

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

AQAR for the year (*for example 2013-14*)

2013-2014

### 1. Details of the Institution

1.1 Name of the Institution

Municipal Arts & Commerce College, UPLETA

1.2 Address Line 1

Vijali Road, Opp. Guru Nanak Hall,

Address Line 2

Post Box No. 48, UPLETA

City/Town

Upleta

State

Gujarat

Pin Code

360490

Institution e-mail address

municollegeupleta@gmail.com

Contact Nos.

02826 – 220158, 220178

Name of the Head of the Institution:

Principal Dr. V. A. Nandania

Tel. No. with STD Code:

02826 – 220158, 220178

Mobile:

9724301664

Name of the IQAC Co-ordinator:

Prof. S. K. Parmar

Mobile:

9428262838

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCogn 18879)

GJCOGN13405

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

March 31, 2007/333

1.5 Website address:

www.municollegeupleta.org

Web-link of the AQAR:

http://municollegeupleta.org/reports.php#

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C+	-	2007	2007-2012
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

27/09/2007

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2007-08 submitted to NAAC on 31/05/2014
- ii. AQAR 2008-09 submitted to NAAC on 31/05/2014
- iii. AQAR 2009-10 submitted to NAAC on 31/05/2014
- iv. AQAR 2010-11 submitted to NAAC on 31/05/2014
- v. AQAR 2011-12 submitted to NAAC on 31/05/2014

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Saurashtra University, Rajkot

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	-		
University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other ( <i>Specify</i> )	-
UGC-COP Programmes	YES – Coaching for entry in services		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	09
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	-
2.4 No. of Management representatives	01
2.5 No. of Alumni	-
2. 6 No. of any other stakeholder and community representatives	-
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	-
2.9 Total No. of members	11
2.10 No. of IQAC meetings held	02

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

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 \*

Plan of Action	Achievements
1. To encourage students for competitive exams	1. CCDC Exam conducted & 175 students appeared in it
2. To raise academic & sports award of the students.	2. Two batches of coaching for entry in services for SC/ST/OBC/Minorities were carried out.
3. To fill up vacant post (Teaching & Non Teaching)	3. Proposal for filling up jobs is sent to Edu. Dept. Govt. of Guj. Gandhinagar
4. To prepare Academic Calendar	4. Academic Calendar was prepared in IQAC meeting on .....
5. To organize inter college tournament for sports.	5. Inter college Kabaddi tournament organized by the college. 36 colleges participated.
6. To carry out state govt. sponsored program successfully.	6. 78 no. of students participated in it & H. D. level program was successfully organized by the college.

7. To organize national level seminar.	7. Could not organize.
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2.16 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate      Any other body

Provide the details of the action taken

- To focus on academic excellence of students.
- To increase infrastructure & sports facilities.
- To organize sports programs & skill development programs.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	
PG	01	-	-	-
UG	02	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	08	-	-	-
Others	-	-	-	-
<b>Total</b>	11	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03 (B.A., B.Com., M.A.)
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	17	06	09	-	02 Part time

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	-	02	-	-	-	-	-	-	00	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	20	03
Presented papers	00	20	03
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

2.7 Total No. of actual teaching days during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students



2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	1088	14	170	456	325	88.70
B.Com.	588	16	112	255	114	84.53
M.A.	262	02	03	30	91	48.10

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

IQAC compares current year result with the previous year result & necessary changes are made to maintain quality of education.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	08
HRD programmes	-
Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	03	03	-	02
Technical Staff	-	-	-	01

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Encourage faculty and the students to go for M.Phil. & Ph.D.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	-
Outlay in Rs. Lakhs	-	77500/-	95000/-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	10	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	01	UGC	95000/-	77500/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges  
 Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences  
 organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

01
-

3.19 No. of Ph.D. awarded by faculty from the Institution

07
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3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	-	SRF	-	Project Fellows	02	Any other	-
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3.21 No. of students Participated in NSS events:

University level	52	State level	02
National level	01	International level	-

3.22 No. of students participated in NCC events:

University level	--	State level	20
National level	05	International level	-

3.23 No. of Awards won in NSS:

University level	02	State level	01
National level	01	International level	-

3.24 No. of Awards won in NCC:

University level	29	State level	05
National level	09	International level	-

3.25 No. of Extension activities organized

University forum	<input type="text" value="02"/>	College forum	<input type="text" value="07"/>		
NCC	<input type="text" value="02"/>	NSS	<input type="text" value="03"/>	Any other	<input type="text" value="-"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- \* Plastic Free Forest Project (PFF Project)
- \* Multi-Skill Development Program (MSD Program)

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1 Hectre	-	-	-
Class rooms	12	-	-	12
Laboratories	01	-	-	01
Seminar Halls	01	-	-	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	19	-	Saptdhara	-
Value of the equipment purchased during the year (Rs. in Lakhs)	1.90	-	UGC & College Fund	1.90
Others	-	-	-	-

#### 4.2 Computerization of administration and library

YES

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7930	-	115	16640	7945	-
Reference Books	21274	-	162	36530	21436	-
e-Books	-	-	-	-	-	-
Journals / Magazines	-	-	25	9030	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	25	01	20	09	01	01	01	-
Added	-	-	-	-	-	-	-	-

Total	25	01	20	09	01	01	01	-
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4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Faculty is motivated to participate in programmes for technology up-gradation & granted leave for such programs.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.28
ii) Campus Infrastructure and facilities	0.50
iii) Equipments	0.17
iv) Others	0.10
<b>Total :</b>	<b>1.05</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Information regarding student support services is imparted to beneficiaries on college notice board.

#### 5.2 Efforts made by the institution for tracking the progression

**Result** :- Current years' results are compared with the results of the previous years and necessary changes are made for further improvement.

**Sports** :- In 2012-13 students participated in 10 sports events whereas in 2013-14 participated in 14 events.

**N.S.S.** :- NSS volunteers participated at National Level in 2013-14 as compared to their participation at State Level in 2012-13

**N.C.C.** :- In 2012-13 cadets participated at National Level Events whereas in 2013-14 maximum number of cadets took participation in different events at the same level.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
881	139	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No	%	Women	No	%
	534	60.61		348	39.50

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
256	106	10	477	-	849	233	125	16	507	-	881

Demand ratio 1 : 1

Dropout % 5.44

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

UGC sponsored coaching class for entry in service under merged scheme.



No. of students beneficiaries

50

#### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

#### 5.6 Details of student counselling and career guidance

Under career oriented program continuous guidance & information are provided to students.

No. of students benefitted

100

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	20	02	35

#### 5.8 Details of gender sensitization programmes

- Women Empowerment Program  
- Women Cell

#### 5.9 Students Activities

##### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level

95

National level

05

International level

-

No. of students participated in cultural events

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	486	1472640/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: -

## Criterion – VI

### **6. Governance, Leadership and Management**

#### **6.1 State the Vision and Mission of the institution**

##### **Vision :**

- (1) To improve the quality of education
- (2) To cater the educational needs of rural area.
- (3) To provide competent and comprehensive education to make students competent for the future challenges and problems
- (4) To make learning openly accessible to society & to strengthen moral and ethical values.
- (5) To extend education to socially and economically weaker sections of the society.
- (6) To spread the awareness of education particularly among the women of rural urban area.

##### **Mission :**

- (1) Up-liftment of the women through education.
- (2) To create opportunities for employability.
- (3) To bring out potentiality, competence of students.
- (4) Character building through co-curricular and extra curricular activities.
- (5) To run add-on courses to face the contemporary and future challenges.
- (6) To appoint qualified faculties.
- (7) To equip classrooms with I.C. Technology

#### **6.2 Does the Institution has a management Information System : YES**

- (1) Important information of students through mobile SMS.
- (2) Class-room notice.
- (3) Telephonic contact in emergency case.

#### **6.3 Quality improvement strategies adopted by the institution for each of the following:**

##### 6.3.1 Curriculum Development

HOD of each department functions as a member of Board of Studies.

##### 6.3.2 Teaching and Learning

- Lecture method
- Question-answer method
- Interactive sessions
- Use of ICT technology when needed to specific group of students.

### 6.3.3 Examination and Evaluation

- Internal Test : MCQ Test, Assignments & Presentation
- External exam conducted as per the norms of the University.

### 6.3.4 Research and Development

- Faculty is engaged in Research & Development Activity

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library, ICT & Physical Infrastructure are upgraded with latest technology

### 6.3.6 Human Resource Management

- Through NSS and NCC activities students are exposed to the challenges of life

### 6.3.7 Faculty and Staff recruitment

- Proposal for vacant posts is forwarded to Department of Education Govt. of Gujarat, Gandhinagar & temporary provision for teaching is made by the college.

### 6.3.8 Industry Interaction / Collaboration

- Interested students are taken to Dying and Printing industries - Jetpur for business entrepreneurship.

### 6.3.9 Admission of Students

- Single Window admission system
- Admissions are granted on "First Come First Serve" basis.

## 6.4 Welfare schemes for

Teaching	College Karmachari Sahkari Mandali
Non teaching	College Karmachari Sahkari Mandali
Students	1. Issue of books & materials for different competitive exams. 2. Skill Development Program. 3. Tracking & Sports Program 4. Social & Cultural Welfare Program

6.5 Total corpus fund generated :

UGC  
State Government  
College Fund

6.6 Whether annual financial audit has been done    Yes     No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	State Govt.	YES	College Authority
Administrative	YES	C.A. Audit	YES	College Authority

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes    Yes     No

For PG Programmes    Yes     No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Formation of checking squad and flying squads & sending them to sensitive centres during examination
- Implementation of CBCS system.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- - - - -

6.11 Activities and support from the Alumni Association

- The Alumni Association is not formed but the college receives constructive support from them.

#### 6.12 Activities and support from the Parent – Teacher Association

Parent- Teacher Association is not formed but the parents give positive support to the college all the time.

#### 6.13 Development programmes for support staff

Faculty is encouraged to participate in seminars / workshops / RC / OP / Short Term Courses

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

- Cleanliness drive on the campus and in the selective areas outside the city.
- Tree Plantation

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Installation of CCTV camera in the class-rooms.
- Assignment collection on the days of internal examinations. As a result of this maximum time for teaching is spared.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

All programs mentioned in the ATR are carried out in time.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Sports Excellence Program
- Earning while Learning Program.

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- Wild-Life Awareness and Nature Study Program
- Plastic Free Forest Program
- Tree Plantation Program.

7.5 Whether environmental audit was conducted?    Yes     No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- - - - -

8. **Plans of institution for next year**

- To create awareness for Literacy Program (Man to Man Literacy Program)
- To motivate students for competitive exams.
- Computer Learning & Spoken English Program.
- To impart training in Rifle Shooting & Karate.

*Prof. Capt. S. K. Parmar*

*Dr. V. A. Nandania*

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*



<b>Annexure - 2</b>	
<b>Academic Calendar 2013-14</b>	
<b>Date</b>	<b>Details</b>
18-06-2012	Beginning of the semester - I
02-07-12	Welcome Day
23-07-2012 to 28-07-2012	Assignment Collection
Last week of July 2012	Celebration of Gurupurnima
15th August 2012	Celebration of Independence Day
Therd Week of August 2012	Participation of students on the birth anniversary of the National Poet Shri Zaverchand Meghani
Last week of Aug. 2012	Yuvak Mahotsava
05-Sep-12	Teachers Day
2nd Week Sept., 2012	M.C.Q. Test
2nd Week Oct., 2012	Gandhi Jayanti
3rd Week of Oct., 2012	Seminar Test
2nd Week of Oct. to last week of Nov'2012	Semester End Exam
05-11-2012 to 24-11-2012	Term End Break
<b>26-11-2012</b>	<b>Commencement of II Semester</b>
12-01-2013.	Geeta Jayanti
26-01-2013	Republic Day Celebration
01-02-2013 to 09-02-2013	Assignment Collection
Last Week of Feb'2013	M.C.Q. Test
Last Week of Feb. 2013	Annual Function
First Week of April to Last week of April Semester and Exam	Semester End Exam
3rd May 2013	Term End Break

## **Annexure - 3**

### **Feedback Analysis Report (Students)**

At the end of each year we have taken students feedback of all faculty members based on six points scale (6) = outstanding, (5) = Excellent, (4) = Very good, (3) = Good, (2) = Average and (1) = Below Average. Two kinds of tests are conducted (A) General / Attitude Related Test and (B) Subject Related Test. Each student is provided a separate evaluation sheet and is told to give his / her rating in the prescribed format. A detailed analysis of feedback is worked out with figures for improvement in teaching. The complete record of feedback analysis is kept updated in the college office.