

THE ANNUAL QUALITY ASSURANCE REPORT

(AQAR)

of the IQAC

2011 – 2012



● Submitted by ●

Municipal Arts & Commerce College, UPLETA

P.B. No. 48, Vijali Road, Opp. Gurunanak Hall, UPLETA

Dist. Rajkot (Gujarat), Pincode - 360490

Phone (02826) 220158, 220178

Email : municollegeupleta@gmail.com

website : www.municollegeupleta.org

ANNUAL QUALITY ASSURANCE REPORT (AQAR)
2011-12

MUNICIPAL ARTS & COMMERCE COLLEGE, UPLETA

1. Kindly provide the details of the Institution

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

2. NAAC Accreditation/Reaccreditation Details :

Year of Accreditation / Reaccreditation:	2007
Current Grade:	C ⁺
CGPA:	

3. Institutional Status : Affiliated Permanent

4. Contact Person Details

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

SECTION : 1

5. Number of academic programmes existing :

Undergraduate (BA/B.Sc/B.Com etc)	02
Post Graduate(MA/M.Sc/M.Com etc)	01
Research Programmes (M.Phil/P.hD)	0
Certificate Programmes	03
Professional Programmes	0
Other value added programmes	0
Any other Programme offered (Specify)	1 – Yoga

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)	10
Number of NAAC peer team recommendations implemented	4
Number of UGC/ any other expert committee recommendations implemented	0
Number of review committee recommendation under implementation	2
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	3
Faculty positions vacant	1
Faculty left during the year	1
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)	1
Added during the year of reporting	0
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 :	20/06/2011
---------------------------------	------------

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	7
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
--	---

15. **Whether Calendar of activities of IQAC formulated for the academic year :**
YES

16. IQAC Plans for Development

Number of academic programmes proposed	0
Number of value added programmes proposed	4
Number of skills oriented programmes proposed	3
Number of faculty competency and development programmes proposed	1
Number of other staff development programmes proposed	0
Number of students monitoring programmes proposed	1
Number of co-curricular activities proposed	19
Number of inter departmental cooperative schemes proposed	0
Number of community extension programmes proposed	8
Any other programmes proposed (Specify)	0

17. IQAC Plans for development & Implementation

Number of academic programmes implemented	0
Number of value added programmes implemented	3
Number of skills oriented programmes implemented	0
Number of faculty competency and development programmes implemented	1
Number of other staff development programmes implemented	0
Number of students mentoring programmes implemented	1
Number of co-curricular activities implemented	17
Number of inter departmental cooperative programmes implemented	0
Number of community extension programmes implemented	6
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	0
Number of participants from the Institution	0
Number of Participants from outside	0
Number of external experts invited	0
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 successfully conducted Mega Book Fair on 30/01/2012, Saturday with the assistance of donors. 50 percent commission was offered to the people who want to buy the books.
- We successfully held two batches of competitive examination of the coaching class for SC/ST/OBC & Minorities Students and among them 17 students are successfully cleared the competitive examination.

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	0
Number of active teaching days during the current academic year	192
Average percentage of attendance of students	83
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
---	-----

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	1
Number of major ongoing projects	0
Number of minor ongoing projects	1
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	1
Number of research publications in national peer reviewed journals.	4
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	0
Number of edited books published	0
Number of books(Single authored) published	0
Number of books (Coauthored) published	0
Number of conferences attended by faculty	24
Number of international conferences attended	3
Number of national conferences attended	18
Number of papers presented in conferences.	24
Number of papers presented in international conferences	0
Number of papers presented in national conferences	19
Number of conferences organized by the institution	0
Number of faculty acted as experts resource persons	0
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.	0

SECTION : IV

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)	1080
Actual enrollment during the year	891
Student dropout percentage during the year	6.7
Success percentage in the final examination across the courses.	90.85
Number of academic distinctions in the final examination and percentage	0
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

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

Number of students participated – Two batches (25+25)	50
---	----

30. Does student counseling and guidance service exist?
YES

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

Number of students participated	06
---------------------------------	----

32. Career guidance

Number of career guidance programmes organized	01
Percentage of students in career guidance programmes	95

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
--------------------------------	---

37. Student activities.

Number of students participated in external cultural events	52
Number of prizes won by student in external cultural events	13
Number of cultural events conducted by the institute for the students	183
Number of students participated in international sports and games events	0
Number of students participated in national level sports and games events.	3
Number of students participated in state level sports and games events.	15
Number of students participated in university level sports and games events	82
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	6
Number of sports and games events conducted by the institute for the students	426

38. Composition of students

Percentage of Scheduled Caste	10.5
Percentage of Scheduled Tribe	0.5
Percentage of other backward communities	53
Percentage of women students	46
Percentage of physically challenged	8 stud

Percentage of rural students	61
Percentage of urban students.	39

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 42 is Yes, please list the benchmarking in various areas of development in bullet format :

- UGC grant for coaching classes utilized.
- State level programme 'Vanche Gujart' conducted on 30/01/12 'Pushtak Mela' in the Bhagwatsinhji Kanya Shal Hall with 50% commission on each book sold.
- UGC Grant for Coaching Classes for entry in services for SC/ST/OBC students

and utilized Rs. 5,50,000/- for the said.

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	22,50,000/-
Amount spent for student welfare	2,00,000/-
Amount spent for staff welfare	0

50. Is delegation of authority practiced ?

YES

51. Does grievance redressal cell exist ?

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	NO
Number of grievances resolved	NO

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

Number of grievances received	NO
Number of grievances resolved	NO

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

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

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

- 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