

THE ANNUAL QUALITY ASSURANCE REPORT

(AQAR)

of the IQAC

2007 - 2008



● Submitted by ●

Municipal Arts & Commerce College, UPLETA

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- Name of the Institute : **Municipal Arts & Commerce College, UPLETA**

After the visit of the NAAC at the end of the year **2007** and its consequent recommendations for the award of **C⁺** grade to our college, we formed IQAC.

We are hereby submitting Annual Quality Assurance Report.

❁ **PART - A** ❁

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.

- **THE PLAN OF ACTION :**

1. To renovate the college infrastructure adequately the college building to the safer and shift to make necessary renovation.
2. To establish the Woman Cell Committee.
3. To make arrangement for the Career Advancement provising to be made available in Library.
4. To propose to the vacant post of Principal (Permanent).
5. To invite GOs and NGOs.
6. To feed the required syllabus literature to computer library.
7. To propose the vacant posts of Administrative and Teaching.
8. To arrange students' appreciation programme.
9. To arrange cultural programme 'Sharadotsav'.

- **OUTCOME ACHIEVED :**

1. This year, the old and delapidcted college building got renovated and expending 50,000 Rs. This was required during the first vacation period of May-June - '07.
2. In the month of June 2008 we formed a woman cell committee coprising of one chairperson and five members. The committee arranges a meeting once a month and report the principal.
3. In the month of July 2007 we made a provision for the Career Advancement Centre in the Library and the Librarian of the College & the N.C.C. Officer, the N.S.S. Programme Officer and one senior most professor worked as the committee members.
4. The proposal to the permanent post for principal was proposed to commissioner and the follow up work regarding this was undertaken.
5. The proposed to the permanent post for P.T.I. was proposed to commissioner of Higher Education Gandhinagar and also the proposal to the post of Administrative staff was proposed.

6. Three cadets of the N.C.C. unit of the College were honoured on their accomplishment of Republic Day Parade return on 5th Feb., 2008 under the student appreciation programme in the presence of the President Nagarpalika, Upleta and also in the presence of Mamlatdar, Upleta and the Chief Officer Nagarpalika.
7. The institution also honoured the students & students to sports with bright education and merit also rewarded with medals and certificates.
8. On the day of Sharad Purnima 2007, we held a competition and distributed prizes to the winners i.e., Prince, Princess and Well Dressed Ladies and Gents.

❁ **PART - B** ❁

1. **Activities reflecting the goals and objectives of the institution :**

- (i) Yoga Shibir for three days was held under the guidance of Prof. H. P. Mori and K. D. Bheda.
- (ii) An Essay Competition on the subject of Women's Empowerment was held, Prof. Dr. K. K. Parmar was the project-officer.
- (iii) We encouraged the students for the following social services.
 - (a) 35 girls and boys students assisted medical staff at the Medical Camp sponsored by Sarvoday Trust - Upleta.
 - (b) 'Clean Town Healthy Town' slogan practically implemented.

2. **New academic programmes initiated (UG and PG) :**

➡ - NIL -

3. **Innovations in curricular design and transaction.**

- ➡ (i) Prof. Dr. G. J. Aparnathi, Department of Hindi and a Board member actively took part as a member of subcommittee to form and reform curricular design in Hindi Literature.
- (ii) Prof. Dr. P. D. Bheda, Department of English and a Board member took active part to innovate curricular design in English Literature and Language.
- (iii) Prof. Dr. R. N. Bavaria, Head of the Dept. of Commerce took part in the Board of studies in Commerce for the curricular design.
- (iv) Prof. R. M. Dudhatra, the Chairman, Uni. Board of Studies, and Head of the Dept., Sanskrit president the Uni. Board of studies for the curricular design and innovation and actively participated in the meetings.

4. **Inter-disciplinary programmes started :**

➡ - NIL -

5. Examination reforms implemented :

➡ Teachers from all the faculties have prepared a Question Bank in their respective subjects at the U.G. and P.G. level and Library had collected all the question papers of the Annual examinations held in the past.

6. Candidate qualified : NET / SLET / GATE etc.

➡ - NIL -

7. Initiative towards faculty development programme : CCC / OP / RC -

➡ - NIL -

8. Total number of Seminars / Workshops conducted :

➡ - NIL -

**9. Research Projects : (i) Newly Implemented
(ii) Completed**

➡ Dr. G. J. Aparnathi has completed Ph.D. in Hindi on the Subject of "Shailesh Matiyani ke Upanyasonmen Yatharth Bodh"

10. Patents generated, if any :

➡ - NIL -

11. New collaborative research programmes :

➡ - NIL -

12. Research grants received from various agencies :

➡ - NIL -

13. Details of research scholars :

➡ - NIL -

14. Citation index of faculty members and impact factor :

➡ - NIL -

15. Honors / Awards to the faculty :

➡ - NIL -

16. Internal resources generated :

➡ - NIL -

17. Details of department getting SAP, COSIST (ASSIST) DST, FIST etc. assistance / recognition.

➡ - NIL -

18. Community services :

➔ NCC and NSS cadets took active part as volunteers for the Government initiated Polio Eradication Campaign.

NCC, NSS and other students rendered their assistance to the 'Mega Medical Camp' held in collaboration with Saurashtra Sarvodaya Trust, UPLETA and the Cottage Government Hospital, Upleta for ten days.

19. Teachers and officers newly recruited ?

➔ - NIL -

20. Teaching - Non teaching staff ratio :

➔ Teaching : 15 Non - Teaching : 6
Ratio 15 : 6 = 2.5 : 1

21. Improvements in the Library Services :

➔ Library services have been improvised with content service to enable the students and teachers to have subject related references and suggestions to offer.

22. New books / journals subscribed and their cost :

➔ We purchased 1411 books at the cost of Rs. 2,56,240/- and prescribed for BA/BCOM/M.A. magazines 32 periodicals and - journals at the cost of Rs. 7775/- .

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback :

➔ We selected the Arts course for student assessment of teachers and the teachers concerned were duly directed to be instrumental to the part of students.

The all course students' feedback was also undertaken and all the concerned heads of the faculties were asked to share and brief the opinions before the principal.

24. Units cost of education :

➔ (a) Unit cost = Total annual expenditure budget (actuals) divided by number of students enrolled.

Cost	Students		
6977971	÷ 1066	=	6545.94

(b) Unit cost calculated excluding salary component.

2567881	÷ 1066	=	2408.89
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25. Computerization of administration and the process of admissions and examination results, issue of certificates.

➔ We allot **15** days to administer the process of admissions after the commencement of H.S.C. results and almost 90% of the applicants grant admissions on the basis of merit. For the accomplishment of the said process we first come first serve arrange six attendants at three counters, each comprised with one Asst. Prof. and a clerk, concerning teacher assists in the admission procedure.

Examination forms - **Computerised**

Enrolment - **Computerised**

We check the performance of the students with two phased assignments, one at the end of October and second at the beginning of February. The University takes the annual examination.

We have entered the data of students regarding their personal details, fees and their record of the submission of assignments in the computer.

26. Increase in the infrastructural facilities :

➔ Infrastructural facilities insufficient due to 2001 earthquake the building was damaged, we have to wait until it is rebuilt.

27. Technology upgradation :

➔ Equipped with LCD projector, due attention is paid to upgrade the knowledge of the students as well as teachers through the lecturer, power presentations and film strips as per requirement.

28. Computer and internet access and training to teachers and students :

➔ The teachers and students receive adequate training of the course / faculty they have offered through computer and internet access as and when they require.

Course	No. of Students		Passed	
	M	F	M	F
CCC	183	114	175	108

29. Financial aid to students :

➔ Every year the teaching staff adopt one or two students economically poor and have real intent and interest in studies they offer. We assist them for the provision of fees and texts/ books.

30. Support from the Alumni Association and its activities :

➔ Recommendation received to arrange for students representative council, students counselling centre, canteen and library.

Date	Nature of the Camp / Certi Exam	No. of Cadets
29 Aug. to 09 Sept. 2007	Comb. Annual Trg. Camp	43
03/11/07 to 17/11/07	Army Attach. Camp	05
Sept. 2007	Pre R. D. Camp, Mavdi, Rajkot	03
Oct. 2007	Pre R. D. Camp for Practice	03
Nov./Dec. 07	Pre R. D. Camp for Practice	03
07 to 27 Jan. 2008	Republic Day Camp, Delhi	03
25 Feb. to 05 Mar. 08	Combined Annual Trg. Camp, Junagadh	16
25 Feb. to 05 Mar. 08	Combined Annual Trg. Camp, Junagadh	13
Feb. 2008	'B' Certi. Exam, Junagadh	34 / 04 B Grade / 80.9%
Apr. 2008	'C' Certi. Exam, Rajkot (Mavdi)	13 / 03 A Grade / 76.0%

- S.U.O. Parmar Kaushal Sureshbhai obtained a cultural proficiency certificate at R.D.C. and a certificate for attending Prime Minister's Rally.
- J.U.O. Sisodiya Kaushik R. took part in Prime Minister's Rally at R. D. Camp, Delhi and received a certificate for attending 'Gaurd of Honour'.
- J.U.O. Bhola Haresh M. received a certificate for attending Republic Day Camp held at Delhi.

➔ **SOCIAL SERVICES**

35 Cadets rendered their services to accord with the medical-staff of the college hospital and the doctors invited to diagnose and treat the patients of the nearby villages and towns, keeping assistance with the Sarvoday Trust, Upleta

On every Polio Day the cadets in minimum no. of 30 assisted the medical staff at various polio-boots in Upleta and outside.

This year, Blood Donation Camp was held by Haribhai Patel Trust and 66 N.C.C. cadets plus A.N.O. Capt. S. K. Parmar attended the camp and gave away the blood to the Blood Bank.

To keep the city-town clean, the N.C.C. cadets paraded with brooms, spades with the sweeper and sanitary inspectors of Municipality Upleta, 90 inolos, the girs students and boys from N.S.S. Unit also accorded them.

36. Activities of the Guidance and Counselling Cell.

- ➔ Every Saturday of last week of month we counsell the students (two/three) on various problems pertaining to family affairs, individual feelings as well as career moulding.

Three of the regular and sincerely attending students inquired to have information regarding G.CET examination poor from the T.Y.B.Com. class, Dr. Prof. R. N. Bavariya, Head of the Department commerce and captain S. K. Parmar guided them personally for the even preparation for this term.

We accord the useful information on the recruitment procedure and eligibility criteria for the induction in Army, Navy, CRPF and police force display them on the notice board after the receipt of recruitment publicity material from the Defence Ministry. The same is briefed out among the cadets of N.C.C. (S.D.)

37. Placement services provided to students :

- ➔ Every Wednesday the junior commissioned officer from 8 Guj., Bn., N.C.C. Junagadh along with one Non Commissioned Officer are detailed to instruct and train the NCC cadets, Capt., S. K. Parmar instruct and provide necessary information about the various placements, Every Wednesday The Times of India's column 'ACCENT' about various jobs as well informed.

38. Development programmes for non-teaching staff.

- ➔ - NIL -

39. Best Practices of the Institution :

- ➔ A distinct prayer committee works out Sarswati Prayer and
 - a question is asked to the students.
 - After the reciting of the prayer a quiz type question is put before the students assembled in the prayer.
 - 'A good thought' is pronounced by the volunteers everyday.

40. Linkages developed with National / Internatitian Academic / Research bodies :

- ➔ - NIL -

41. Any other relevant information :

- ➔ - NIL -

Internal Quality Assurance Cell

Year : 2007-2008

No.	Name of Member	Designation
1.	I/C Prin. Dr. G. J. Aparnati	Chairperson
2.	Prof. S. K. Parmar	Co-ordinator
3.	Shri Govindbhai Baraiya (President)	Member
4.	Prof. H. P. Mori (Economics)	Member
5.	Prof. P. D. Bheda (English)	Member
6.	Prof. R. M. Dudhatra (Sanskrit)	Member
7.	Prof. R. N. Bavaria (Commerce)	Member
8.	Prof. K. K. Parmar (Political Science)	Member
9.	Prof. N. N. Nakum (Psychology)	Member
10.	Shri K. V. Makwana (Librarian)	Member
11.	Shri G. L. Babaria	Member

❁ **PART - C** ❁

Detail Plans of the Institution for the next year

Due to shortfall of special time, this year our college is compelled to emphasis the acadamic work and we fount it difficult to achieve all the goals according to our plan of action at the beginning of this year for administrative reasons beyond control.

For the next year 2008-2009 our plan of action is as follows :

- (1) To arrange a state level conference / seminar / workshop in the subject of Sanskrit.
- (2) To re-build the scope lab, in the shifted premises. (This scheme is implemented by Govt. of Gujarat).
- (3) To propose for the post of permannent Principal.
- (4) To prepare a plan for the new building construction.

Prof. Capt. S. K. Parmar
Co-ordinator
IQAC

IC/Prin. Dr. G. J. Aparnathi
Chairperson,
IQAC