

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

*of the IQAC*

**2009 - 2010**



● 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**  
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 arrange a state or national level seminar in the subject of Sanskrit.
2. To arrange inter-classes competitions in cultural activities, as per the Sapta Dhara Event.
3. To arrange career guidance classes for vocational, professional, GPSC, Civil Services Employment.
4. To set up Digital English Language Laboratory.
5. To arrange for the shifting of the college.
6. To arrange for the 'Maha Pustak Mela'. 5400 books were sold offering 70% discount, in the collaboration of 3 colleges BRS college Dumiyani, R. P. Bhalodia College, Upleta Municipal Arts & Commerce College, UPLETA.
7. To implement the programmes under the 'Swarnim Gujarat'.

- **OUTCOME ACHIEVED :**

1. Due to shifting of the college, the State or National level seminar could not be arranged.
2. We held the inter classes cultural competitions which included following events.
  - (i) Light Vocal Song (Solo)
  - (ii) Folk Song (Group)
  - (iii) Doha and Pada (Solo)
  - (iv) Folk Dance Garba (Groups)
  - (v) Mono-Acting (Solo)
  - (vi) Social Drama (Groups)
  - (vii) Self made poem (Solo)
  - (viii) Essay Competition (individual)
  - (ix) Quiz test on G. K. (Dual)
  - (x) Rangoli Competitoin (individual)

The winners, first, second, third in the event each was awarded shield and certificate.

3. The proposal and the grant of the setting of for carrer guidance classes was sanctioned and due to the shifting of the college building and premises we decided to arranges the classes in the next year i.e. 2010-11
4. We instaled Digital Language Laboratory with 25 computer (zenith) set. 20 students sought the admission and training and passed level-A lest.
5. In the 2nd term of the year 2010, we shifted the college building to a safer place that is located on the Vijali Road, Opp. Guru Nanak Hall, UPLETA.
6. Students of our college took active part in the Swarnim Gujarat Programme initiated by Municipality - UPLETA.
7. We arranged a workshop on the subject of 'Karya Gosthi' on 15/02/2010. Asso. Pro. H. P. Mori read the paper and discussed on the topic of 'Save Water', Principal Dr. V. A. Nandania gave extra information on the subject and welcomed the honorable guest, the President Municipality Smt. Nathiben Der, who inagurated the function.

On the event of 'Swarnim Gujarat Sankalp Jyot Rathyatra', which ran during 08/09/2009 to 17/09/2009, the college teaching and non-teaching and the students took active role in carrying out the events successfully.

8. We, in the collaboration with other two colleges i.e. B.R.S. College, Dumiyani and Smt. R. P. Bhalodia Mahila College, Upleta held a 'Maha Pustak Mela' on 19/20 Dec., 2009, which proved to be a fruitful shawcase. The books on literature and knowledge were sold worth Rs. 6 lakhs and the no. of books was 5400, offering fascinating discount of 70%.

## ❁ PART - B ❁

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

- (i) We carried out all the expected activities in the institution as per the norms of 'Saptadhara' under the programme of Golden Jubilee Celebration Gujarat
- (ii) 75 + 15 boys and girls students gave away their blood to the camp sponsored by Haribhai Patel.
- (iii) 'Clean Town my Own'. The college staff and the students of both the gender took brooms in their hands and came out of the college for the cleaners drive, all the streets (target) along with the statues were washed and cleaned.
- (iv) 'Sharadotsava' held in which the students took part. The prizes were given away to the winners.
- (v) 'Sanskrit Day' celebrated on Youth Day.
- (vi) Essay Competition on the subject of 'Environment' held at Junagadh and 11 students participated.

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

➡ - NIL -

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

➡ The department heads of the languages i.e. Gujarati, Hindi, English and Sanskrit, and the Head of Department of Commerce took active participation as the members of the sub committee to innovative curricular design in Arts and Commerce courses for the new arriving CBCS system for the year 2010-11.

**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 :**

➔ - NIL -

19. **Teachers and officers newly recruited ?**

➔ Fulltime lecturer in Gujarati subject - 1 (one)

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 :**

➔ Fully implementation of the content service was introduced under which every head of the department is given the content in the book purchased in the concerned subject to enable him or her to suggest it as a reference book either to the students or to his or her colleagues.

22. **New books / journals subscribed and their cost :**

➔ We purchased 577 books at the cost of Rs. 1,00,808/- and prescribed for BA/BCOM/M.A. magazines 34 periodicals and - journals at the cost of Rs. 7040/- .

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

➔ We selected a teacher of the Dept. of Arts for student assessment of teachers and the concerned teacher was duly instructed for the improvement in future.

The students' feedback was also taken in all the courses. After analysing their opinions, the concerned heads were asked to give voice at the respective University bodies.

24. **Units cost of education :**

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

Cost	Students	
6970431	918	= 7593.06

(b) Unit cost calculated excluding salary component.

2286984	918	= 2491.27
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25. **Computerization of administration and the process of admissions and examination results, issue of certificates.**

- ➔
1. Exmanition Result : It is launched on the Univeristy website.
  2. Student enrollment : online
  3. Examination form : online

**26. Increase in the infrastructural facilities :**

➡ - Nil -

**27. Technology upgradation :**

➡ - Nil -

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

➡ The students enrolled in this college are imparted training in the Digital English Language Lab, and two teachers have undergone the workshop to run the Digital Language Lab and the Principal of the college has passed CCC+.

Course	No. of Students		Passed	
	M	F	M	F
CCC	89	30	82	30

**29. Financial aid to students :**

➡ This year we adopted two students economically poor who have real intent in further studies they have offered. We assisted them providing educational fees and equipping with the academic books and materials.

**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 :**

➡ First Aid Services are provided to the related students and for this, First Aid Box is kept well equipped in the sports office as well as N.C.C. office.

**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	5+5	

**34. Incentives to outstanding sport persons :**

➡ We give away prizes and track-suits and blazers to the outstanding sport persons.

**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.**

➡ This year two girls and three boys students consulted the committee with their different problems. Two with career problems such as employment and further studies. Our teachers Prof. H. P. Mori and Capt. S. K. Parmar guided them properly.

**37. Placement services provided to students :**

➡ - NIL -

**38. Development programmes for non-teaching staff.**

➡ - NIL -

**39. Best Practices of the Institution :**

- ➡ (i) N.C.C. unit, daily exercise, General Knowledge, leadership.
- (ii) 'Shardotsav' - to make the student proficient in cultural activities.
- (iii) Weekly Yoga Practice.

**40. Linkages developed with National / International Academic / Research bodies :**

➡ - NIL -

**41. Any other relevant information :**

➡ - NIL -

# *Internal Quality Assurance Cell*

Year : 2009-2010

<b>No.</b>	<b>Name of Member</b>	<b>Designation</b>
1.	Prin. Dr. V. A. Nandania (Principal)	Chairperson
2.	Prof. S. K. Parmar (English)	Co-ordinator
3.	Smt. Nathiben B. Der (President)	Member
4.	Prof. G. J. Aparnathi (Hindi)	Member
5.	Prof. H. P. Mori (Economics)	Member
6.	Prof. G. D. Patel (Sanskrit)	Member
7.	Prof. R. N. Bavaria (Commerce)	Member
8.	Shri K. V. Makwana (Librarian)	Member
9.	Shri G. L. Babaria	Member



❁ **PART - C** ❁

**Detail Plans of the Institution for the next year**

- (i) To arrange a state/national level conference / seminar on the subject of Sanskrit.
- (ii) To implement all the activities / programmes as expected by the state govt. which has sponsored Swarnim Gujarat celebration for the year 2010-11.
- (iii) To implement the design for coaching classes for e.g. CAT, GPSC exams and competitive exams for placement.
- (iv) To propose for the new building of the college to the management.
- (v) To initiate sports awareness among the students, we are planning to hold intercollege tournament of Saurashtra University on the college campus.

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

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