

2011-12
ANNUAL QUALITY ASSURANCE REPORT

Part-A

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement:

- To utilize the U.G.C. schemes under XI plan towards College & development Assistance Scheme and Merged Scheme.
- In the context of the above point to procure and utilize funds for SC/ST/OBC students academically weak students, taking benefit of U.G.C. schemes in context of career and counselling, remedial teaching etc.
- To utilize the U.G.C. XI plan scheme for enhancing the existing infrastructure, adding the number of computers and computer hardware items.
- To give strong impetus to the ongoing “Teaching and learning” under the semester systems, to give emphasis on procuring assignments from students, seeking their class presentations and on getting maximum percentage of attendance from the students.
- To strongly emphasize the usage of computers amongst students.
- To encourage the teaching staff members to pursue Major and Minor research projects, paper presentations at National and International seminars / conferences projects / courses.
- To motivate staff members to complete their M.phil and PhD programmes.
- To increase the number of students enrollment under the programme of SCOPE (Society for Creation of Proficiency in English) and DELL. (Digital Education Learning Lab)
- To encourage students to take part in maximum number of sport activities and to represent the college at zonal and university level.
- To undertake programmes towards students health issues, bringing spiritual consciousness among students.

Part-B

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

The college has Arts & Commerce faculties in which the arts faculty has 1411 students and the Commerce faculty has 722 students. Out of the 2233 students in Arts faculty 769 students belong to the SC/ST category. These SC/ST students belong to the extremely weaker section of the society. It is the objective of this college to uplift this class of students academically and improve their well-being in every manner.

In the context of the above we have taken the benefit of U.G.C. XI plan and under its Merged Scheme the college also utilized the scheme named “College with Relatively Higher Proportion of SC/ST/OBC Students” Under this scheme we provided stipend to meritorious SC/ST/OBC students and they were also allowed to purchase books, stationery and other items.

Under the XI plan, merged scheme the college also utilized the scheme named “Remedial coaching for SC/ST/OBC minority students and we provided remedial teaching courses to the academically weaker students.

Under the XI plan Merged Scheme the college utilized the scheme named “Career and Counseling Cell” under which the students were given counseling for various job related sectors.

In order to improve the overall personality of our students especially the SC/ST/OBC and minority students the college has taken up the following activities which reflects its goals and objectives like:

Debate competition, Essay Writing, Quiz, Poetry Recitation, Roll Playing etc. Cleanliness’ Drive. 6 Day training was given by Department of Cooperation high lighting job careers and business opportunities in the field of cooperation.

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

Our college is grantable college. Since last few years the Government of Gujarat has only permitted to undertake the existing academic programmes other than the existing one as it adds up to the financial burden in the salary grant hence any addition of academic programmes is a matter of approval from Gujarat University as well as the Commissioner of Higher Education, Dept of Education Government of Gujarat.

(3) Innovations in curricular design and transaction

The Gujarat University has proposed to introduce Choice Based Credit System w.e.f. Academic year 2010-2011, at Under Graduate Level Academic year 2011-2012, at Post Graduate Level hence innovations in curricular design could not be implemented. And none of the faculty members are in the Board of Studies. The Board of studies functioning in the Gujarat University has the powers to design the syllabus and the subject pattern for a given programme. Affiliated colleges have to merely implement the syllabus. Ours is a affiliated college. So far for the academic year 2011-12, one of our faculty members Prof. K.H.Elavia has informally made suggestion modification at S.Y.B.Com for semester III and IV in the subjects of Advanced Financial Management and Organisational Behavior respectively.

(4) Inter disciplinary program started. College adoms the syllabuses provided by its university

(5) **Examination reforms implemented.**

--- NIL ---

(6) **Candidates qualified NET/SLET/GATE etc.**

Our is a Arts and Commerce college with U.G. and P.G. programme. Normally students passing out their P.G. appear for NET / SLET out of the college domain.

(7) **Initiative towards faculty development program.**

Staff is given duty leave and reimbursement for registration fee and Traveling allowance to attend seminars, workshops and conferences.

During 2011-12, 18_State level, 31 National level and 10 International seminars conferences were attended and in all 46 papers were presented by the college faculty members. Four of our faculty members attended one day Faculty Improvement Programme at Ahmedabad. One week Training and Capability Programme in Psychology was undertaken by Prof. R.S.Saiyed.

(8) **Total number of seminars/workshops conducted.** --- NIL ---

(9) Research project	a) newly implemented	01
	b) Completed	--

(10) **Patents generated if any. Last year** --- NIL ---

(11) **New collaborative research program.** --- NIL ---

(12) **Research grants received from various agencies for minor research project.**

One of our faculty members Dr. Neeta P. Modi has received research grant as under.

UGC	
XI Plan	During 2010-11
	RS. 75,000/-

(13) **Details of research scholars.**

In previous academic year one of the faculty members Prof N.K.Rai was working on her Ph.D. thesis entitled _____ the same has been completed. Three of our full time faculty members have registered themselves for Ph.D programme and one ad-hoc faculty member has also registered for his PhD programme.

One of our faculty members name has also put up her Minor project proposal to the U.G.C.

(14) **Citation index of faculty members and impact factor.**

--- NIL ---

(15) **Honors/ Awards to the faculty.**

--- NIL ---

(16) Internal resources generated.

Our governing body is always willing to contribute towards any lustful requirement of the college for the welfare of the staff and students.

(17) Details of departments getting Sap COSIST (ASSIST)/ DST, FIST, etc. --- NIL ---

(18) Community Services.

NSS

The college has NSS wing comprising of programme officer and approximately 100 students from both the faculties. NSS performs its traditional duties and functions on yearly basis.

In the academic year 2011-12 it has under taken the following community services:

- 1) On 9th August 2011, 80 students of NSS conducted tree plantation programme.
- 2) On 10th August 2011 NSS students celebrated Rakshabandhan at Chhapri village, Dahod District.
- 3) On 26th August 2011 a workshop was conducted jointly by our college NSS wing and NGO named SAHAJ. The objective of this workshop was to create overall personality development of the students which would help them in their communication skill and getting better jobs for themselves.
- 4) On 30th and 31st December 2011 and on 1st January 2012 the college NSS and SAHAJ opened the food stall in a fanfare programme. NSS students prepared variety of snacks and food items. The amount collected by selling the food stuff was given by way of charity to the needy persons and the same programme was conducted by NCC cadets on 22th August 2011 under the banner of Van mahotsav.

NCC:-

CWDC:-

(19) Teacher and officers newly recruited.

No teachers/ officers were recruited in the academic year 2011-12. The Commissioner of Higher Education of the Government of Gujarat will start the recruitment of teaching and non teaching posts shortly as this is a grant in aid institution.

(20) Teaching – Non teaching staff ratio.

16/8

2:1

(21) Improvements in the library services.

The students and staff are offered best possible library services fulfilling all their study material and additional knowledge requirement.

(22) New books/ journals subscribed and their value.

	AMOUNT	NO.OF BOOKS
PG(gen.)	69953	165
UG(gen.)	1,55,562	267
UG(XI PLAN)	4,90,502,	689

(23) Courses in which student assessment of teachers is introduced and the action taken on student Feedback.

The college follows newly introduced CBCS semester system w.e.f. from 2011 – 12 in which none of the courses carry students assessment of teachers and its subsequent feedback. However we are following the given proformas of NAAC for taking students' feedback of our college teachers work performance. Every year these proformas are duly filed in by the students and its subsequent measures of improvement are taken by our teaching staff members.

(24) Unit cost of education.

Inclusive of Staff Salaries

U.G.	<u>1, 96, 24,166</u>	
	2,133	= <u>9,200/-</u>
P.G.	<u>4, 69,120</u>	
	341	= <u>1,376/-</u>

(25) Computerization of administration and the process of admission and examination results, issue of certificates.

The entire input data of admission under taken is entered in the college computer and in turn we get students Roll displaying their roll numbers, name, subject offered by them, the category to which they belong etc. We declare our college's internal result by entering the mark sheet data of each student class wise. Our University also puts its result on its website and students are able to download the same on the basis of their university seat number. The college uses internet to download enrolment form and exam form from the University website. The students provide their personal details in these given forms and the duly filled in forms are subsequently sent online back to Gujarat University. The staff salary rolls are received online and other deduction are also sent online to the Account office, CHE, Gandhinagar.

(26) Increase in the infrastructural facilities.

For the academic year 2011-12 the college has made following addition:

- (i) 50 numbers of benches and desks.
- (ii) Flooring mat covering huge assembly of students.

- (iii) Photo copier machine.
- (iv) Refrigerator.
- (v) Philips DVD player.

(27) Technology up gradation.

For the academic year 2011 – 12 the college has done following up gradation in technology.

- (i) Smart Board.
- (ii) LCD Computers 1 units.
- (iii) Mini Laptop No. 2
- (iv) Battery operated mike cum speaker 4 units
- (v) Sony LCD TV 40’’
- (vi) Installation of academic network, Sandhan TV channel.

(28) Computer and internet access and training to teacher and students all the teaching & non Teaching staff members have internet access.

(29) Financial aid to students.

Under the Merged Schemes, of UGC X1 Plan, the college received funds for students residing in more than 10 kms. Area and students whose family income is less than Rs.5000 P.A, such students were provided financial aid.

The Gujarat government also provides scholarship to SC/ST students.

GOG (scholarship)	Amount	No. of. Students B+s
SC	109075	14+17=31
ST	31,05,032	518+246=764

(30) Activities and the support from the Alumni Association.

The Alumni Association of our college is comprises of highly educated professionals whose advise and suggestions are highly valued. An annual meeting of the association was held in which most of the members were present. The discussion mainly revolved around the newly implemented Choice Based Credit System at UG level.

(31) Activities and support from the Parent Teachers Association.

A meeting of Parent- Teachers association was held in the college and Information about Choice Based Credit System & the New Examination Pattern Was given.

(32) Health service

As per the norms of Gujarat University it is mandatory for all the students in First year BA/BCOM to undergo medical check-up by government authorized medical practitioner. The doctors individually check the students and advice medical treatment to the students who need such medical treatment.

Female medical practitioner addresses the problems of girl students and in cases where any advice and treatment is necessary the same is given free of charge.

The Management of our college is also associated with Dahod Urban Bank Hospital which is always ready to take care of any health problem faced by students or the staff of this college on minimum cost basis. This hospital is also supported by Blood bank which is equipped to meet any kind of emergency arising in our college.

(33) Performance in sports activities.

The college does not have (Director of Physical Education) since the retirement of our ex D.P.Ed. No new permanent appointment of D.P.Ed. has been made by the office of Commissioner of Higher Education, Government of Gujarat.

In spite of this, the designated faculties of our college are taking up the additional charge and managing the Physical Education Department in the time available to them.

The college has taken up the sport activities like table tennis, chess, carom, badminton, cricket, volley ball, Kho-kho and also held athletic meet comprising of 100 meters 200 meters, 400 meters, 800 meters and 1500 meters race and other athletic events like long jump, high jump, discus throw, javelin throw, shot put and 100×4 and 400×4 relay race of boys and girls.

The college held University level sports exam in the following events.

100 meters race high jump long jump shot put and 800 meters race.

The college foot ball team also participated in J.G. Cup Football Tournament (Gujarat inter state tournament) held at Ahmedabad from 29/02/2012 to 06/03/2012.

Name of Event.					Name of the student Securing I Position.
100m. Race (Boys)	100m. Race (Girl)	200m. Race (Boys)	200m. Race (Girl)	400m. Race (Boys)	
Soni Bhavikbhai G	Baria Sumitraben S.	Kishore Sandepbhai S.	Rathod Kusumben P.	Bhuria Pareshbhai M. Roz Laxmanbhai B.	1 st
Parmar Vijaybhai R	Parmar Jayaben G	Hathila Shaileshbhai	Baria Sumitraben S.	Bilwal Ishwarbhai A.	2 nd
Solanki Vinod B	Rathod Kusumben P	Roz Laxmanbhai B	Parmar Jayaben G.	Hathila Laxman	3 rd

(34) Incentives to outstanding sports person. ---NIL---

(35) Students achievement and awards.

(36) Students guidance cell details.

(37) Placement services provided to students

(38) Development Programmes for Non-Teaching Staff: ---NIL---

(39) Healthy practices of the institution.

The college is located in Dahod District which is a tribal area and 70% of the population belongs to SC/ST. The college wants to contribute towards the welfare of Indian society and especially Dahod.

It is the vision of this college to bring about over all development of the students so that they can meet the challenges of life and in turn contribute towards local and national development.

It is also our vision to uplift the tribal and weaker section of our students.

Keeping the above points in view we have undertaken the following healthy practices

- Starting the day with prayer to provide a smoothening effect on the students mind.
- Putting before the students the thought of the day and news headlines.
- The college also appreciates the fact that a healthy mind also requires a healthy body keeping this in view the college undertakes sport activities which includes athletic and sports events.
- To inculcate the value of giving service to the society our NSS wing has undertaken few programmes like forming Red Ribbon club which in turn educates people in distant rural area about the issues of HIV Aids. NSS wing has also formed a youth club in Association with SAHAJ which is an NGO empowering woman in rural areas.

CWDC wing of our college has undertaken the following extension activities for the women welfare.

- The coordinator of the CWDC and the college girl students formed separate team, visit the rural areas and try to help the women folk in various ways like making them understand the importance of pure drinking water, eating nutritional food, following healthy family planning practices, explaining to them the importance of basic health hygienic and education.

Most of our faculties use PPT to teach more effectively.

The CHE office has started BISAG education programme under which circular based lectures are telecast and the students are given the benefit of the expert lecturer in their respective subjects.

The governing body of the college motivates the institution to utilize the most appropriate UGC scheme which in turn can benefit the infrastructure and learning resources of this college.

The college encourages faculty members to present minor /major research projects and also to undertake PhD programmer.

The entire teaching and non – teaching staff is ever willing to solve any problem of any student. The entire effort is to redress any grievance of any student immediately and to see that they progress in the best possible manner.

(40) Linkages developed with National/ International academic/ Research bodies.

---NIL---

(41) Any other relevant information the instuition wishes to add.

The college is situated in central part of tribal district where maximum number of students seek education to make progress in their life. Since last so many years the department of Higher education has not been able to recruit more than 50% of teaching and non – teaching post as a well as the post of director of physical education and the permanent principal of the college. Still the governing body and the entire college staff has harmoniously built up good work team and has always progressed in all the areas of the college life. Good coordination and team sprit has resulted into a creation of healthy picture of the college.