

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

A.Y. 2017-18

AISHE ID: C-731

H. & H.B. KOTAK INSTITUTE OF SCIENCE RAJKOT

Part – A

Data of the Institution

(data may be captured from IQA)

1. Name of the Institution H. & H.B. KOTAK INSTITUTE OF SCIENCE RAJKOT

- Name of the Head of the institution : DR RANJANA A. AGARWAL
- Designation: PRINCIPAL
- Does the institution function from own campus: YES
- Phone no./Alternate phone no.: 0281-2465643
- Mobile no.: 9374293999
- Registered e-mail: kotaksciencecollegerajkot@gmail.com
- Alternate e-mail : ranjanaagarwal31@gmail.com
- Address :DR YAGNIK ROAD
- City/Town : RAJKOT
- State/UT : GUJARAT
- Pin Code : 360007

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education
- Location : Rural/Semi-urban/Urban: Urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
(please specify) UGC 2f and 12(B)
- Name of the Affiliating University: SAURASHTRA UNIVERSITY

- Name of the IQAC Co-ordinator : Mr NT CHOTALIYA
- Phone no. : 0281-2468376
- Mobile: 9426928329
- IQAC e-mail address: hhbksiqac@gmail.com

3. Website address: kotaksciencecollege.co.in

Web-link of the AQAR: (Previous Academic Year):

http://kotaksciencecollege.co.in/upload/naac/AQAR_16-17.pdf

http://kotaksciencecollege.co.in/upload/naac/AQAR_17-18.pdf

4. Whether Academic Calendar prepared during the year? YES

Yes/No....., if yes, whether it is uploaded in the Institutional website: No

Weblink: No

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B+	78%	2007	from:2007 to: 2012

6. Date of Establishment of IQAC: DD/MM/YYYY: 09/03/2013

7. Internal Quality Assurance System

7.1 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
Participation in NIRF	15/12/2017	----

Note: Some Quality Assurance initiatives of the institution are:
(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

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
H.&H.B. Kotak Institute of Science		State Government	2017-18	43128928

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: YES

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 04

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

Yes/No No

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No No

If yes, mention the amount:

Year:

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

* Participation in NIRF

* Assessment of Academic Performance Indicators under Career Advancement Scheme

* Modification of Online Admission Process

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

Plan of Action	Achievements/Outcomes

- 14.** Whether the AQAR was placed before statutory body? Yes /No: No

Name of the Statutory body: N.A.

Date of meeting(s): N.A.

- 15.** Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: NO

Date: N.A.

- 16.** Whether institutional data submitted to AISHE: Yes/No: YES

Year: 2017-18

Date of Submission: 09/02/2018

- 17.** Does the Institution have Management Information System?

Yes **No** NO

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

N.A.

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 College is affiliated to Saurashtra University and follows the curriculum and syllabi prescribed by the university. Saurashtra University provides Academic Calender at the beginning of each academic year. Advance planning of Academic activities is done by the college in concordance with the University academic calendar.

For the successful and timely implementation of curriculum, Time-table committee of the college prepares a Time-Table after the discussion with Head of the all departments at the beginning of each semester. Each department conducts departmental meetings where workload distribution among staff is prepared for the given time-table. Faculties prepare advanced academic planner for their work for timely implementation as well.

Students are made aware of the academic plans through time table and relevant notices as well as in the classrooms by their respective teachers. Also, slow and advanced learners from F.Y. B. Sc. Students are identified in the beginning of academic year. Teachers plan their work in view of the abilities of the slow learners, the average students and the advanced learners.

In addition to conventional teaching methods, faculties use other tools to supplement the effective delivery of curricular aspects such as field visits, study tours, industrial visits, group discussions, projects, class seminars, quiz and use of ICT. The college has put in place required infrastructure for technology-led learning. The campus is fully wi-fi enabled with internet access to all students and faculty.

To improve the delivery of curricular aspects by teachers, the institute supports the faculty members in various ways: by providing well-equipped library facility; by providing encouragement to attend various seminars, workshops, faculty development programs, refresher and orientation courses to update their knowledge etc.

The Head of the department and the Principal do a periodical review monitoring of delivery of curriculum and also the student's attendance.

The internal examinations are organized systematically to assess the attainments of course outcome.

The IQAC monitors the feedback of students regarding curriculum delivery which helps in incorporating necessary measures for effective implementation.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NIL	NIL	NIL	NIL	NIL

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction		Course with Code	Date of Introduction	
NIL	NIL		NIL	NIL	
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	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
B.Sc. Chemistry B.Sc. Physics B.Sc. Mathematics B.Sc. Statistics B.Sc. Botany B.Sc. Zoology B.C.A.	07	NIL	2009-10	07	NIL
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No of Students	219		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	
Finishing School		August 2017		80	
IIT Bombay Spoken Tutorial		August 2017		139	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
Industrial Project			134		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
Our college has a mechanism to obtain feedback from students on Curriculum. By analyzing these feedbacks; suggestion and recommendations are listed which are forwarded to Saurashtra University by our teaching staff members who are members of board of study in their specialized subject. Students' feedbacks and responses on curriculum are used to enrich curriculum by incorporating more examples, case studies, field studies, seminars, question bank, diagrams, online references, e-books, videos, and animations. Stakeholder can send their feedback offline as well as online through college website.					
CRITERION II -TEACHING-LEARNING AND EVALUATION					
2.1 Student Enrolment and Profile					
2.1. 1 Demand Ratio during the year					
Name of the Programme	Number of seats available		Number of applications received	Students Enrolled	
B.Sc.	408		4800	408	
B.C.A.	60		13	13	
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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	1037	NIL	31	NIL	NIL

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 (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
31	31	Projectors, Computer, CD/DVD,	5	0	Inflibnet, SOL, W3CSchools, NPTEL, Online Videos, CD, DVD, PPT, Audio, Video

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

Yes. Student Mentoring System is available in institute. Each faculty is the mentor of a group of students. Mentor mentee interactions starts before joining the institute till end, by providing advice regarding choice of elective subject and through semester teaching and project work, Laboratory practical, industrial visit and much more to the students till end of college by giving prospect of further education and employment, etc. During college period students continuously monitor, counsel, guide and motivate mentee's with altogether educational matters and difficulties.

When students encounter with any Educational difficulty they are mentored by communicating sessions other than the regular classroom / laboratory contact hours.

Mentors meet their students and guide them with their studies and extra-curricular activities.

The mentors act as guides to the students during their final projects. Individual recognition and encouragement.

The mentoring system ensures that the students adapt to the Educational system and enhance himself for highly successful careers by guiding.

Enhances the students' confidence and challenges them by setting higher goals, taking risks and ultimately guiding them to achieve higher levels.

Students get an insider's perspective on navigating educational goals and career in the right channel.

The institute has an integrated mentoring system where the faculty acts as a link between the students and the institution.

The HODs (Head of the Department) of various Departments also act as a mentor and monitor different activities

of the assigned mentors and the students.

The HODs when needed advises mentors of his/her department and sometime review the Mentoring System. Also suggest and advise mentors whenever necessary. Routine advice on balancing of academic and professional responsibilities. Also, Initiate administrative action on a student or psychosocial support at the time when necessary.

Mentors act as role models and facilitate leadership by developing the interpersonal skills and helping students thrive in competitive environments.

Students get access to a support system (Mentors) during the crucial stages of their academic, professional and intellectual development.

Students get an exposure to diverse academic and professional perspectives, and experiences in various fields. Some mentors also keep contact with the students even after their graduation.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1037	31	1:33

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
45	31	14	0	20

2.4.2 Honours and recognitions 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			

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
B.Sc.			10/03/2018	07/05/2018
B.C.A.	---	Semester-6	10/03/2018	25/03/2018

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As the college is affiliated with Saurashtra University it follows the Continuous Internal Evaluation System prescribed by the university.

H & HB Kotak institute of science follow the regulations and evaluation process of the affiliating

Saurashtra University. In the beginning of the academic year all students are oriented about the internal and external evaluation process. The faculty members give the instructions even in the classrooms and copy of the same is also displayed on the student's notice board. Students and parents are clearly made aware of the eligibility conditions required to appear in the final exam.

The evaluation is the core and integral part of the teaching learning process. The internal examination committee of the senior faculties conducts meeting to decide internal evaluation time table.

The internal evaluation weightage of 30 % is divided in three parts –

(1) 10 % for classroom MCQ test

(2) 10 % Assignment

(3) 10 % seminar presentation and quiz or Assignment (For final year student)

Student has to score minimum 12 marks out of 30 marks to get through to be eligible for the university exam.

Evaluation of remaining 70 % is done by external university exam.

Internal evaluation of 30 % practical mark done on the basis of

(4) 10 % for Practical viva

(5) 10 % Journal presentation & regularity

(6) 10 % Lab performance and scientific approach

During the orientation programme newly admitted students are updated about the attendance required and minimum marks required in the CBCS system both at internal and external evaluation. In internal evaluation gracing is given at the institutional level if required. The evaluation reforms of the university are followed in the best of the spirit to keep evaluation process fare and transparent.

The H & HB Kotak Institute of Science has been following the improved examination system as prescribed by the affiliating university with the introduction of CBCS since June 2010. Those faculty members appointed as paper setter and examiner are also participating in university examination process.

At institutional level under the leadership of head of the institution and examination committee every faculty member is assigned examination duty of block supervisor, senior supervisor and reliever.

The members of examination committees monitor and observe all examination blocks through CCTV and give the instruction to block supervisor and students if required.

Senior supervisor are in continuous monitoring during internal and external exams.

The final evaluation and gradation of subjects of elective generics is done at the institutional level.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters

The H & HB Kotak Institute of Science follow academic calendar of the Saurashtra University. In the beginning of the academic year the affiliating university provides academic calendar including the schedule of continuous internal evaluation. The affiliating university introduced Choice Based Credit System (CBCS) of evaluation form Jun 2010. The evaluation process can also be accessed from the affiliating university website.

The rules and regulation regarding examination are communicated to students in the orientation programme. Information regarding the evaluation process is put up on the students' notice board and circulated it in every class and also communicated through intercom system. More over the faculty members inform their respective departmental students during classroom teaching. The same is also communicated to parents during the parents-teachers association meeting.

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)

NIL

2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	B.Sc.	363	257	70.8
	B.C.A.	30	22	73.3

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)

NIL

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 Academic year
Major projects	NIL	NIL	NIL	NIL
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (other than compulsory by the College)				
International Projects				
Any other(Specify)				
Total				

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(s)
NIL		

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NIL				

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
NIL		
Name of the Start-up	Nature of Start-up	Date of commencement

NIL

3.3 Research Publications and Awards							
3.3.1 Incentive to the teachers who receive recognition/awards							
State		National			International		
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)							
Name of the Department		No. of Ph. Ds Awarded					
Mathematics		2 (Not affiliated with this college)					
3.3.3 Research Publications in the Journals notified on UGC website during the year							
	Department	No. of Publication		Average Impact Factor, if any			
National/International	PHYSICS	8					
	CHEMISTRY	0					
	MATHS	0					
	STATISTICS	2					
	BOTANY	0					
	ZOOLOGY	0					
	ENGLISH	0					
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year							
Department		No. of publication					
PHYSICS		7					
CHEMISTRY		6					
MATHEMATICS		1					
BOTANY		0					
ZOOLOGY		0					
STATISTICS		0					
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index							
Title of the paper		Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Variations in the solar coronal rotation with altitude- Revisited		R. K. Trivedi	Solar Physics (2017)292:5	2017		Physics	
Variability of fractal dimension of solar radio flux		R. K. Trivedi	MNRAS 475 , 3117-	2018		Physics	

		3120(2018)				
Electrical behavior and structure-property correlations $\text{La}_{1-x}\text{Pr}_x\text{MnO}_3$ ($0 \leq x \leq 1$) ceramics	R. K. Trivedi	Ceramics International	2018		Physics	
The relation between environment and development	U. J. Vyas	Research matrix PAGE 102-105	2017		Physics	
competition law and MRTP act	V R Rathod	ISAC, ahmedabad	2017		Physics	
Rotational excitation electron collision cross section for nano material molecules	V R Rathod	Research matrix	2018		Physics	
A natural tomato slurry as photosensitizer for dye-sensitized solar cells with TiO_2/CuO composite thin films	V R Rathod	separation science and technology	2018		Physics	
Divisor cordial labeling in context of ring sum of graphs Page No: 23-31	G V Ghodasara	International Journal of Mathematics and Soft Computing, Volume 7, No. 1	2017		Mathematics	
Some new sum perfect square graphs Page No.: 489-499	G V Ghodasara	International Journal of Pure and Applied Mathematics, Volume 113, No. 3	2017		Mathematics	
Sum perfect square graphs in context of some graph operations Page No.: 62-65	G V Ghodasara	International Journal of Mathematics Trends and Technology, Volume 46, Number 2	2017		Mathematics	
Some bistar related square sum graphs Page No.: 172-177	G V Ghodasara	International Journal of Mathematics Trends and Technology, Volume 47, Number 3	2017		Mathematics	

Vertex Odd Divisor Cordial Labeling for Vertex Switching of Special Graphs Page No: 5525–5538	G V Ghoda sara	Global Journal of Pure and Applied Mathematics Volume 13, Number 9	2017		Mathematic s	
Some New Combination Graphs Page No: 153-161 Some New Combination Graphs Page No: 153-161	G V Ghoda sara	International Journal of Mathematics And its Applications, Volume 4, Issue 3B	2017		Mathematic s	
“STATISTICAL ANALYSIS OF INFORMATION TECHNOLOGY(IT) SECTORS COMPANIES BASIS ON SHARE PRICE” Page 48-52	N R Desai	EDUCARE INTERNATIO NAL JOURNAL OF COMMERCE AND MANAGEME NT	Vol. 5, Issue 3 July, 2017		STATISTICS	
“MULTIDIMENSIONAL POVERTY INDEX OF RAJKOT CITY” Page 78-93	N R Desai	EDUCARE INTERNATIO NAL JOURNAL OF COMMERCE AND MANAGEME NT	Vol. 5, Issue 4 Octobe r, 2017		STATISTICS	

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
--	--	--	--	--	--	--

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	--	--	--	--
Presented papers	1	--	--	--
Resource Persons	--	--	--	--

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 co-ordinated such activities	Number of students participated in such activities
First Aid Kit Distribution	NSS Unit	3	50
Guru Purnima Celebration	NSS Unit	20	200
Tablet Distribution	Saurashtra University & NSS Unit	1	30
Swine Flu	Dr. Gondaliya & NSS Unit	10	500
Navratri Mahotsav	NSS Unit	15	500
Girnar Mountain tour	NSS Unit	5	90
Blood Donation Camp	NSS Unit	15	100
Cloth Distribution to Poor families	NSS Unit	6	300
Thalassemia Test	NSS Unit & Red Cross	5	1000
Hepatitis B Vaccination	NSS Unit & Cipla	4	40

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	No. of Students benefited
NIL		NIL	NIL	NIL
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 coordinated such activities	Number of students participated in such activities
Swachh Bharat-Safai Abhiyan	NSS Unit	College Safai & Class room, Laboratory Decoration	5	Whole College - 1000
Matdan Jagruti Abhivan	NSS Unit	Matdan Jagruti Abhiyan	2	300

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	NIL	NIL	NIL	
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-To)	Participant
Industrial training	Training	CoE drug discovery centre, Sau.uni.rajkot	27-01-2018	107 student & 03 faculty
Industrial training	Training	----as above--	02-02-2018	17 students& 01 faculty
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 and Activities	Number of students/teachers participated under MoUs	
NIL	NIL	NIL	NIL	

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	
NIL		NIL	
4.1.2 Details of augmentation in infrastructure facilities during the year			
Facilities	Existing	Newly added	
Campus area	122632 Sq.Mt.	NIL	
Class rooms	11	NIL	
Laboratories	14	NIL	
Seminar Halls	NIL	NIL	
Classrooms with LCD facilities	4	NIL	
Classrooms with Wi-Fi/ LAN	2	NIL	
Seminar halls with ICT facilities	NIL	NIL	
Video Centre	NIL	NIL	
No. of important equipments purchased (≥ 1-0 lakh) during the current year.			
Value of the equipment purchased during the year (Rs. in Lakhs)			
Others			
4.2 Library as a Learning Resource			
4.2.1 Library is automated { Integrated Library Management System -ILMS }			
Name of the ILMS	Nature of automation (fully	Version	Year of automation

software	or partially)					
4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3888	---	0	0	3888	---
Reference Books	19288	166804	16	238	19304	167042
e-Books	0	0	0	0	0	0
Journals	0	0	0	0	0	0
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	9	12825	0	0	9	1285
Library automation	0	0	0	0	0	0
Weeding (Hard & Soft)	0	0	0	0	0	0
Others (specify) Bound Volumes	0	0	1183	---	1183	---
Special Collection for foreign languages	0	0	62	---	62	---
Remarks: Bound Volumes and Special Collection for foreign languages books are donated earlier and they were not entered in the registers. Here number of books purchased after 2013-14 and their values are shown in the table.						

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	75	2	All departments	1	1	5	7	10	
Added	6	NIL	NIL	NIL	NIL	NIL	NIL	NIL	
Total	81		All departments	1	1	5	7	10	

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

04... MBPS /GBPS (GTPL)

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
NIL	NIL

4.3.4 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

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

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)

The college is run by Government of Gujarat. Maintenance of civil works and electric works of the college building and infrastructure is the responsibility of Road & Building Department. The new civil and electric work, augmentation and maintenance of government buildings are done by R&B Department regularly. Maintenance of government buildings is one of the functions of R&B Department. Our college is one of them. R&B Department prepares budget of all the government buildings and spends money for them. Therefore R&B cannot give us budgets and expenses done by them to the college separately. Instruments, equipments and other aids are purchased and maintained by the college. For example, college purchases computer systems and whenever the requirements of the maintenance are produced, college calls respective technician to fix the problem.

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 from institution					
Financial support from other sources					
a) National					
b) International					
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	
SUCEAT		29/09/2017		352	
UDISHA Club Library		----		352	

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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
NIL					
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		No. of grievances redressed		Average number of days for grievance redressal	
NIL		NIL		NIL	
5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organization s Visited	Number of Students Participate d	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
NIL	NIL	NIL	Endoc Pharmaceuticals Mo.9879587557	20	5
			Nira LifrSciencesMo 9924781287		

5.2.2 Student progression to higher education in percentage during the year						
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to	
2017-18	225	B.Sc.	H&HB Kotak Institute of Science	Saurashtra University	M.Sc./B.Ed	
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		No. of Students selected/ qualifying		Registration number/roll number for the exam		
NET						
SET						
SLET						
GATE						
GMAT						
CAT						
GRE						
TOFEL						
Civil Services						
State Government Services						
Any Other JAM		3		CY201F260		
5.2.4 Sports and cultural activities / competitions organised at the institution level during the year						
Activity	Level		Participants			
Saptadhara 24 Activities	College		1000			
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	Sports	Cultural	Student ID number	Name of the student
5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)						
5.3 Alumni Engagement						
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):						
No						
5.3.2 No. of registered enrolled Alumni:						
NIL						

5.3.3 Alumni contribution during the year (in Rupees) :
NIL
5.3.4 Meetings/activities organized by Alumni Association :
NIL

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)																							
<p>Response:</p> <p>The principal, IQAC coordinator and senior faculty members play vital role in policy decisions. As and when any important decision regarding institute is taken meeting is conducted with the entire teaching and non-teaching staff members, there by invite suggestions from all. Oral feedback from the parents is taken every year and their suggestions are honored.</p> <p>As a case the principal and the IQAC coordinator planned for NAAC preparation and conducted meetings with staff members to explain the key-indicators of all criteria to collect data from each department and compile it for AQAR and SSR in given format. Thus, maximum staff members contributed to the common cause of the college and the principles of decentralization and participation were executed.</p> <p>The principal constitutes different committees at the beginning of each academic year and all teaching and non-teaching staff work as the committee members. These committees are as follows:</p> <table border="1"> <tbody> <tr> <td>• Admission Committee</td><td>• IQAC</td></tr> <tr> <td>• Time-table Committee</td><td>• Grievances Redressal Cell</td></tr> <tr> <td>• RUSA Committee</td><td>• Women Development Cell</td></tr> <tr> <td>• DELL Committee</td><td>• Anti Ragging Cell</td></tr> <tr> <td>• AAA Committee</td><td>• NSS</td></tr> <tr> <td>• IT Committee</td><td>• NCC</td></tr> <tr> <td>• Soil Testing Committee</td><td>• Sports</td></tr> <tr> <td>• E-Waste Management Committee</td><td>• BCA</td></tr> <tr> <td>• Library Committee</td><td></td></tr> <tr> <td>• UGC Committee</td><td></td></tr> <tr> <td>• RTI Committee</td><td></td></tr> </tbody> </table>		• Admission Committee	• IQAC	• Time-table Committee	• Grievances Redressal Cell	• RUSA Committee	• Women Development Cell	• DELL Committee	• Anti Ragging Cell	• AAA Committee	• NSS	• IT Committee	• NCC	• Soil Testing Committee	• Sports	• E-Waste Management Committee	• BCA	• Library Committee		• UGC Committee		• RTI Committee	
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• E-Waste Management Committee	• BCA																						
• Library Committee																							
• UGC Committee																							
• RTI Committee																							

<ul style="list-style-type: none"> • Saptadhara Committee 		
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:		
Partial. Integrated Finance Management System (IFMS) is used to prepare salary /allowances / contingency bills by the college. College receives grants through IFMS. Grants from RUSA is received and utilized through Public Finance Management System (PFMS).		
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):		
<ul style="list-style-type: none"> ❖ Curriculum Development: Curriculum is developed by the university. At least one teacher of the college is a member of Board of Studies of university. Whenever curriculum is designed or developed or reformed, the members contribute in BoS. Before the meeting the members of our college get feedback from respective teachers of their departments, teachers of other colleges and alumni. College principal is a senate member of the university. Head of Chemistry, Physics, Mathematics, Statistics, Botany, Zoology are members of respective BoS. One teacher of Physics Department is a member of Academic Council. One teacher of Botany Department is a member of Biochemistry. 		
<ul style="list-style-type: none"> ❖ Teaching and Learning: Teachers intent to teach using projects and computer. All the departments have projector so that the faculty members can use them. They use various teaching methods according to topics. Visits of resources of Botanical gardens and fields, Industrial visit for Chemistry students, Seminar of students, Assignments, Use of library as a resource, Practical sessions of each subject, Projects, etc. make teaching-learning interesting and fruitful to the students. 		
<ul style="list-style-type: none"> • Examination and Evaluation: H & HB Kotak institute of science follow the regulations and evaluation process of the affiliating Saurashtra University. In the beginning of the academic year all students are oriented about the internal and external evaluation process. The faculty members give the instructions even in the classrooms and copy of the same is also displayed on the student's notice board. Students and parents are clearly made aware of the eligibility conditions required to appear in the final exam. The evaluation is the core and integral part of the teaching learning process. The internal examination committee of the senior faculties conducts meeting to decide internal evaluation time table. The internal evaluation weightage of 30 % is divided in three parts – (1)10 % for classroom MCQ test 		

<p>(2) 10 % Assignment</p> <p>(3) 10 % seminar presentation and quiz or Assignment (For final year student)</p> <p>Student has to score minimum 12 marks out of 30 marks to get through to be eligible for the university exam.</p> <p>Evaluation of remaining 70 % is done by external university exam.</p> <p>Internal evaluation of 30 % practical mark done on the basis of</p> <p>(4) 10 % for Practical viva</p> <p>(5) 10 % Journal presentation & regularity</p> <p>(6) 10 % Lab performance and scientific approach</p> <p>During the orientation programme newly admitted students are updated about the attendance required and minimum marks required in the CBCS system both at internal and external evaluation. In internal evaluation gracing is given at the institutional level if required. The evaluation reforms of the university are followed in the best of the spirit to keep evaluation process fare and transparent.</p> <p>The H & HB Kotak Institute of Science has been following the improved examination system as prescribed by the affiliating university with the introduction of CBCS since June 2010. Those faculty members appointed as paper setter and examiner are also participating in university examination process.</p> <p>At institutional level under the leadership of head of the institution and examination committee every faculty member is assigned examination duty of block supervisor, senior supervisor and reliever.</p> <p>The members of examination committees monitor and observe all examination blocks through CCTV and give the instruction to block supervisor and students if required. Senior supervisor are in continuous monitoring during internal and external exams. The final evaluation and gradation of subjects of elective generics is done at the institutional level as well as university level.</p>	
<p>❖ Research and Development: This institute is being an undergraduate college. Students of final year are encouraged to do industrial visit or field visit. During interaction with the industries or field they are sometimes they find some idea regarding the final year project and with the help of industry professional and mentor of the college. By combine efforts of all, students himself try to assess the idea in guided path plus by means of doing reference work and investigate work in a healthy conduct under the guidance. After approaching to an elucidation of the research done by the students, made a project report with a proper format and submit it to the institute.</p>	
<p>❖ Library, ICT and Physical Infrastructure / Instrumentation: During the academic session students have Library facility to use different books and magazines and news paper and much more digital material over the web by using Namo-Wifi. Students are availed by the government scheme to have a Namo-Tablet for his college education as well as internet world of education. In addition to the old educational method college has new ICT based educational methods too. In which, mentors uses interactive seminar, ppt, audio-video lectures, BISAG, miscellaneous learning aids over projector and much more. In Laboratory practical students does practical as per their syllabus on various chemistry, physics and biology instruments as well as del Lab essential for the Mathematics.</p>	
<p>❖ Human Resource Management - Our college is run by government and therefore recruitment of all the staff members is done by the government. Principal is class-I officer and Assistant/Associate Professors are class-II officers. They are recruited by Gujarat Public Service Commission as per UGC guidelines and government policy.</p>	

Technical and non-teaching staff is also recruited by the government. Contractual teaching staff recruited by the commissioner office of Higher Education and administrative staff is recruited by the commissioner of Schools. Promotion policy is followed as per government.					
❖ Industry Interaction / Collaboration - NIL					
❖ Admission of Students- Admission process is online. It is transparent. Students and parents do not need to come to college for admission and to pay the admission fees. Those who got admission have to pay the fees online and have to submit required documents at the office where they are verified and admission is confirmed. Demand ratio is very high. For the intake of 1st semester (120+120=240) college received approx.4000 applications.					
6.2.2 : Implementation of e-governance in areas of operations:					
❖ Planning and Development: All the correspondences with Commissioner of Higher Education and Knowledge Consortium of Gujarat are done through e-mails, Google Docs and Hard copies					
❖ Administration: Partially e-governed. Some works are done through computers					
❖ Finance and Accounts: College receives grants and salary made through Integrated Finance Management System					
❖ Student Admission and Support: Admission process is done online.					
❖ Examination: Marks of Internal Evaluation are uploaded through the portal of University					
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	
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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2018	STC on Quality Assurance: Assessment & Accreditation	NIL	16/04/2018 to 24/04/2018	32	Nil
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		Number of teachers who attended		Date and Duration	

programme		(from – to)	
Nanoscience and Nanotechnology	1	9-11/08/2017	
Competition Law and MRTP Act	1	26 to 28 may 2017	
Schemistry for sustainable development	1	08 to 10-March 2018	
STC on Quality Assurance: Assessment & Accreditation	32	16/04/2018 to 24/04/2018	
STC on Gender Sensitization	3	08-01-2018 to 14-01-2018	
Faculty Improvement Program on E-learning& E-content Development	6	12/02/2018 to 18/02/2018	
International Faculty Development Programme	3	13-14, October 2017	
Design & Development of e-content with multi-disciplinary approach	5	19/03/2018 to 25/03/2018	
Short Term Course: Research Methodology and Research Writing	1	9-15 Oct 2017	
RC in Innovative Research Possibilities	1	08-01-2018 to 28-01-2018	
Refresher course:218	1	10/07/2017 to 30/07/2017	
National level two days seminar on “Bhaktiandolan avam shri Krishna pranaami sampraday ”	1	25-26/07/2017	
National seminar on Functional Analysis & Harmonic Analysis	1	16-18, January 2017	
Dielectric properties of BaTiO3	1	11-02-2018	
Techniques for Materials Characterizations	1	25/07/2017	
Two Day Workshop on “National Emerge Sports in Eco System”	1	17-18 Nov 2017	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):			
Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
02	NIL	01	Nil
6.3.5 Welfare schemes for			
Teaching			Co-operative Society
Non teaching			Co-operative Society
Students			NIL
6.4 Financial Management and Resource Mobilization			
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)			
The college accounts are audited regularly by both internal and external auditors.The internal audit isconducted by registered chartered accountant and external audit is conducted by Higher Education Department, Government of Gujarat and by Account General office. KCG means Knowledge			

Consortium of Gujarat, Higher Education Department. The various grants are audited as follows :

Sr. No	Funding Agency	Scheme	Audited	
			Internal	External
1	Govt. of Gujarat	Salary and Arrears of employees		External
2	KCG	SAPTADHARA	Internal	
3	KCG	UDISA	Internal	
4		NSS	Internal	
5	KCG	RUSA	Internal	
6	State and Central govt.	NMEICT	Internal	
7	Govt. of Gujarat	RKYC	Internal	
8	KCG	Security and Servalance	Internal	
9	KCG	Cleaning and Maintanance	Internal	
10	UGC	IQAC	Internal	
11	KCG	NAAC	Internal	
12	Saurashtra University	Examination Remuneration	Saurashtra University	

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/ Grants received in Rs.	Purpose
KCG	225000	Finishing School
KCG	40000	Saptadhara activities
KCG	5000	UDISHA- Placement and Career Counselling
RUSA	1086956	Vocatioanalization of Higher Education
Saurashtra University	47500	NSS Activities

6.4.3 Total corpus fund generated: NIL

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	No	No	Yes	IQAC
Administrative	Yes	Director of Higher Education Office	No	C.A.
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
NIL				
6.5.3 Development programmes for support staff (at least three)				
- Orientation of Online Admission Process - Orientation for generation of receipt of fees - Use of ICT				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
6.5.5 a. Submission of Data for AISHE portal : (Yes /No) Yes b. Participation in NIRF : (Yes /No) Yes c. ISO Certification : (Yes /No) No d. NBA or any other quality audit : (Yes /No) N.A.				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from----- to-----)	Number of participants
2017-18	QA- A &A Understanding Revised Assessment Framework of NAAC	16-04-2018 to 24-04-2018	16-04-2018 to 24-04-2018	32

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-to)	Participants	
		Female	Male
NIL	NIL	NIL	NIL
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources			
Solar Plant of 5 KV + 5KV			
7.1.3 Differently abled (Divyangjan) friendliness			
Items Facilities	Yes/No	No. of Beneficiaries	
Physical facilities	Yes	2	
Provision for lift	No	N.A.	
Ramp/ Rails	No	N.A.	
Braille Software/facilities	No	N.A.	
Rest Rooms	No	N.A.	
Scribes for examination	No	N.A.	
Special skill development for differently abled students	No	N.A.	

Any other similar facility				No		N.A.	
7.1.4 Inclusion and Situatedness							
Enlist most important initiatives taken to address locational advantages and disadvantages during the year							
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff	
2017-18	2	2	One Day	Cleaning of public places	Dirty places	40	
7.1.5 Human Values and Professional Ethics							
Code of conduct (handbooks) for various stakeholders							
Title		Date of Publication		Follow up (maximum 100 words each)			
NIL		NIL		NIL			
7.1.6 Activities conducted for promotion of universal Values and Ethics							
Activity		Duration (from-----to-----)			Number of participants		
Celebration of Yoga Day		15-06-2017 to 21-06-2017			60		
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)							
Plantation							
Compost pit							
Plastic free campus							
Use of solar plant							
Drainage of waste of chemistry lab							

7.2 Best Practices
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

1. Title: SOIL TESTING BY COLLEGE STUDENTS Goal: To help farmers to improve quality of soil. Context:

Soil sampling is perhaps the most vital step for any soil analysis. As a very small fraction of the huge soil mass is used for analysis, it becomes extremely important to get a truly representative soil sample of the field. Soil test based nutrient management has emerged as a key issue in efforts to increase

agricultural productivity and production since optimal use of nutrients, based on soil analysis can improve crop productivity and minimize wastage of these nutrients, thus minimizing impact on environment leading to bias through optimal production. Deficiencies of primary, secondary and micronutrients have been observed in intensive cultivated areas.

Practice:

H&HB Kotak Institute of Science, Rajkot, with the help of students, conducts five tests to ascertain soil composition. Agriculture department of Gujarat provides samples of soil. College has its separate laboratory for special project where college students test the samples before and after study hours. Student can learn and earn approx Rs.6000 per semester. Chemistry, Botany departments take care of this project. Of the Rs 80 a college gets for each sample, Rs 20 goes to the student who does soil analysis.

Success:

As it was the new project of soil testing in Science Colleges many colleges had not its laboratory. Our college set up systemized laboratory and made it exemplary for others. College has been practicing the soil test since 2010. Our college has tested highest number of samples among science colleges of Gujarat state. Each student earns Rs.20 per sample.

Problem encountered and resources required:

Initially, the college staff was unaware of the agriculture department's procedure and that is why the college had sent some staff members for its training in the agriculture department. College needed funds to set up new laboratory and the staff who can work there other than college hours. College had to encourage students and staff in the beginning to dedicate their time for setup. One time fund was provided by the agriculture department for lab setup. As it started to run smoothly and successfully all the other students took interest in and staff also joined in the project. Presently it is running very well.

2.

Title:

RAINWATER HARVESTING

Goal:

To store and recycle the rain water

Context:

Water is an important natural resource and is the very basis of our life. We use water for drinking, irrigation, industry, transport and for the production of hydro-electricity. Water is a cyclic resource which can be used again and again after cleaning. The best way to conserve water is its judicious use.

Rain water harvesting is one of the most effective methods of water management and water conservation. It is the term used to indicate the collection and storage of rain water used for human, animals and plant needs. It involves collection and storage of rain water at surface or in sub-surface aquifer, before it is lost as surface run off. The augmented resource can be harvested in the time of need.

Practice:

The college has rainwater harvesting pits, to prevent water from going to waste during periods of rainfall. These are placed at various locations on the college campus, and are properly covered to avoid having stagnant water in the open.

A water harvest tank with the capacity of approx.10000 liters of water has been constructed to

hold rain water from Chemistry Building of the college. This water serves to manage distilled water to the Chemistry laboratories for a whole year. The facility has been constructed adhering to government norms on hygiene.

Success:

College does not need to buy distilled water for experiments of practical of teaching in the laboratories.

Problem encountered and resources required:

The pits need to be rebuilt in the college campus and the tank needs to renovate periodically. Students prepare pits as a part of extra-curricular activities. Financial fund can be utilized to renovation of the huge tank.

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

Provide the web link of the institution in not more than 500 words

- One of the oldest science colleges in Saurashtra region (Since 1937).
- The college located at the heart of Rajkot city at the prime location Dr. Yagnik Road, which is easy to locate and frequent transportation is available from any place.
- Vast green campus.
- The college is having huge multipurpose playground.
- Qualified Teaching Staff:

	CHEMISTRY	MATHEMATICS	PHYSICS	STATISTICS	BOTANY	ZOOLOGY	ENGLISH
Ph. D.	8	3	3	1	2	2	2
NET	--	2	--	--	--	--	
GSET	2	--	--	--	--	--	
TOTAL	11	4	7	1	2	2	2

- 29 (21-Ph.D., 2-NET, 2-GSET, 2-GATE. 2-M.ed., 3-LLB)

- Regular librarian with NET and GSET qualified.
- Regular PT instructor with qualification NET twice, GSET and Ph.D.
- Online admission system for B. Sc. semester-I as per government rules based on merit only.
- Merit based unique admission process for B. Sc. Semester-V.
- It's a government college so the education fee is the least for the students. Tuition fee is waived

for the female students.

- Statistics subject is offered in the college which is the only centre in Saurashtra region.
- Offering BCA as a self-finance course.
- Soil testing project

8. Future Plans of action for next academic year (500 words)

- To follow the initiatives of the Government.
- To introduce some vocational courses.
- To continue the courses of finishing program.
- To continue the soil testing project.
- To increase use of ICT in the teaching-learning process.
- To organize national conference.
- To organize state level seminar of IQAC.
- To construct new building of the college or augmentation of college building for adequacy of classrooms, Chemistry laboratory, toilets, etc if grant is released by the government.
- To enhance Office Management System
- To establish Incubation Centre for Innovations & Intellectual Property Rights.



Name: Chotaliya N.T.

Signature of the Coordinator, IQAC



Principal
H. & H.B. Kotak Institute of Science
Rajkot

Name: Dr. Ranjana A. Agarwal

Signature of the Chairperson, IQAC
