

**THE ANNUAL QUALITY
ASSURANCE REPORT
(AQAR)**

of the IQAC

2008 - 2009



● Submitted by ●

Municipal Arts & Commerce College, UPLETA

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THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) of the IQAC

- 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 shift the premises to the safer place.
2. To make procedure for the establishment Digital English Language Lab (DELL) as per norms of State Government.
3. To arrange a state or national level seminar.
4. To arrange a vocational, professional guidance lecturer for the career advancement programme.
5. To arrange a programme on Folk Literature.
6. To arrange a lecture/and elocution competitions on the Alcohol Prohibition & Alcohol, Tobacco Adiction.
7. To arrange a student's seminar.
8. To arrange a computer awareness programme for students.
9. To arrange University level sports event under the auspices of the college.

- **OUTCOME ACHIEVED :**

1. We managed to shift the college premises to the safer place that is situated opposite to the Guru Nanak Hall, Vijali Road, Upleta in the 2nd term of 2009.
2. We established Digital English Language Lab, at the new premises too as per the norms of the state govt. 24 students availed this programme.
3. This year we could not arrange a state or national level seminar.
4. Two programmes related to career counselling and career management seminar were held on 16th July 2008 and 25th Nov. 2008.

(I) Chief speaker to the first programme was Lt. Col. Satyam Anand from 8 Guj. Bn. NCC Junagadh delivered guidance through LCD Projector to all the students for the career development; Project Chairman : Capt. S. K. Parmar.

- (II) Chief Speaker to the second programme was development officer INC College Bhavnagar Shree Jitendra L. Khoda assisted in holding a seminar on 'Career in Management' Project Chairman : Prof. R. N. Bavaria.
5. Under the project chairmanship of Prof. R. G. Makwana a programme on 'Folk Literature' was held, Shree Apadanbhai Gadhvi (from Rajkot) gave away his presentation on said on 23rd July, 2008.
6. We held two elocution competitions this year on the subjects of,
- (A) Glorious History and Cultural Heritage of Gujarat.
 (B) Overall Development of Gujarat.
 (C) Contribution of the Great Reformers of Gujarat.
- on 7th Aug. 2008 under the project chairmanship of Prof. Dr. N. K. Dhamecha and second Elocution Competition was held on the subject of
- (i) Adiction as the Root of Destruction
 (ii) Adiction prohibition brings new life.
 (iii) Adictoin and the youth of today
- was held on 7th Oct. 2008, Department of Alcohol Prohibition Gujarat State collaborated with the N.S.S. Unit of the College, under the project chairmanship of Prof. M. A. Kanjiya, The chief guest and the key note speaker Shree Thebasaheb, Dist. Controlor, Alcohol probition Department from Rajkot.

❁ **PART - B** ❁

- 1. Activities reflecting the goals and objectives of the institution :**
- (i) 'Shardotsava' Folk-Garba Competition was held during the last day of 'Navaratri'.
 (ii) Yogasana training imparted to the students for three days under the guidance of Prof. H. P. Mori.
 (iii) The guidance lectures on the 'Making of a Poem' and a Making of Short-Story were held. The port Ahmed Makrani and the prose writer Amrit Raninga gave the guidance.
- 2. New academic programmes initiated (UG and PG) :**
- ➡ - NIL -
- 3. Innovations in curricular design and transaction.**
- ➡ - NIL -
- 4. Inter-disciplinary programmes started :**
- ➡ - NIL -
- 5. Examination reforms implemented :**
- ➡ - NIL -

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**
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 :**
➡ 10 students are selected to impart yoga practice regularly.
N.C.C. and N.S.S. cadets render their services in the ten days Mega Medical Camp. This year 25 girls and 15 boys of our college served in the said camp at Upleta.

19. Teachers and officers newly recruited ?

➔ The college appointed Dr. V. A. Nandania as the permanent Principal as per the norms of State Govt., Uni. and UGC Acts.

20. Teaching - Non teaching staff ratio :

➔ Teaching : 14 Non - Teaching : 5
Ratio 14 : 5 = 2.8 : 1
With Parttime 16 : 5 = 3.2 : 1

21. Improvements in the Library Services :

➔ We have introduced content service under which every HOD is given the Content in the book purchased in the concerned subject to enable him/her to suggest it as a reference book either to the students or his/her colleagues.

22. New books / journals subscribed and their cost :

➔ We purchased 1166 books at the cost of Rs. 4,33,628/- and prescribed for BA/BCOM/M.A. magazines 34 periodicals and - journals at the cost of Rs. 9080/- .

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

➔ We selected a teacher of Comm. Dept. for student assessment of teachers and the concerned teacher was duly instructed to the students feedback was taken in all they in programme course. After analysing their opinions, the heads, concerned were asked to respond to the respective university bodies.

24. Units cost of education :

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

$$\begin{array}{rcl} \text{Cost} & \text{Students} & \\ 7736663 \div & 1072 & = 7217.04 \end{array}$$

(b) Unit cost calculated excluding salary component.

$$2511012 \div 1072 = 2342.36$$

25. Computerization of administration and the process of admissions and examination results, issue of certificates.

➔ After the commencement of the HSC results, in three days we disburse the application forms and then grant the admission on the basis of merit and for the accomplishment of the said process we also offer first-come first serve basis to avoid the rush for the admission.

We enter the data of students regarding their personal details, fees and the record of the submission of assignment in the computer.

26. Increase in the infrastructural facilities :

➔ We had proposed to set up Digital Language Lab, we spared special room for the DELL.

27. Technology upgradation :

➔ We use optimally LCD projector and other available electronic equipments as per requirement of the teachers and students.

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

➔ Two teachers of English have undergone the workshop to run Digital Language Lab and the Principal of the college passed CCC+.

Course	No. of Students		Passed	
	M	F	M	F
CCC	41	71	37	69

29. Financial aid to students :

➔ This year we have adopted two students economically poor who have real intent in further studies they have offered. We assist them providing educational fees and equipping with the books and the text-books.

30. Support from the Alumni Association and its activities :

➔ No convention was held this year.

31. Support from the parent, teacher association and its activities :

➔ No convention was held this year.

32. Health Services :

➔ No convention was held this year.

33. Performance in Sport Activities :

➔

No.	Event Name Inter College Tournament	Event Place	No. of Participants	Achievement
1.	KABBADI (MEN)	KODINAR	12	
2.	CRICKET (MEN)	RAJKOT	14	
3.	KABBADI (WOMEN)	JETPUR	12	
4.	CHESS (MEN-WOMEN)	RAJKOT	04	
5.	KHO-KHO (MEN)	DUMIYANI	12	
6.	KHO-KHO (WOMEN)	AMRELI	12	
7.	ATHLETICS (MEN-WOMEN)	RAJKOT	6+6	

34. Incentives to outstanding sport persons :

➔ Availed the computer and internet access under the Babasaheb Open University and ___ no. of students were passed in CCC exam.

35. Student achievements and awards :

➔ Students, N.C.C. Cadets', N.S.S. Volunteers sports and R.D.C. and students having academic achievements have been given away prizes in form of sports track-suits, blazers.

36. Activities of the Guidance and Counselling Cell.

➔ We consulted seven students with their academic and career problems, five of them were women having employment problems and one with social problem and the one had the problems of further study. Our teachers Prof. Gitaben D. Patel, Prof. Dr. Nilamben Nakum and Prof. M. A. Kanjiya guided them as and when they required.

37. Placement services provided to students :

➔ - NIL -

38. Development programmes for non-teaching staff.

➔ - NIL -

39. Best Practices of the Institution :

➔ We encouraged

(i) Senior Under Officer Dangar Nilesh to attend Republic Day to join NCC contingent for Delhi R.D.C. camp for a month, the Governor of Gujarat received the Gujarat N.C.C. contingent with warm welcome, Capt. S. K. Parmar encouraged him to attend R. D. Camp.

(ii) Another best practice is our 'Prarthana Sabha'. We arrange a quiz of single question asked in the general Prarthana Sabha. The outcome of this daily practice, two students took part in the quiz event sponsored by Saurashtra University and Doordarshan Kendra Rajkot, on July-2008. Project Chairman at the college level was Asso. Prof. H. P. Mori.

(iii) Inter-classes Competitions :

The third of the best practices is Inter classes competitions. These competitions include :

(a) Light vocal song (solo)

(b) Folk Song (Group)

(c) Folk Dance Garba (Group)

(d) Marriage songs (Group)

(e) Self made poem (Solo)

(f) Mono-acting (Solo)

(g) Drama (Social) (Group) and other cultural activities.

The prizes in the form of shields, costumes, were disbursed on the parting ceremony in the month of february.

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

➔ - NIL -

41. Any other relevant information :

➔ - NIL -

Internal Quality Assurance Cell

Year : 2008-2009

No.	Name of Member	Designation
1.	Prin. Dr. V. A. Nandania	Chairperson
2.	Prof. S. K. Parmar	Co-ordinator
3.	Smt. Nathiben B. Der (President)	Member
5.	Prof. H. P. Mori (Economics)	Member
6.	Prof. P. D. Bheda (English)	Member
7.	Prof. R. M. Dudhatra (Sanskrit)	Member
8.	Prof. G. J. Aparnathi (Hindi)	Member
9.	Prof. R. N. Bavaria (Commerce)	Member
10.	Prof. K. K. Parmar (Political Science)	Member
11.	Prof. N. N. Nakum (Psychology)	Member
12.	Shri K. V. Makwana (Librarian)	Member
13.	Shri G. L. Babaria	Member

❁ **PART - C** ❁

Detail Plans of the Institution for the next year

Viewing special time shortage during this year the college had to emphasis the academic work, and due to the short fall of the time we could not cover all the goals according to our plan of action at the beginning of the year for administration reasons beyond control.

For the next year : 2009-2010, our plan of action is as follows :

- (i) To arrange a state/national level conference / seminar / workshop in the subject of Sanskrit Literature and Society.
- (ii) To arrange guidance classes for vocational, professional and GPSC, Civil Services Employment.
- (iii) To propose for the post of Instructor in Physical Education.

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

Prin. Dr. V. A. Nandania
Chairperson,
IQAC