level.**
- **Awareness programmes about Health Hazards associated with smoking, tobacco consumption and malnutrition, etc.**

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	83.54 acres	---		83.54 acres
Class rooms	106	---		106
Laboratories	151	---		151
Seminar Halls	08	---		08
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	50	05	DST-PURSE, UGC 12th Plan	55
Value of the equipment purchased during the year (Rs. in Lakhs)	₹824 lakhs	₹117 lakhs	Same as above	₹931 lakhs
Others (committee room, rest room, common rooms, auditorium, offices)	302	---		302

4.2 Details of increase in infrastructure facilities

During 2015-16, following infrastructure facilities are increased:		
RUSA GRANT		
	Work Done	Amount (Rs.)
1	Renovation	6,75,795/-
STATE GOVERNMENT GRANT		
2	Renovation work, infrastructure improvement and development	84,52,113/-
UGC		
3	Infrastructure Development	12,31,778/-
	Total	**1,03,59,686**

4.3 Library services

	Existing		Newly added		Total	
	No.	Value (In Lakh)	No.	Value (In Lakh)	No.	Value (In Lakh)
Text Books/ Reference Books	163941	4,40,11,463	774	11,48,941	164715	4,51,60,404
e-Books	87368	5,28,426	---	---	87368	5,28,456
Journals	5019	8,66,90,361	244	51,81,895	5263	9,18,72,256
e-Journals	9441	33,16,142	01	1,67,427	9442	34,83,569
Thesis	2300	---	145	---	2445	---

American Collection	**167**	---	---	---	**167**	---
Bound Periodicals	**29823**	---	**62**	---	**29885**	---

4.4   Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	**1480**	**16**	**1400** **(Nodes)**	**01**	**67**	**88**	**1325**	---
Added	---	---	**189**	---	---	--	---	---
Total	**1480**	**16**	**1589**	**01**	**67**	**88**	**1325**	---

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

The university provides Internet facility across various departments and administrative sections including library and hostels. The Computer Centre helps in establishing LAN, policies of providing Internet services, installation of software, troubleshooting of hardware and network problems. Information security is provided on each node by installing centrally admixture Antivirus solution (the University has already used McaFee, Trendmicro and Quick Heal Antivirus Solution). For network security, Cyberoam (an appliance for network security) is installed. A uniform IT policy is devised on the usage of websites in the entire university and Internet speed on each node in the network. Appropriate backup infrastructure is developed at the Computer Centre to avoid loss of data in unforeseen circumstances. Laptops, Desktops, printers and scanners are provided to almost all the faculty members and state-of-the-art computer laboratories are established in many departments with 24x7 Internet facilities. University is member of NKN through NMEICT project. 1 GBPS Internet connectivity is given by NKN (National Knowledge Network) to the University. Bandwidth is given by BSNL under NME-ICT project by NKN. University gets 1GBPS line under NMEICT project from NIC which provides 100 Mbps download speed and 50 Mbps upload speed. 2 Mbps speed is provided to individual user. Using LAN (Local Area Network), 480 nodes are connected to serve the Internet facility. Remote departments get Internet connectivity through Fibre Optics line. The university is a member of INFLIBNET (Information and Library Network, URL:http://www.inflibnet.ac.in/), DELNET (Developing Library Network, URL:http://www.delnet.nic.in/) and Shodhganga (URL:http://shodhganga.inflibnet.ac.in/). This facility is routed through the Internet to all stakeholders. In this way e-resources are fully utilized.

4.6   Amount spent on maintenance in lakhs :

   i)   ICT   **7,46,290/-**
   ii)   Campus Infrastructure and facilities   **1,03,59,686/-**
   iii) Equipments   **12,69,415/-**
   iv)   Others   **----**

                                   Total :   **1,23,75,391/-**

Criterion – V

5.   Student Support and Progression

5.1   Contribution of IQAC in enhancing awareness about Student Support Services

We are a rural university in a semi urban environments and our student population demographically comes largely from rural areas, with a significant number of them commuting between surrounding villages and Vallabh Vidyanagar. This localized nature of students profile is an outcome of Policy of the Government of Gujarat which stipulates that 87% seats in the grant-in-aid institutions be reserved for students of the same university, compatible with general reservation policy of the Government on the one hand, and an indicator of rural regeneration through education in progress on the other. It is aimed particularly at underprivileged/disadvantaged classes of society like SC/ST/OBC and women. However, for little more than last decade, this localized nature of student profile is getting significantly counter-balanced by those from cosmopolitan background being added due to students getting admitted to Self-financed programmes and various UGC-funded schemes like SAP-DRS which mandate a 20% student intake from outside the state. High Quality of education, need-based specialized contemporary programmes and a highly professional work culture in self-financed institutes and programmes leads to a large number of students from all over the country getting attracted to these programmes. This has apparently brought about a semblance of balance in our student profile.

SEAT ALLOCATION FOR VARIOUS CATEGORIES

Category-I : Under SAP/CAS/COSIST/IP

As per the UGC, New Delhi norms, provision for 20% of seats for admissions in the PG Courses in the Departments under Special Assistance Programme for students belonging to Universities of other states is made:

Students of Sardar Patel University (on merit)	**70%**
Students of other Universities in the State of Gujarat (on merit)	**10%**
Students belonging to Universities of other states (on merit)	**20%**

Category-II : Not Covered Under SAP/CAS/COSIST/IP etc of the UGC

- **For admission to the PG Courses in the Departments, which are not covered under SAP/CAS/COSIST etc of the UGC, the allocation of seats for all courses shall remain the same as earlier with effect from the academic year 2005-2006:**

-

Students of Sardar Patel University (on merit)	**87%**
Students of other Universities in the State of Gujarat (on merit)	**10%**
Students belonging to Universities of other states (on merit)	**03%**

- **The reservation criteria governing all admissions for candidate belonging to Scheduled Caste (SC), Scheduled Tribes (ST), Socially and Economically Backward Classes (SEBC), Physically Handicapped (including Visually Handicapped) (PH) shall be as per the norms of state government for all categories of seats as mentioned below:**

-

SC (Scheduled Caste) (on merit)	**07%**
ST (Scheduled Tribes) (on merit)	**15%**
SEBC/OBC (Socially and Economically Backward) (on merit)	**27%**
Physically Handicapped including Visually Handicapped (PH) (on merit)	**03%**

5.2   Efforts made by the institution for tracking the progression

Students are advised and counseled for the future prospect time to time. Their performance is continuously evaluated and remedial classes are arranged for the less

performing students. The free-studentship in terms of scholarship, exemption in tuition fees, etc. are arranged to the needy students. The teachers are continuously in touch with students and council them on their needs and doubts.

5.3 (a) Total Number of students :

PG	Ph. D.	Others
3310	**146**	**299**

(b) No. of students outside the state :   **261**

(c) No. of international students :   **49**

Men

No	%
1530	**46**

Women

No	%
1780	**54**

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1228	**211**	**221**	**386**	**01**	**2047**	**1914**	**292**	**407**	**691**	**06**	**3310**

Demand ratio : **2.5**   Dropout % : **2.9**

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

Both our teachers and the teaching programmes we offer in the University Departments are quite sensitive to the demands of talented students highly committed to specific goals. The University reciprocates by designing, special optional programmes for such students with a view to providing them with a platform for active interaction between with the faculty. This has strengthened their effort to crack exams like NET-JRF, SLET, GATE, CAT, IAS. The idea is also to provide hands-on experience through projects, term papers, organising and participating in advanced level conferences and seminars. The information of the students who have cleared the prestigious examinations is shown elsewhere in the report.

Coaching Programme for SC/ST

The Sardar Patel University runs coaching center for NET/SLET, which provides guidance and conducts such coaching classes, especially for the benefit of SC, ST, OBC and minority students. Moreover, students are encouraged for such competitive examination and also reading materials are made available. The university runs remedial classes and coaching for competitive examinations by merging the students coming from SC/ST/OBC and also General category.

No. of students beneficiaries :   **118**

5.5 No. of students qualified in these examinations

NET **14**   SET/SLET **08**   GATE **--**   CAT **--**

IAS/IPS etc **--**   State PSC **--**   UPSC **--**   Others **01**

5.6 Details of student counselling and career guidance

A Career and Counseling Cell (CCC) of the University centrally coordinates the departmental level cells in managing the placement related activity. The university has

well-defined structure for managing placement related process.

No. of students benefitted   :   **217**

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
36	**528**	**109**	**102**

5.8   Details of gender sensitization programmes

Anti-sexual harassment cells are formed in each department which carries out gender sensitization programmes at department and University level. Also University encourages such programmes by celebrating Women's Day with various activities, competitions, prize distribution, etc. Our university has set up a women study centre sponsored by UGC which has organized a series of lectures on various aspects of women related issues.

5.9   Students Activities

Sports   **: Sport day celebration, Badminton, Cricket, Football, Kabbadi, Kho-Kho, Table Tennis, Volleyball, Chess**
Cultural   **: Cartooning, Classical Dance, Classical Instrumentation Solo (Non Percussion), Classical Instrumentation Solo (Percussion), Classical Vocal Solo, Clay Modeling, Collage, Debate, Elocution, Flute, Folk Dance, Folk Orchestra, Group Song Western, Groups Song Indian, HOLI day celebration, Kite-Flying , Light Vocal Solo, Mime, Mimicry, On the Spot Painting, On the Spot Photography, One Act Play, Poetry writing, Poster Making, Rangoli, Singing, Skit, Solo, Western Vocal Solo**
Extracurricular : Annual Day, Blood donation camp, Departmental cleaning , Essay-writing, Fresher and Farewell , Quiz, Teacher's day celebration, Tree plantation

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

State/ University level **43**   National level **01**   International level **---**

No. of students participated in cultural events

State/ University level **22**   National level **---**   International level **---**

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

Sports: State/University level **20**   National level **--**   International level **--**

Cultural: State/University level **03**   National level **--**   International level **--**

5.10   Scholarships and Financial Support

	Number of	**Amount**

	students	(₹)
Financial support from institution	**129**	**11,45,800**
Financial support from government	**1574**	**1,45,17,260**
Financial support from other sources	**10**	**35,58,800**
Number of students who received International/National recognitions	**--**	**--**

5.11   Student organised / initiatives

Fairs: State/University level `---`   National level `---`   International level `---`

Exhibition: State/University level `---`   National level `---`   International level `---`

5.12   No. of social initiatives undertaken by the students   :   **05**

5.13   Major grievances of students (if any) redressed

- **The academic calendar specially examination schedule is made flexible for effective implementation.**
- **The basic facilities such as drinking water, common room, library cum reading room and computer labs are augmented time to time based on students demand and need.**
- **Some computer nodes are made available for students to access the Internet and e-resources.**
- **The university also conduct open house, a common forum presided over by the Vice-Chancellor, to listen to the complain by the students regarding academic and hostel facility. This house meets almost on monthly basis and the complains and inconvenience were referred to consent departments and sections to work out the solution.**
- **The access to HOD office, officers of the university and offices of Registrar and Vice-Chancellor is very informal and the students or employees can easily approach to their redressal of their grievance.**
- **The university has addressed the financial needs of the students and arranged the scholarship among from its own resources till such amount is received from various funding agency.**
- **The demand for restructuring of the tuition-fee and exam fee has been met.**

Criterion – VI

6.   Governance, Leadership and Management

6.1   State the Vision and Mission of the institution

> **VISION**
>
> **Sardar Patel University envisages blossoming of human potential through nurturing of talent, skill, and scientific temper, creation of knowledge, incubation of wisdom, sustenance of blithesome spirit toward upholding national pride, international understanding, peace and prosperity by activating engines of academic excellence**
>
> **MISSION**
>
> **Regeneration of rural Indian life with the application of the study and research in all the disciplines of knowledge in tune with the modern global developments**
> **To meet up the mission of the university, all departments have formulated their own vision and mission statements, which would collectively contribute to the attainment the envisioned goal of the university. Our university is involved in the creation of knowledge base through academic research of high quality and also imparting through well thought out educational programmes**

6.2   Does the Institution have a management Information System

> **Yes, the University Management System (UMS) is in place through a separate web portal (http://spuportal.in) which is maintained with the help of GIPL (Gujarat Information Pvt. Ltd.). At present enrollment, registration, uploading of marks etc., are fully operated.**
> **The access to hundreds of research journals, offered by UGC INFLIBNET, is provided through a LAN connected internet system.**

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

   6.3.1   Curriculum Development

> **The revision of syllabus is taking place by considering into consideration of UGC CBCS template and curriculum, informal feedback from employers, and also through time to time in-depth discussion among the faculties.**
> **The CBCS mode allowed the flexibility of introducing electives. Introduction of skill-based value added courses wherever possible.**

   6.3.2   Teaching and Learning

> - **Use of ICT enabled tools in the class room**
> - **Lectures by eminent visiting faculty**

   6.3.3   Examination and Evaluation

> **The design of question paper to contain multiple choice question, short-answer based questions and long-type answers based questions. Equal weightage is given to all the units.**
> **Fair evaluation by concealing the examination number and also allowing the students to observe the answer-books. Conduction of examinations is under CCTV coverage.**

   6.3.4   Research and Development

> - **By organizing specialized national level conferences/seminars/workshops and expose the research students and young faculty to the modern and current trends in the areas of the research**
> - **Creating SEED grant and award minor research projects to initiate research work by young faculty**
> - **To create a central facility of sophisticated equipments for easy and equal access to measurements**

6.3.5 Library, ICT and physical infrastructure / instrumentation

Same as given above

6.3.6 Human Resource Management

• **Arranging specialized workshops and training programmes to administrative staffs for utilization of ICT techniques in the administration.**
• **Deputing the staff to UGC Academic Staff College for attending the short-term training programme on educational administration and management**

6.3.7 Faculty and Staff recruitment

• **By placing the advertisement at State and National level to publicize the vacancies as permitted by Government of Gujarat**

6.3.8 Industry Interaction / Collaboration

• **The University Industry Interaction Cell (UIIC) facilitates the interaction and collaboration between the departments and industries by arranging dialogue and meetings.**

6.3.9 Admission of Students

• **The university prospectus is placed on the university web-site**
• **Strictly adhering to the reservation policy as per Government of Gujarat and Government of India norms**
• **Display of merit list on the university web-site**
• **Handling of admission by committee**

6.4 Welfare schemes for :

Teaching	**Yes**
Non teaching	**Yes**
Students	**No**

6.5 Total corpus fund generated

The university generates corpus fund from various heads such as Central Development Fund, Department Development Fund, Surplus form External Courses, Personal Proficiency Development Fund (PPDF), Security Services Fund, Library Development Fund, Hostel Development Fund and Examination Development Fund etc. Amount Generated **19.15 crores.**

6.6 Whether annual financial audit has been done :   Yes | √ | No | |

6.7 Whether Academic and Administrative Audit (AAA) have been done

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	**Yes**	**AAA, KCG**	**No**	
Administrative	**Yes**	**AAA, KCG**	**No**	

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

For UG Programmes	**Yes**	√	**No**	

For PG Programmes	**Yes**	√	**No**	

6.9   Does the Institution has a Management Information System

Yes.
The following processes are implanted through the Management Information System:
- **Enrollment, marks uploading**
- **Result processing**
- **Paper setting order generation**
- **Payslip generation**
- **Account System**
- **Employee Staff Information System**
- **Student Record Keeping**
Please also see 6.2

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

A separate Examination Reform Unit (ERU) is in place. It consists of representation of teachers from colleges and university departments, principals and heads of the departments besides from the syndicate of the university. The written suggestions are immediately scrutinized and placed before ERU for discussion and implementation. The uniformity in the design of question papers and awarding marks through grade system etc. or some key recommendations.

6.11   Activities and support from the Alumni Association
- **Annual meets of Alumni at various departments**
- **Organizing talks/lectures of distinguished alumni**
- **Taking feedback for the revision of course/syllabus**

6.12   Activities and support from the Parent – Teacher Association : **Not Applicable**

6.13   Development programmes for support staff : **Please see 6.3.6 for details**

6.14   Initiatives taken by the institution to make the campus eco-friendly
- **Rain water-harvesting through reverse bore system.**
- **Collection of plant-based waste and its conversion to compost.**
- **Ban of submicron film-based plastics.**
- **Green cover throughout the campus.**

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 interactions and involvement of various stakeholders namely students, alumni, faculty in bringing necessary modifications in the academic and administrative functioning.**
- **To introduce the university management system for various functions such as enrolment, registration, exam related activity through in-house and also involving GIPL-based software solution.**
- **Introduction of job-oriented and skill-based academic programs to enhance the employability.**
- **The campus placement through departmental placement cells.**
- **Modernization and automation of university central library and making available access to research journals (INFLIBNet) through intranetworking systems through Optical Cable network across the campus.**
- **Encouragement for research especially in the areas of inter-disciplinary nature through SEED grants and inter-disciplinary research grants from university own source.**
- **Creation of corpus fund and minimization of expenses as far as possible.**

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

- **The term schedule for the entire academic year is designed to complete the admission and academic process in time so that timely declaration of results is ensured.**
- **Fiscal discipline is maintained by carefully monitoring the income and expenses by various statutory committees.**
- **The bottlenecks in implementing CBCS system are continuously accessed and solved.**
- **Maintenance and renovation work and also new construction projects were undertaken from the revenue generated out of corpus funds and other bank deposits.**
- **More departments are covered under major funding by UGC, DST and DBT etc.**
- **A research environment for tackling inter-disciplinary areas is continuously focused and nurtured.**
- **The entire examination process is made smooth and transparent by organizing several workshops.**

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

[1] Promotion of Research through SEED grant and establishment of interdisciplinary
[2] Examination and degree award related material printed in house

- *Please see Annexure-I and Annexure-II for details*

7.4 Contribution to environmental awareness / protection

The following are some of the main activities directed towards environmental protection within university campus:
- **Water well reservoir (G H Patel P G Department of Computer Science and Technology, Vice-Chancellor Bungalow, University colony ground, University Guest House, University Women's Hostel, Bungalow, Gyanodaya Building and Community Science Centre).**

- **Tree plantation.**
- **Minimization of paper waste, plantation waste and plastic waste through education programmes to students.**
- **Maintenance of green and clean campus.**

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

- **Conducive surroundings for teaching, learning and research.**
- **Well-qualified and experienced faculty.**
- **Well furnished and equipped laboratories and library.**
- **Student-friendly administration.**
- **Strike and stress free campus.**
- **Urban amenities in a rural background.**

Weaknesses

- **Considerable faculty positions vacant.**
- **Delay in administrative decisions in operative research projects (in some cases).**
- **Less number of students from outside the state.**
- **Less number of successful candidates at UGC-NET and other national competitive examinations.**

Opportunities

- **Potential for involvement of industries in academic and research programme.**
- **More MOUs with other universities in the country and abroad.**
- **Can evolve into a nodal centre of learning in the state.**
- **Wide scope for amalgamation of traditional subjects into inter-disciplinary areas of teaching and research.**
- **Can attract more international students.**
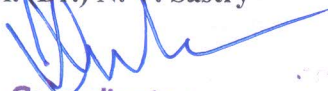
Challenges

- **Enhancing the share of extra moral funding for research from state as well as central government agencies and industries.**
- **Coaching and motivating students to succeed in national level competitive examination including UGC-NET.**
- **Eliminating the mind block among faculty and other stake holders especially students to pursue teaching and research programme in emerging and evolving areas of discipline.**
- **Motivating faculty for revision of syllabus in tune with employability, skill-upgradation and value-addition.**
- **Alumni network at university level.**

8. Plans of institution for next year

- To promote teaching and research programmes in inter-disciplinary areas of science and technology, humanities and social sciences.
- To design and add more value added certificate courses so that students pursue the same during their post graduation to improve their employability skills.
- To attract more students from outside the state and from abroad.
- To institute summer research and training fellowships or programmes for attracting potential researchers.
- To place an effective system to host visitors programme for eminent scholars.
- To modernize the infrastructure in the campus.
- To arrange for effective coaching to students for their success at competitive examinations.
- To establish programmes to train students especially girls students for taking up challenges in public life and enhance the employability opportunities in general.
- To involve the alumni active participation in the growth of university.

Name   **Prof.(Dr.) N. V. Sastry**

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Signature of the Coordinator, IQAC

Name   **Prof. Shirish R Kulkarni**

Signature of the Chairperson, IQAC
**Vice-Chancellor
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Dist. ANAND. Gujarat.**

***

Abbreviations:

AAA   -   Academic and Administrative Audit
AICTE   -   All India Council for Technical Education
BCI   -   Bar Council of India
CAS   -   Career Advanced Scheme
CAT   -   Common Admission Test
CBCS   -   Choice Based Credit System
CE   -   Centre for Excellence
CGPA   -   Cumulative Grade Points Average
CISST   -   Centre for Interdisciplinary Studies in Science and Technology
COP   -   Career Oriented Programme
COSIST   -   Committee on Strengthening of Infrastructure for Science and Technology
CPE   -   College with Potential for Excellence
CSIR   -   Council of Scientific & Industrial Research
DAE   -   Department of Atomic Energy
DBT   -   Department of Biotechnology
DIQAC   -   Departmental IQAC
DPE   -   Department with Potential for Excellence
DRS   -   Departmental Research Support
DST   -   Department of Science and Technology
FIST   -   Fund for Improvement of S&T Infrastructure
GATE   -   Graduate Aptitude Test for Engineering
GoG   -   Government of Gujarat
HRD   -   Human Resource Development
IAS   -   Indian Administrative Service
ICMR   -   Indian Council of Medical Research
ICT   -   Information and Communication Technology
IPS   -   Indian Police Service
IQAC   -   Internal Quality Assurance Cell
JRF   -   Junior Research Fellow
KCG   -   Knowledge Consortium of Gujarat
MCI   -   Medical Council of India
MCQ   -   Multiple Choice Question
NA   -   Not Applicable
NAAC   -   National Assessment and Accreditation Council
NBHM   -   National Board for Higher Mathematics
NCC   -   National Cadet Corps
NCI   -   National Cancer Institute
NET   -   National Eligibility Test
NISTADS   -   National Institute of Science Technology and Development Studies
NMEICT   -   National Mission on Education through ICT
NSS   -   National Service Scheme
OBC   -   Other Backward Class
PCI   -   Pharmacy Council of India
PEI   -   Physical Education Institution
PURSE   -   Promotion of University Research and Scientific Excellence
SAP   -   Special Assistance Programme

SC	-	Scheduled Cast
SF	-	Self Financing
SLET	-	State Level Eligibility Test
SRF	-	Senior Research Fellow
ST	-	Scheduled Tribe
TEI	-	Teacher Education Institution
UGC	-	University Grants Commission
UIIC	-	University & Industry Interaction Cell
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

****

Best Practice - I

Title of the Practice:

Promotion of Research through SEED grant and establishment of interdisciplinary research centre**s**

Objectives of the Practice:

1. To inculcate and develop a research culture among teachers and students of the University
2. To encourage and facilitate the teachers for undertaking minor and major research projects from UGC and various other funding agencies
3. To increase awareness and benefits of interdisciplinary research in basic sciences, humanities and social sciences
4. To facilitate interaction among researchers of different disciplines through establishment of interdisciplinary research centres

The Context:

The University teachers appointed as Assistant or Associate Professors though may have very good research and innovative ideas, are constraint with funding to implement and experiment on their ideas. Provided some start-up grant, they will be able to go ahead with and pursue their ideas giving them results which may provide a platform to them for establishing their long and bright research career benefiting the University. They may be hesitating in approaching the national agencies for the funds and if such an opportunity is provided to them in form of SEED grant at their home institute, they will be able to carry out and initiate their research with confidence. With the result achieved, they may be able to convince the national or other funding agencies to finance their research projects considering the future prospects.

A multidisciplinary approach to study and research has now become a demand of the time as a result of the levels at which the contemporary advancement of knowledge in different disciplines have reached. Consequently the university is establishing the CISST for promotion for Interdisciplinary Studies and Research in Science and Technology, in particular, for the implementation of the PURSE Programme. The centre is expected to provide a platform for design and implementation of teaching and research programmes of interdisciplinary nature.

The Practice:

The University organizes workshops with an emphasis on interdisciplinary research themes where researchers across the University as well as experts from medical and agricultural faculties from collaborating institutions are invited for brainstorming on prospective interdisciplinary research areas.

The University also organizes joint workshops with Knowledge Consortium of Gujarat, Government of Gujarat for the University and affiliated college teachers of basic sciences, home science, management, commerce, humanities and social sciences disciplines for

preparation of research proposal which are discussed and finalized with the experts in the subject area as mentors for onward submission to various funding agencies.

The University, for its young faculty members, provides SEED grant as start-up resource to initiate in the research area of their subject as basic research or area of interdisciplinary research. For the purpose of allocation of SEED grant, research proposals are selected on the following considerations:

- Objective, methodology and outcomes of the research project proposal
- Teachers in the cadre of Assistant or Associate Professor are given preference
- Teachers not having any minor or major research project are given priority
- The fund of ₹25,00,000 is earmarked for the purpose from the University's own resources
- The scrutinized research proposals are presented and a grant up to ₹1,00,000 p.a. per research proposal is sanctioned.

The University has established Centre for Interdisciplinary Studies in Science and Technology (CISST) which houses central experimental facilities, consisting of the equipments under the DST-PURSE so as to facilitate and promote interdisciplinary research and academic activities.

A committee consisting of the retired Vice-Chancellors has been constituted to consider the possibility of establishment of the centre, promoting interdisciplinary research and academic activities especially for humanities and social sciences. Considering their positive response, the University is going to establish a similar centre in line of the CISST for social sciences.

Evidence of Success:

1. 10 Interdisciplinary Research projects have been initiated to promote interdisciplinary research collaboration.
2. The research projects completed with the help of SEED grant have been proposed and approved by various national funding agencies.
3. Faculties are also allowed to utilize the SEED grant for attending the seminars and conferences (TA/DA and registration fees).
4. CISST has started functioning with research facilities established from DST-PURSE grant equipments catering the need of basic sciences and interdisciplinary research. The approach of housing and establishing such common facilities for interdisciplinary research haven been appreciated and considered "excellent" by DST, Government of India.
5. Three teaching and research programmes have been identified after successive rounds of brainstorming session which are
   a. Biomedical science and technology
   b. Defence science and technology
   c. Earth science system

   These programmes are run by CISST with the help of the faculty members of the University departments having expertise in the area and other invited faculty members

institutions like PRL, ISRO and The M. S. University of Baroda and others. Considering the importance of the proposed research and training areas in the present scenario, government of Gujarat has also sanctioned the teaching posts which will help us in recruiting the expert faculties in these areas.

6. Considering the future prospects of research and development in the proposed programmes of CISST, Donors have generously donated ₹2,00,00,000 for construction of a new CISST building.

7. On receiving favourable reports and encouraging remarks and suggestions from the Vice-Chancellors' committee, the University has announced for the establishment of Center for Interdisciplinary Studies in Humanities and Social Sciences in line of CISST. Donors have also agreed to donate generously ₹1,00,00,000 for establishment of infrastructural facilities for the proposed centre.

Problems Encountered and Resources Required:

1. Since the M.Sc. Programme are innovative, new and yet to be published among prospective students and employers; we at present are getting only a couple of students to begin with. However, it is hopeful that these programmes will pick up the interest of the students in coming future and we have already initiated awareness campaign about the job and research opportunities in the chosen areas.

2. More specialized faculties especially in the chose areas are required for handling advanced level topics and also guiding the students for Projects and Ph.D.

3. Similarly, more specialized equipments are to be purchased for practical training of the students.

<center><u>**Annexure-II**</u></center>

Best Practice – II

Title of the Practice:

Fund Management

Objectives of the Practice:

1. To generate the fund for the development of research and infrastructural facilities
2. To make optimum utilization of fund
3. To make fruitful investment of ideal fund

The Context:

Due to revision of pattern for fixation of the yearly maintenance grant from vide GR dated 01-04-1997 by education department, government of Gujarat; reimbursement of the loss was not possible for the purpose and calculating the maintenance grants of the University under the head "examination" and an additional income generated through different sources i.e. donation, increase of fees except tuition fees etc. shall not be considered as the income of the University for the purpose of calculating maintenance grant of the University. In this line, the University has also started creation of funds to facilitate and promote research activities, to develop infrastructural facilities, to meet staff deficit and fund deficit from various funding agencies. Under a single umbrella of Corpus fund, various funds out of surplus of the respective budget heads such as Self Finance courses Funds, Funds from external courses, Examination Development funds, Library fund, Personal proficiency development fund have been created. Even surplus of corpus funds is strategically invested to get fruitful returns.

The Practice:

Creation and utilization of funds

1. **Central Development Fund:** Out of surplus of tuition fees of self finance incomes, 30% of the surplus is utilized for creation of Central Development Fund for the purpose of development of research activities and infrastructural facilities.
2. **Department Development fund:** In the line of Central development fund, Out of surplus of tuition fees of self finance incomes, 30% of the surplus is utilized for creation of Department Development Fund for the purpose of development of research activities and infrastructural facilities at the departmental level.
3. **Surplus from External courses:** the University runs UG and PG level external courses. Surplus from the income from external courses is transferred to the University corpus fund which is utilized for the development of teaching, research and extension activities.
4. **Personal Proficiency Development Fund (PPDF):** The University has created Personal Proficiency Development Fund out of Overhead Budget of the various research schemes granted by the different funding agencies with a view to meet

research and educational activities; to purchase international books, journals and e-journals; to subscribe research journals; to participate in seminar, symposia, conference (to meet TA/DA and Registration fees); to purchase learning materials, scientific equipments, Laptops; and to depute the other teacher to attend seminar, conference etc. with a permission of the teacher who has credit amount in his PPDF.

5. **Security Services Fund:** The University receives ₹ 2,00,000/- p.a. as security service from the Government of Gujarat. Being the amount is insufficient for the security purpose, security service charges are being charged from the students of University departments and the students residing in the University hostels and security services fund has been created with a view to compensate expenditure on security.

6. **Library Development fund:** Unclaimed deposit by the University members is transferred to Library development fund which has been generated to create and provide library facilities such as Wi-Fi services, cyber cafe, current awareness services, selective dissemination of information, reference services, reprography service, internet facility, reading room facility, document delivery service etc.

7. **Hostel Development Fund:** Penalty and unclaimed deposit are transferred to the Hostel development fund and the same is utilized for providing better facilities to the students staying in the University hostels.

8. **Examination development fund:** Excess of income over expenditure from examination fees is transferred to examination development fund for utilization of infrastructural facilities, ICT and strengthening of the University press particularly for the examination unit.

Over and above aforementioned utilizations of the University corpus, it is utilized to pay remuneration or salary to the ad-hoc/ contractual appointed faculties, administrative and supporting staff due to unfilled positions against the sanctioned vacancies and superannuated employees.

Moreover, the University provides financial assistance to the Departments and supporting services for the addition, alteration and renovation of the existing buildings, purchase of scientific equipments and development of other infrastructural facilities.

Investment

Surplus of corpus fund is strategically invested both as long term investment i.e. for 5 years and as short term investment i.e. for 1 year. The long term investment can be made in either 8% Government Taxable Bonds or in 6.5% Non-taxable bonds. As the University income is exempted under section 10 (23) (c) of the Income-tax Act, 1961, the University makes investment in the first option. With a view to manage liquidity, some of the ideal fund can be invested with the banks as short term investment in Fixed Deposit for 1 year. For the purpose, banks are approached to provide the maturity value of the fund to be invested. On the receipt of the maturity value, comparative statement of maximum rate with maturity value is prepared and the banks' representatives are invited for the negotiation and then the bank with the highest rate of interest and the maturity value is given the deposit for the period of 1 year.

Evidence of Success:

1. The practice has helped the university to meet cut in recruitment of the employees by making appointment of ad-hoc and contractual staff.
2. It has resulted into remarkable increase in the University corpus fund.
3. It has become possible for the University in timely payment of the salary and retirement benefits.
4. Liquidity and solvency of the University have improved.
5. The University Funds required for promoting and developing research activities have increased and research environment has been developed by utilizing the fund as SEED grant. Interdisciplinary research activates have also been promoted with the help of the fund.
6. Basic infrastructural facilities like "Gyanoday" (examination bhavan), Yugpurush swami Vivekanand Sports complex up to the mark at international level have been created.
7. MoU with Guj Info Petro Limited has been made to make student cycle online (admission to award of degree) with the help of the fund. Human Resource module and Inventory software have been developed and introduced for smooth functioning of the University administration.

Problems Encountered and Resources Required:

1. Allotment of insufficient and untimely maintenance grant from the state government.
2. Over a period of time, accumulated deficit has increased against which government has not sanctioned even ad-hoc grant to reduce the accumulated deficit.
3. Non-adjustment of funds received under planned and unplanned schemes despite of submission of report and utilization certificate in due course.

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