

# THE ANNUAL QUALITY ASSURANCE REPORT

(AQAR)

*of the IQAC*

**2010 – 2011**



● Submitted by ●

**Municipal Arts & Commerce College, UPLETA**

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**ANNUAL QUALITY ASSURANCE REPORT (AQAR)**  
**2010-11**

MUNICIPAL ARTS & COMMERCE COLLEGE, UPLETA

**1. Kindly provide the details of the Institution**

<b>Name of Institution:</b>	Municipal Arts & Commerce College, UPLETA
<b>Year of Establishment of the Institution</b>	1961
<b>Address Line 1:</b>	Vijali Road, Opp. Guru nanak hall,
<b>Address Line 2:</b>	Post Box No. 48, UPLETA
<b>City/Town:</b>	Upleta
<b>State:</b>	Gujarat
<b>Postal code:</b>	360490
<b>Email Address:</b>	municollegeupleta@gmail.com

**2. NAAC Accreditation/Reaccreditation Details :**

<b>Year of Accreditation / Reaccreditation:</b>	2007
<b>Current Grade:</b>	C <sup>+</sup>
<b>CGPA:</b>	

**3. Institutional Status** : Affiliated Permanent

**4. Contact Person Details**

<b>Name of the Head of the Institution:</b>	Principal Dr. V. A. Nandania
<b>Contact Phone</b>	9724301664
<b>Email</b>	municollegeupleta@gmail.com
<b>Website URL</b>	www.municollegeupleta.org
<b>Name of IQAC Coordinator</b>	Prof. S. K. Parmar
<b>Email</b>	municollegeupleta@gmail.com

## SECTION : 1

### 5. Number of academic programmes existing :

Undergraduate (BA/B.Com)	2
Post Graduate(MA)	1
Research Programmes	0
Certificate Programmes – CCC (BAOU)	1
Professional Programmes	0
Other value added programmes	0
Any other Programme offered	0

### 6. Details on Programme Development

New programmes added during the year	0
New programme designed	0
Programmes under revision	0
Interdepartmental Collaborative programmes	0
Inter institutional collaborative programmes	0
Number of review committee recommendations implemented (Total)	0
Number of NAAC peer team recommendations implemented	10
Number of UGC/ any other expert committee recommendations implemented	0
Number of review committee recommendation under implementation	0
Number of NAAC peer team recommendations under implementation	2
Number of UGC/ any other expert committee recommendations under implementation	0

### 7. Faculty Details

Total faculty strength required as per norms for all programmes	18+2
Total faculty on rolls	15+2
Faculty added during the year	1
Faculty positions vacant	3
Faculty left during the year	0
Total number of visiting faculty	0
Total number of guest faculty	0

### 8. Qualification of Faculty

PhD and Above	8
MPhil	3
Masters	20
Any other (Specify)	0

## 9. Faculty qualification improvement

PhD awarded to existing faculty	1
MPhil awarded to existing faculty	0
Any other degree awarded to existing faculty	0

## 10. Administrative Staff Details

Administrative Staff (Total sanctioned)	5
Administrative Staff (Actual Strength)	0
Added during the year of reporting	1
Left during the year	0
Number of posts vacant	4

## 11. Technical Support Staff Details

Technical Support Staff (Total Sanctioned strength)	0
Technical Support Staff (Actual Strength)	0
Added during the year	0
Left during the year	0
Number of posts vacant	0

## SECTION : II

### 12. Establishment details

Year of establishment of IQAC :	21/06/2010
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### 13. Comparison of IQAC

Number of IQAC members	11
Number of Alumni in IQAC	0
Number of Students in IQAC	0
Number of Faculty in IQAC	6
Number of Administrative Staff in IQAC	1
Number of Technical Staff in IQAC	0
Number of Management Representatives	1
Number of External Experts in IQAC	0
Number of any other stakeholder and community representatives	0

### 14. IQAC meetings

Number of IQAC meetings held during the year	2
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### 15. Whether Calendar of activities of IQAC formulated for the academic year : NO

### 16. IQAC Plans for Development

Number of academic programmes proposed	0
Number of value added programmes proposed	3
Number of skills oriented programmes proposed	1
Number of faculty competency and development programmes proposed	0
Number of other staff development programmes proposed	0
Number of students monitoring programmes proposed	0
Number of co-curricular activities proposed	17
Number of inter departmental cooperative schemes proposed	0
Number of community extension programmes proposed	5
Any other programmes proposed (Documentation, Records of office updation)	1

### 17. IQAC Plans for development & Implementation

Number of academic programmes implemented	0
Number of value added programmes implemented	2
Number of skills oriented programmes implemented	0
Number of faculty competency and development programmes implemented	0
Number of other staff development programmes implemented	0
Number of students mentoring programmes implemented	0
Number of co-curricular activities implemented	11
Number of inter departmental cooperative programmes implemented	0
Number of community extension programmes implemented	3
Any other programmes suggested that are implemented (Specify)	0

### 18. IQAC Seminars and Conferences

Number of Seminars / Conferences / Workshops organized by IQAC within the Institution	1
Number of participants from the Institution	17
Number of Participants from outside + students = 126	282
Number of external experts invited	8
Number of external conferences/ seminars/ workshop on institutional quality attended	0
Number of events conducted with IQACs of other institution as collaborative programmes	0

19. Did IQAC receive any funding from UGC during the year? :  
**NO**

20. If the response to Qn. 19 is Yes, please provide the amount received from UGC. Any other source including internal financial support from the management.

Amount received from UGC	0
Amount received from any other source including College management	As per requirement from the management

**21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)**

- We planned for the General knowledge tests to prepare students for the competitive exams.
- We updated the administrative documentation of all records and reports.

**SECTION : III**

**22. Academic Programmes**

Number of new academic programmes developed or designed by faculty	0
Number of faculty members involved in curriculum restructuring/revision/syllabus development	6
Number of programmes in which evaluation process reformation taken up and implemented	2
Number of active teaching days during the current academic year	198
Average percentage of attendance of students	84
Percentage of classes engaged by guest faculty and temporary teachers	24
Number of self financed programmes offered	0
Number of aided programmes offered	1
Number of programmes discontinued during the year	0

**23. Whether any systematic student feedback mechanism is in place ? :  
YES**

**24. Feedback details (If answer to Q. 23 is YES)**

Percentage of courses where student feedback is taken	100
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**25. Is feedback for improvement provided to the faculty ?  
YES**

**26. Faculty Research, Projects, and Publication details for the year**

Number of major research projects undertaken during the year	0
Number of minor research projects undertaken during the year	0
Number of major ongoing projects	0

Number of minor ongoing projects	0
Number of major projects completed	0
Number of minor projects completed	0
Number of major project proposals submitted for external funding	0
Number of minor project proposals submitted for external funding	1
Number of research publications in peer reviewed journals	1
Number of research publications in international peer reviewed journals	0
Number of research publications in national peer reviewed journals.	1
Number of research papers accepted for publication in international peer reviewed journals.	0
Number of research papers accepted for publication in national peer reviewed journals.	0
Average of impact factor of publications reported	0
Number of books published	2
Number of edited books published	1
Number of books(Single authored) published	0
Number of books (Coauthored) published	0
Number of conferences attended by faculty	31
Number of international conferences attended	0
Number of national conferences attended	22
Number of papers presented in conferences.	31
Number of papers presented in international conferences	0
Number of papers presented in national conferences	25
Number of conferences organized by the institution	1
Number of faculty acted as experts resource persons	1
Number of faculty acted as experts resource persons- international	0
Number of faculty acted as experts resource persons- national	0
Number of collaborations with international institutions	0
Number of collaborations with national institution	0
Number of linkages created during the year	0
Total budget for research for current year as a percentage of total institution budget.	0
Amount of external research funding received in the year	0
Number of patents received in the year	0
Number of patents applied for in the year	0
Number of research awards/recognitions received by faculty and research fellows of the institute in the year.	0
Number of PhDs awarded during the year.	0
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities.	8



## SECTION : IV

### 27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)	1080
Actual enrollment during the year	947
Student dropout percentage during the year	11
Success percentage in the final examination across the courses.	76
Number of academic distinctions in the final examination and percentage	1 & 0.3%
Number of students who got admitted to institutions of national importance	0
Number of students admitted to institutions abroad	0
Number of students qualified in UGC NET/SET	0
Number of students qualified GATE/CAT/ other examination (Specify)	0

**28. Does student support mechanism exist for coaching for competitive examinations ?**

**YES** – Planning to start coaching class for entry in service is under progress.

**29. Student participation, if response is yes to Qn.28.**

Number of students participated	0
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**30. Does student counseling and guidance service exist?**

**YES**

**31. Student participation, if answer to Qn.30 is yes**

Number of students participated	0
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**32. Career guidance**

Number of career guidance programmes organized	1
Percentage of students in career guidance programmes	31.6

**33. Is there provision for campus placement?**

**NO**

**34. If yes to Qn.33**

Number of students participated in campus selection programmes	0
Number of students selected for placement during the year	0

**35. Does gender sensitization program exist ?**

**NO**

**36. If Answer is Yes to Qn.35**

Number of programmes organized	0
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**37. Student activities.**

Number of students participated in external cultural events	42
Number of prizes won by student in external cultural events	11
Number of cultural events conducted by the institute for the students	135
Number of students participated in international sports and games events	0
Number of students participated in national level sports and games events.	1
Number of students participated in state level sports and games events.	19
Number of students participated in university level sports and games events	72
Number of prizes won by students in international sports and games events	0
Number of prizes won by students in national level sports and games events	0
Number of prizes won by students in state level sports and games events	0
Number of prizes won by students in university level sports and games events	3
Number of sports and games events conducted by the institute for the students	91

**38. Composition of students**

Percentage of Scheduled Caste	11
Percentage of Scheduled Tribe	1
Percentage of other backward communities	52
Percentage of women students	44
Percentage of physically challenged	6
Percentage of rural students	52
Percentage of urban students.	48

### 39. Scholarships and financial support

Number of students availing financial support from the institution	0
Amount disbursed as financial support from the institution	0
Number of students awarded scholarship from the institution	0
Number of students received notable national / international achievements /recognition	0

### 40. Students initiatives

Number of community upliftment programmes initiated by students	0
Number of literary programmes initiated by students	0
Number of social action initiatives based on science/environment initiated by students.	0
Number of student research initiatives	0

## **SECTION : V**

41. Whether perspective plan for overall developmental activities is created?

**YES**

42. If the answer for Qn. 41 is Yes, is the plan implemented and monitored?

**YES**

43. Whether benchmarking is created for institutional quality management efforts?

**YES**

44. If the answer to Question 43 is Yes, please list the benchmarking in various areas of development in bullet format :

- Our Chief perspective is succeeded to improve undertaking of examination.
- UGC grant received for coaching class.
- State level programme of “Saptdhara” fully implemented to develop for all over development of students.

45. Is a Management Information System (MIS) in place ?

**YES**

**46. If answer to question 45 is Yes, Please provide details of MIS applied to**

1. Administrative procedures including finance
2. Student admission
3. Student records / Enrolment
4. Evaluation and examination procedures
5. Office records keeping
6. Website of the institution.

**47. Existence of learning resource management**

e-database in library	Data not fully accomplished
ICT and smart classroom	No
e-learning sources (e- Books,e-Journals)	No
Production of teaching modules	No
Interactive learning facilities	Yes

**48. Internal resource mobilization: Kindly provide the amount contributed**

Research	0
Consultancy and training	0
Student contribution	0
Alumni contribution	0
wellwishers	0

**49. Infrastructure and welfare spending: Please specify the amount**

Amount spent for infrastructure development	8000000 (Approximately)
Amount spent for student welfare	150000 (Approximately)
Amount spent for staff welfare	50000 (Approximately)

**50. Is delegation of authority practiced ?**

**YES**

**51. Does grievance redressal cell exist ?**

**YES**

Faculty	NO
Students	YES
Staff	NO

**52. Grievances received from faculty and resolved :**

Number of grievances received	NO
Number of grievances resolved	NO

**53. Number of grievances received from students and resolved :**

Number of grievances received	0
Number of grievances resolved	0

**54. Number of grievances received from other staff members and resolved :**

Number of grievances received	0
Number of grievances resolved	0

**55. Has the institution conducted SWOT analysis during the year ?**

**YES**

**56. The SWOT analysis was done by internal or by external agency**

- Internal

**57. Kindly provide three identified strengths from SWOT Analysis :  
(in bullet format)**

**- Three points of strengths**

- The institution possesses 16 acres of land. We can hold all the outdoor sports events due to its large playground.
- NCC is established since 1967 which is rare.
- Fully qualified teaching staff

**58. Kindly provide three identified weaknesses from the SWOT analysis  
(in bullet format)**

**Three points of Weakness**

- Zero administrative staff in the beginning of this year.
- Shortfall of teaching staff.
- We were compelled to shift the old college building.

**59. Kindly provide two opportunities identified from the SWOT analysis  
(in bullet format)**

**Two Opportunities :**

- Due to sufficient land / maidan Physical Training Education centre can be provided to the students from rural areas.
- English is taught at UG, PG level offering English as a core subject.

**60. Kindly provide two identified challenges / threats from SWOT analysis (in bullet format)**

**Challenges / Threats**

- Vocational and Technical Training Courses are full in vogue therefore the faculties like Arts & Commerce are badly affected.
- The full presence of the students in the classes is utterly impossible.

**61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)**

- All the goals of cultural activities were aimed at successfully.
- The National Seminar on the subject of 'Sahitya Aur Samaj' successfully conducted on 12 Feb. 2011 Saturday.
- A test on General Knowledge was conducted and 128 students took part in the test.
- 'The Saptadhara' events were actualized.
- 'The Swarnim Gujarat Saptah' was celebrated from 25 Sept. to 1 Oct. 2010, covering the events of Essay competition, Quiz Competition, Song, Dance (Group) and Sports competition were held.
- The programmes preplanned in the academic calendar year 2010-11 were effectively conducted.

**62. How do you perceive the role of NAAC in the quality development of your institution? (Suggestions in bullet format to be given below ?)**

- The suggestions of NAAC are eye openers.
- We are following NAAC recommendations, suggestions at our level best.
- General qualitative improvement in the teaching & administration can be obviously found 4/5 after peer NAAC team had assessed our college in 2007.

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

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