

AQAR for the year 2008 – 2009

The Annual Quality Assurance Report of the IQAC (Academic Year 2008-09)

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

1. More staff participation in seminars/ conferences/ workshops and presentation of research papers.
2. Internet facility to be made accessible on all computers.
3. To establish a language laboratory.
4. Research activities to be encouraged.
5. Use of ICT ad CAL to be increased.
6. Computer training to be provided to students who are alien to computers
7. To make students contribute for social welfare.
8. To increase co curricular and extra curricular activities.
9. To identify bright students and weak students
10. To offer special coaching to weak students.
11. To make the college library more useful to staff and students.
12. To improve infrastructure facilities.
13. To make students aware of political, economic and social developments.
14. To provide career guidance and placement facility to students
15. To conduct job fair for students.
16. To obtain feedback from various stakeholders.
17. To inculcate patriotic feelings in students.
18. To systematize the administrative office.
19. To continue earn while learn scheme for needy students.

Part B:

1. Activities reflecting the goals and objectives of the instruction:

Students' excellence.

a. Academic

In order to keep up the academic caliber of students the college planned and implemented the following measures:

- Identified bright students and weak students in the beginning of the year and extra care has been taken to bring the weaker students to the level of the other students.
- The bright students were encouraged by giving them opportunity to teach the students in the lower classes.
- Arranged lectures of eminent scholars in various subjects
- Provided computer training to the students who were poor in computer literacy.
- Opened a Digital English Language Lab for improving the language proficiency.
- Enriched the library by adding new and useful books in various subjects.

b. Co curricular activities

Many activities have been organized for the students to use the knowledge they gained from books and teachers. Such activities not only confirmed their academic

gains but also made them use the knowledge in real life. The co curricular activities conducted during the year are;

- Speech competitions
- Group Discussions
- Book Reviews
- Debates
- Competitions in Literary writing
- The career guidance lectures, interviews, mock tests, personality development programmes and a job fair for the students.
- Courses designed by Society for Creation of Opportunity and Proficiency in English(SCOPE) , a Gujarat Government initiative.

c. Extra curricular activities

Student participation in extra curricular activities has been ensured by enthusing and persuading them through lectures and campus publicity. The committees shouldered the task effectively and the following activities were organized:

- The National Service Scheme unit organized social service programmes, community service activities, awareness programmes and blood donation camps.
- The NCC girls' wing underwent training for disaster management and discipline.
- Disaster Management training has been given to all students who desired to have it and certificates were awarded after taking a test.
- Sports competitions were conducted and the best sportspersons were given extra training and guidance for performance at higher levels.

- The cultural committee identified talented students and special training was given to them.

Development of Skills

With the realization that mere academic achievements would not suffice for the shaping of career emphasis has been laid on developing the skills in students that would enhance better career opportunities. The following areas were given priority:

- Communication skills- Listening, Speaking, Reading and Writing.
- Presentation skills
- Skill for Public speech
- Manners and etiquettes

Value inculcation

The values of the country are unique and they are to be protected for maintaining the health of the nation. Special stress was laid on inculcating values in students and with this view the following activities were organized.

- Prayer meetings
- Exhortation by religious gurus, youth groups, etc.
- Training in yoga
- Lectures on Indian culture and traditions

Academic environment

Care has been taken to create and maintain an amicable academic environment undisturbed by any outside elements. Strict involvement of students in academic performance has been ensured and the parents have been kept informed about students' progress. At the same time ample opportunities were provided to students for enjoying the campus life and also for entertainment

2. New academic programmes initiated (UG and PG)

Application and proposal for a study centre of Babasaheb Ambedkar Open University and Indira Gandhi National Open University have been submitted and the college is awaiting their response.

Application for Post Graduate Centres(Self financed)in six subjects(M.Com. English Medium, M.Com. Gujarati Medium, M.A. English, M.A. Gujarati, M.A. Sanskrit and M.A. Economics) have been submitted to the affiliating university (Veer Narmad South Gujarat University, Surat) against which the local enquiry committee has paid a visit to the college.

3. Innovations in curricular design and transaction:

The curriculum is designed by the university bodies and the members of the Board of Studies from the college put forward their suggestions. Principal Dr.K.N.Chavda, Mr. Girish B.Joshi, Mr. Bharat D.Patel, Ms.Sonal J.Vaidya and Ms. Rujuta C.Gandhi are members of the Board of Studies.

4. Inter-disciplinary programmes started :

No special inter disciplinary programme has been started during the year but subjects like Environmental Studies and Population Education have been taught at UG level.

5. Examination reforms implemented:

The major reform in examination implemented by the college is the introduction of Multiple Choice Questions for internal tests. Ten marks are allotted in each subject for MCQ. This new initiative keeps students in touch with the original text books.

The internal tests are made compulsory and efforts are on to provide the results on line. Bar coded answer books are used in the college for internal tests.

A remarkable reform at university level in this year was that colleges have been given authority to register external students who opt to appear for examinations from the college of their choice. Thus external students also appeared for First Year, Second Year and Third Year B.A. and B.Com and also M.Com Part 1 and Part 2 Examinations from this college.

6. Candidates qualified : NET/SLET/GATE etc.

No information could be obtained.

7. Initiative towards faculty development programme:

Permission is granted to the staff for participation in Refresher Courses, seminars, conferences, workshops etc. Two staff members attended refresher courses this year. 72 seminars have been attended by the staff members during the year.

Mr. Rajesh D. Rana, Lecturer in Accountancy obtained M.Phil degree. The following staff members are **pursuing** research work :

- a. Mr. Balvant N. Dhimar, Lecturer in Accountancy - Ph.D
- b. Ms. Ritu R. Agarwal, Lecturer in English - M.Phil
- c. Mr. Bharat B. Vyas, Part Time Lecturer in Sanskrit - Ph.D.
- d. Ms. Punita B. Patel, Part Time Lecturer in Inter Disciplinary – Ph.D.

8. Total number of seminar/workshop conducted:

A seminar on Quality Improvement in Higher Education has been organized in the college under the aegis of “Swarnim Gujarat”, a special programme for quality improvement in higher education designed by the state government.

9. Research projects

- a) Newly implemented : Nil
- b) Completed: Nil

10. Patents generated, if any:

Planned for next year.

11. New collaborative research from various agencies:

Planned for next year.

12. Research grants received from various agencies: NIL

13. Details of research scholars:

Though the college does not have a research center in any subject, Principal Dr. Kishorsinh N. Chavda, Dr. Girish N. Rana, Dr. Rujuta C. Gandhi and Dr. Sejal N. Desai are M.Phil Guides and the following M.Phil students doing research under their guidance.

Guide

Research students

Dr. Kishorsinh N. Chavda (Accountancy)

1.Mr. Goyani Mukesh Ramjibhai

2. Ms. Patel Binal Janakbhai

Dr. Girish N. Rana (Commerce)

Mr. Bharat Basrani

Dr. Sejal N. Desai(Statistics)

1.Mr.Shah Bunt

2. Ms.Sharma Priya

14. Citation index of faculty members and impact factor:

NIL

15. Honors/ Awards to the faculty:

NIL

16. Internal resource generated :

No internal resource has been generated during the year.

**17. Details of departments getting SAP COSIST (ASSIST)/ DST. FIST, etc. assistance/
recognition :**

NIL

18. Community services:

- a. 125 students participated in the cleanliness drive organized by the NSS units on 12th july, 2008.
- b. Four blood donation camps were conducted during the year and a total of 292 blood bags were collected. Blood cards are given to the needy at any time.
- c. On 15th August,2008 saplings were planted with the co operation of “Art of Living”.
- d. Live telecast of the state government’s “baal nirogi” year programme was viewed by the students.
- e. Compulsory Thalassemia test was conducted for the first year students.
- f. A free medical check up camp and distribution of free spectacles was organized and 250 patients were benefitted.
- g. On 14th September Rs. 15000/- was collected and donated for the blind on account of Blind Day.
- h. Students were taken to see the “Red Ribbon Express” at the railway station as a part of AIDS awareness programme.

- i. A ten day NSS camp was organized at Abrama village from 15th to 24th October,2008 and undertook many intellectual, medical, cultural, cleanliness and awareness programmes.
- j. The NSS volunteers joined the filaria drive and distributed medicine to the people.
- k. 100 students participated in the AIDS rally organized by the Surat Municipal Corporation on 1st December, 2008.
- l. 7 students participated Swami Vivekanada based four day camp held in Gandhinagar on 28th December, 2008.
- m. A free eye checking camp was organized on 12th December, 2008 and spectacles were distributed at discount rates. About 250 patients took advantage of this programme.
- n. Library facility has been extended to the public for fixed hours and school/college students of the area are also allowed to use the library.

19. Teachers and officers newly recruited : NIL

20. Teaching – Non teaching staff ratio:

2: 1

21. Improvements in the library services:

497 New books have been added to the library.

Rs. 91894/- spent for purchase of New books.

Separate library for UG and PG students.

Students' Aid Library offered books to students at discount rates.

Library facility extended to External students also.

Reprographic facility and internet connectivity.

08 new Journals have been subscribed during the year.

Computerization of the library has been completed.

Soul software, Jaimini student feedback software and ISM language converter have been installed.

22. New books/journals subscribed and their cost:

Since the accreditation in March 2008, new books were added to the library as under:

Subject	No. of Books	Amount Spent
1. Economics	145	Rs. 18050/-
2. Accounts	58	Rs. 13780/-
3. B.A.	50	Rs. 5925/-
4. Statistics	50	Rs. 6823/-
5. Banking	25	Rs. 2800/-
6. Gujarati	31	Rs. 5765/-
7. Environment	15	Rs. 1875/-
8. Auditing	15	Rs. 3300/-
9. Social science	10	Rs. 1200/-
10. Hindi	24	Rs. 1504/-
11. Commerce	02	Rs. 198/-
12. Reference	17	Rs. 4454/-
13. Encyclopedia	25	Rs. 22600/-
14. General	30	Rs. 3620/-
	Total :	Rs. 91,894/-

No. of new journals subscribed this year - 08

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

Jaimini student feedback software has been prepared and installed so that students could easily give their feedback. The feedback was analysed and each teacher was given his/her report and teachers were advised to concentrate on the drawbacks.

24. Unit cost of education:

Rs. 5395.78 (including Salary)

Rs. 273.66 (excluding Salary)

25. Computerization of administration and the process of admissions and examination results, issue of certificates:

The entire administrative section has been computerized and every document is maintained in computer and also in paper files. A computerized photo admission card containing all relevant details of a student has been prepared and maintained which enables the institution to trace the students even after completion of the course. The results of internal and university examinations are entered in the computer and preserved. The college is planning to go for online admission at second year and third year level.

26. Increase in the infrastructural facilities:

- a. 3 new class rooms constructed.
- b. A Digital English Language Lab with 25 computers has been established with the help of the state government.
- c. Internet connectivity made available on all computers except in the language lab.
- d. Close circuit cameras have been placed in all class rooms.

- e. Canteen facility made available in the campus.
- f. Purchased 3 computers and 1 printer.
- g. Two cots were purchased for the staff/students who fall sick in college. This also helps the students who meet with accidents appear for examinations.
- h. Purchased Sony High Definition Handicam and a Sony Digital Camera.

27. Technology upgradation:

3 new computers purchased.

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

Teachers have been trained in the computer lab of the college during free time. The language lab is open for the teachers and they can use it for improving their language. Internet facility is available round the clock on every computer and the staff and students can have access to it as and when they like. Computer training is given to students in the computer lab at very nominal fees and many students have benefitted from it.

29. Financial aid to students:

Financial support is provided to needy students with the co operation of a few philanthropists. This year 2 girls have been supported financially. More over, the “Earn while learn” scheme in the college helps many poor students who serve the college for fixed hours before/after their regular lectures. The college library lends books to poor students at low rates for the whole year. Rs. 1500/- has been paid to six blind students in addition to fee concession.

30. Support from the Alumni Association and its activities:

The Alumni Association of the college met thrice in the year but no noteworthy activity has been undertaken.

31. Support from the Parent-Teacher Association and its activities:

The Parent-Teacher Association assessed the functioning of the college and presented suggestions for further improvement. The parents have offered their support for the development of the institution.

32. Health services:

A lecture by Mr. Nimesh Jani on “Importance of yoga in life” was organized by the Healthcare Committee on 26th December, 2008. He also met the students in each class and educated them on the benefits of yoga.

A slogan competition was conducted on 7th January, 2009 in which issues like addiction, Mobile phone caused accidents, AIDS, Healthy Child, Environment, Pollution, etc were dealt with.

Two cots are kept in the college for those who fall sick in college.

First aid kits are kept in the college office for all.

Dr. Mahendrabhai Solanki’s clinic near the college is referred to for medical assistance when needed.

33. Performance in sports activities:

Kum. Patel Hardvee participated in International Daarts Competition held in Singapore.

The following students won prizes in inter collegiate competitions during the year:

Inter College Weight Lifting , Power Lifting and Best Physique :

(1) **Sagar M. Jariwala**

Gold Medal in Inter College Power Lifting Tournament (Up to 52 Kg.)

Silver Medal in Inter College Weight Lifting Tournament (Up to 56 Kg.)

Member of the Inter College Power Lifting Runners Up team.

(2) **Diptesh D. Shastri**

Silver Medal in Inter College Power Lifting Tournament (Up to 110 Kg.)

Silver Medal in Inter College Weight Lifting Tournament (105 + Kg.)

Member of the Inter College Power Lifting Runners Up team.

(3) **Jayesh P Varma**

Silver Medal in Inter College Weight Lifting Tournament (Up to 62 Kg.)

Member of the Inter College Power Lifting Runners Up team.

(4) **Jimmy N. Italia**

Member of the Inter College Power Lifting Runners Up team.

Participated in Inter College Best Physique Tournament

(5) **Ajay D. Chaudhari**

Member of the Inter College Power Lifting Runners Up team.

Participated in Inter College Best Physique Tournament

Inter College Athletic Meet :

Ms. Nilam D. Kamani

Bronze Medal in the event of Shot Put in Veer Narmad South Gujarat University

Athletic Meet .

At inter class level the following competitions were organized during the year:

- 1. Cricket**
- 2. Kabaddi**
- 3. Chess**
- 4. Table Tennis**
- 5. Volley-Ball**
- 6. Athletics**
- 7. Swimming**

34. Incentives to outstanding sportspersons:

The outstanding sports persons are encouraged by fee concessions and the college provides them tracksuit and other requirements. The winners in the competition are felicitated by displaying their names on the notice board and by announcing their victory in each and every class. Moreover, they are awarded certificates and mementos and also prizes at the annual prize distribution of the college.

35. Student achievements and awards:

The students of the college participated in various competitions during the year and won prizes.

- a. Ms. Nilam Mistry won the 3rd prize in the inter collegiate Mono acting competition held on 22nd December,2008.

- b. Ms. Nilam Mistry won consolation prize in the University Youth Festival in Mono acting on 29-30 January,2009.
- c. Ms. Nilam Mistry won the 1st prize in the inter collegiate Poetry recitation competition held on 19th December,2008.
- d. Ms.Nayna Desai won the second prize in the inter collegiate story writing competition held on 22nd December,2008.
- e. Ms. Rima Saxena won gold medal for ceremonial Guard in the NCC CATC .
- f. Ms. Rima Saxena stood 1st in elocution competition and solo dance competition during the CATC camp in Surat.
- g. Ms. Monali Mukherjee stood 1st in solo song competition, 1st in debate competition and 1st in flag area competition during the CATC camp in Surat.
- h. Ms. Komal Ramanandi won the 1st prize in the Ramaben Memorial Inter collegiate Elocution competition held on 17th December,2008.
- i. Ms. Nilam Mistry won the 2nd prize in the J.B.Shah Sponsored Inter collegiate elocution competition held on 29th December,2008.
- j. Mr. Shailesh Joshi won the 1st prize in the inter collegiate elocution competition held on 30th December,2008 at Women's Arts College,Varachha, Surat.
- k. Mr. Chintan Mehta won the 2nd prize in the inter collegiate elocution competition held on 10th January ,2009 at Navyug Arts College, Surat.
- l. Mr. Shailesh Joshi won the 1st prize in the inter collegiate elocution competition held on 25th January,2009 at Arts & Commerce College, Kim.
- m. Mr. Chintan Mehta won the 1st prize in the inter collegiate elocution competition held on 3rd February,2009 at Shri M.R.Desai Arts & Commerce College.

36. Activities of the Guidance and Counselling cell:

Seminars were organized on fields like UPSC, GPSC, GCET, Banking etc. Mock GCET test was organized in the college by PT Education. More than 950 students appeared in this test. A Job fair was organized by Jivan Jyot Trust on 25th February, 2009. Approximately 50 companies like HDFC, Standard Life Insurance, Jet King etc. took part in this event and 6000 students from various colleges participated.

Activities of the Career Guidance Cell during the year 2008 – 2009

No	Date	Topic	Guest Speaker
1.	05-08-2008	Career Presentation	Mr. Maulik Shah TATA AIG Life Insurance Co. Ltd
2.	06-08-2008	Banking	Mr. Rohit Samnani MAX New York Life Insurance
3.	22-08-2008	Airlines, Hotels and Travel Industry	Mr. Mitul Shah Franklin Aviation
4.	25-08-2008	Animation	Mr. Pavan B. Shah Frameboxx
5.	29-08-2008	Personality Development Program	Mr. Gaurav Awasthi Gayatri Parivar
6.	09-09-2008	Career Seminar	Mr. Mazhar Kazi IJT
7.	26-11-2008	Scholarship Test	Mr. Kishan Patel APTECH
8.	27-11-2008	Insurance and Banking	Mr. Upesh Parekh

			Kotak Life Insurance
9.	08-12-2008	Counselling for MBA	Ms. Sangita Palod PT Education
10.	10-12-2008	Career Information	Mr. Shirish Parekh National Group
11.	18-12-2008	Information on ICWAI Course	Mr. Amish Parmar ICWAI, Surat Chapter
12.	22-12-2008	Professional Courses run by Sir K.P. Commerce College	Prof. U.M. Patel and Prof. S.P. Desai Sir K.P. Commerce College
13.	10-01-2009	A Seminar on IT Skills	Mr. Gaurang Goel

37. Placement services provided to students:

Details of Placement services during the year:

No.	Name of students	Placed at
1	Patel Nishant J.	Future General Life Ins. Co.
2	More Vishal	Accountant J. K. Finance
3	Champaneri Punit	Montel info. Solution Pvt. Ltd.
4	Jenish Mistry	Reliance Communication
5	Sonal Mahida	R. V. Patel College, Amroli

38. Development programmes for non-teaching staff:

Planned for next year.

39. Best practices of the institution:

PRAYER - A SILENT MEDITATION :-

We begin the morning and afternoon sessions with a two minute prayer . It allows students to be with themselves and forget the hassles of life and start their day with focus and concentration.

ATTENDANCE:-

The prime motif of the college is to provide quality education to students. Great care is taken to assure quality and various measures are adopted with this intention. Attendance is carefully marked in every lecture and a list of irregular students is prepared by every lecturer. Parents of such students are intimated and strictly warned. Students who do not have minimum attendance are not allowed to sit for internal tests but are asked to appear for the additional test with the entire syllabus. Students who fall short of attendance due to illness / sports or cultural activities are given concession on the basis of valid documents or proofs and are allowed to appear in the examinations. The students who find it difficult to remain regular in attendance are advised to join external courses and are given No Objection Certificates.

ASSIGNMENTS:-

Assignments are given to the students once in each term. The topics are given in advance and sufficient time is allowed for preparation. They are required to write in the class room in batches or they are allowed to write it at home. Oral tests are taken to check whether they have really made efforts or not. Generally, the topics given for assignments are important from examination point of view which helps the students a lot. After assessing the assignments, proper instructions are given in order to avoid or correct mistakes.

INTERNAL EXAMINATIONS :-

Internal examinations are conducted twice a year as per university regulations and are monitored as seriously as university examinations. The teaching staff is very particular in setting standard question papers in tune with the university paper style. Sixty to seventy students are accommodated in a room in two blocks with only two students of different courses on a bench. Strict discipline is observed in the examination halls and surprise checking is carried out by senior supervisors or principal. Disciplinary rules are displayed in each and every examination hall and are strictly observed. The college has a name for its strictness and the records reveal a very small number of malpractices. The lecturers in the college are keen on assessing the answer books on a war footing and giving the result at the earliest. The errors and shortcomings are discussed in the classrooms so that students can correct themselves. The mark sheets are displayed on the notice boards. The staff members are well trained and there is uniformity in the evaluation work.

INTERNAL EXAMINATION SQUAD :-

To check the malpractice in the examination and to ensure the quality standards, The college has set up an internal squad of senior lecturers who pay a surprise visit to the examination halls and carry out supervision.

UNIVERSITY EXAMINATIONS:-

The university examinations are held in the college in March / April and October / November every year. The time table and exam seat numbers are placed on the notice board minimum two weeks before the commencement of the examinations. The examination code of conduct is displayed in all exam halls and it is very strictly followed. The college, from the very beginning, has been very particular in this matter and is known for that. All students are treated equally and malpractice is immediately reported to the university. Students once debarred for malpractice are not readmitted in this college. In both internal

and university examinations the teaching staff is employed for supervision in order to ensure seriousness and blocks are allotted on 'draw' system.

CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES :-

Though the college is situated a few kilometers from the city there is a great demand for the college because of its special qualities. Strict in discipline, the college aims at overall development of students. Co-curricular and extra curricular activities are in full swing throughout the year. Talented students are inspired and trained for participating in competitions held in the college and outside. The cultural committee of the college selects and sends students to other institutions for elocution, recitation, completion of poems, one act play, mono acting, classical music etc. Various days are celebrated in the college to encourage the tastes of students under the guidance of the cultural committee. Prof. Sonal J Vaidya is a theatre personality who has directed many plays and she has won many prizes for Best Director. Every year she selects students and trains them for competing in the university youth festival. Many of our former students have made commendable contributions in acting and even directing plays. The college team has participated and won prizes in state level competitions. The Gymkhana committee headed by Dr. Rustom N. Sadri is ever enthusiastic and interclass competitions are organized in Cricket, Kabaddi, Volleyball, Chess, Yoga and Table Tennis. The best players are selected and sent for inter collegiate, inter varsity, and state level competitions. The winners in the competition are felicitated by displaying their names on the notice board and by announcing their victory in each and every class. Moreover, they are awarded certificates and mementos and also prizes at the annual prize distribution of the college.

BLOOD DONATION & THALASSEMIA TEST :-

The National Service Scheme unit of the college is a very active body that imparts training to students in social service. Blood donation camps are organized four to five times a year and coffee, biscuits and gifts are given to donors encouraging their humanitarian deed. Blood cards are kept with the

program officers and the principal and are given to the needy whenever they approach. Medical camps are arranged in the college in collaboration with Amroli Medical Circle for the people around the place and medicine, spectacles etc. are distributed free of cost. AIDS awareness is enhanced among students by organizing lectures by renowned experts, conducting seminars and slide shows. Students are made aware of Thalassemia and compulsory Thalassemia test is conducted for the first year students every year as a part of NSS activities. Villages are usually selected for the Ten Day NSS Camps and seminars, medical camps, cultural nights, cleaning, planting of saplings etc. are undertaken. The NSS Volunteers help the traffic police by offering their service as Road Safety Police. NSS also undertakes activities like cleaning up public gardens and painting road dividers.

A girls' wing of NCC is functioning in the college to nurture in students qualities like discipline, courage, sportsmanship, unity, co-operation, adventurousness, brotherhood, patriotism, and selfless service.

WALL PICTURE DISPLAY :-

Creativity goes along with innovation and invention. Students are encouraged to draw, paint, sketch their ideas and it is then displayed on the classroom walls and even in the lobby which encourages them to pursue their interests.

CAREER GUIDANCE & PLACEMENT :-

The career guidance cum placement cell in the college conducts lectures by various consultants and experts and students especially final year students are advised to attend such lectures. Employment opportunities are displayed on the notice board and students make use of them. Feedback is obtained from the students after every lecture or workshop in order to know their opinions and suggestions for further improvement. A special feature of career guidance cum placement cell is that it trains students to appear for interviews.

THE SEXUAL HARASSMENT CELL

In accordance with the Bill passed by Parliament in 2004-The Sexual Harassment of women at the work place(Prevention and Redressal) and the UGC recommendations, the institution established the Sexual Harassment Cell in 2007-08. It was a tradition of the college to listen to the complaints and grievances of the students but then with the growing awareness and heightened problems of the society, the college finally decided to set up a formal system of redressing the complaints related to women and create in them an awareness for justice and their rights and at the same time help them stand for their self respect. In case of any complaint the students can contact Prof. Abha R. Nagarsheth, the chairperson of the Cell.

COLLEGE MAGAZINE :-

The college publishes its magazine with the articles from staff and students.

PLANNING FORUM :-

The planning forum in the college holds the lectures and discussions on current economic and social developments. The presence of staff and students in such meetings adds its value. Lectures on co-operation for a full week are held every year and the participants are awarded certificates and are taken out on a study tour.

STUDY TOURS, PICNICS, INDUSTRIAL VISITS :-

Study tours, picnics and industrial visits are arranged for the students once every year. Picnics are arranged as part of students' council activities. Study tours are arranged by separate departments mainly for the final year students. The students in the arts and commerce faculties are taken out for visit to industries in Vapi, Valsad etc. and also to places of social and historical importance.

PLANTS & TREES:-

In order to create an eco-friendly environment, plants and trees are planted every year in the campus. An amount of money is set apart for this purpose every year.

COST CUTTING:-

Measures are adopted for cutting the cost on electricity bills. Voltage stabilizers are attached to all electronic equipments.

The blank back pages of waste papers are reused for taking out rough prints on printers and copiers.

NURTURING PATRIOTISM:-

Republic day and Independence day are celebrated in the college and students are encouraged to attend the flag hoisting on these days. A guest is sometimes invited from outside for flag hoisting. Flag hoisting is not always done by big shots. The president or even a retiring peon of the college does it to accord true honour to the spirit of work rather than the status.

LIST OF STAFF & BRIGHT STUDENTS DISPLAYED :-

Names of bright students and top scorers since the beginning of the college, not only in academics but also in sports, cultural events etc. are displayed at the entrance of the college along with the list of teaching and non teaching staff.

EARNING WHILE LEARNING :-

As the college is running short of sufficient administrative staff and librarian, a few poor students are selected every year to assist office staff on computers and in the library. They are paid for their work, which in turn, helps their studies. Thus the college provides opportunities for earning while learning.

BAN ON MOBILE PHONE :-

In order to check abuse of mobile phones strict instruction is given on the admission form, the prospectus and also on the application form. Moreover, the instruction is imprinted in every room of the college. Punitive measures are taken against those violating the rule. To provide a good example to students, the staff members also do not take mobile phones to class rooms. A coin box telephone is kept on the ground floor for students.

CLASS ROOM DECORATION :-

To encourage students love for their college, class-room decoration competitions are conducted in connection with Republic Day and Independence Day celebrations.

WASTE BOXES:-

Waste boxes are kept in every class room to train students to be hygienic. They are instructed to keep waster material in the waste box instead of throwing here and there.

MULTIPLE USE OF BALLOT BOXES :-

Small ballot boxes are maintained by the college which are used not only for elections but also for raising funds in classroom and outside for various purposes like funds for the blind, earth quake relief, tsunami relief, etc. The NSS volunteers take up the responsibility under the guidance of the principal and NSS programme officers.

TEACHING AIDS :-

The class rooms are well equipped with amplifiers and speakers. Every lecturer is given a set of collar mikes with the help of which effective teaching is made possible. The Over Head Projector of the college was used in many lectures until the LCD projector replaced the OHP. A trolley is kept on each

floor so that the LCD projector can be carried from one room to another. Guest lectures are also assisted with the LCD projector that can be carried from one room to another.

IN - HOUSE RESEARCH :-

Assignments are a compulsory part of the internal assessment of students. In subjects like economics, banking and business administration project works are assigned to students who collect data directly from organizations and prepare project reports. Such reports including data and relevant photographs are made in spiral binding and are maintained by the lecturers concerned.

BOOSTING THE SENSE OF RESPONSIBILITY :-

The staff of the college is mostly young and an atmosphere of equality is carefully maintained. All are given duties and responsibilities besides teaching and reports are obtained from them by the principal. Various committees are formed during an academic year and every staff member finds his or her place in the committees.

PRINCIPAL STAFF RELATIONSHIP :-

The principal maintains an open hearted sharing of information with staff - Notice boards are kept in the staff room and every piece of information is displayed in printed form.

ENCOURAGEMENT FOR RESEARCH :-

Participation in seminars, conferences, symposia, workshop etc. are always encouraged and certificates and trophies are awarded to those who present papers at national or international level. Lecturers who participate in seminars, conferences, workshops etc. or the meetings of the Board of Studies, or attend Refresher Courses, address the staff in a common meeting and share the new information, knowledge and experience. Career advancement and research work by the staff are

recognized by presenting certificates and mementos. Those who undertake research projects can use the computers, xerox machines and printers with the principals' permission.

FUNCTIONING OF DEPARTMENTS :-

The head of every department is given a free hand to take decisions regarding distribution of teaching and examination work. Regular meetings are convened in every department in which discussions are held on the renewed syllabi, problems faced in class room teaching, internal tests, assignments and internal marking. The head of every department in consultation with the members divide the work equally without any prejudice.

COMPUTER TRAINING FOR STAFF :-

As computer proficiency is essential in the modern age the staff members are trained in the computer lab during free time.

CELEBRATION OF DAYS :-

During the celebration of various days by the students' council the staff members are appointed as judges and they are honoured in public.

TEACHERS' DIARY :-

Every staff member maintains a diary which contains every detail of the work done during the year. The diary includes termly and monthly teaching plan, time table, daily work, conferences etc., list of bright students, placement profile, consultancy profile, social activities, internal and external assessment details, project / tour profile, membership in committees, publications profile, academic results, scholar students' profile and general remarks by the lecturer.

COMMUNICATION WITH STAFF DURING VACATION :-

The college keeps the residential address, E-mail ID's and telephone numbers of every teaching and non teaching staff. During Diwali and summer vacations they are contacted wherever they are in case of necessity. The address and phone numbers are collected before every vacation.

SUGGESTION BOX & REGULAR FEED BACK :-

A suggestion box is kept outside the principals' chamber. Students are advised to drop their suggestions, complaints, etc. into the box with or without their names. Relevant suggestions are implemented and attention is paid to the complaints.

Regular feedback is also obtained from the students.

GIFTS FOR PEON STAFF :-

The teaching and administrative staff of the college collects funds before Diwali and give useful gifts to the peon staff.

NOTICE BOARD FOR WRITERS AND ARTISTS :-

A separate notice board is kept for students to display their literary or artistic work.

PARKING FOR HANDICAPPED :-

A special parking area has been provided for the physically handicapped students just near the main entrance.

PARENT - TEACHER ASSOCIATION & ALUMNI ASSOCIATION :-

The institute believes in keeping a life long relation with their students and even tries to involve them in the upliftment of the institution. With this in view an alumni association has been form and even the PTA functions effectively.

40. Linkages developed with National/ International, academic/research bodies

Planned for the next year.

41. Any other relevant information:

- Nil -

Part C

Detailed plan of action for the year 2009-2010

ACADEMIC.

1. Research activity to be given more importance and teachers have to be inspired and encouraged to take up research projects, pursue research for MPhil or PhD and to publish research papers in national, international, refereed journals.
2. Teachers to be sent for faculty improvement programmes.
3. Take up projects in collaboration with other bodies.
4. Staff participation in Seminars, conferences, workshops to be vitalized and participants are to be advised to present papers in seminars.
5. Proposals for national seminars are to be prepared and submitted for UGC /NAAC approval.
6. Communication skills of the staff have to be improved and the staff members who are poor in communication have to be given special training.
7. Every teacher of the college has to be trained in Digital English Language Laboratory.
8. Guest lectures on Quality in Higher Education have to be organized.
9. Every teacher has to be given a list of best practices in order to follow wherever possible along with individual practices.
10. Improve infrastructure facility for ICT based teaching and learning.
11. Internal resources to be generated.
12. Linkages to be developed with national/international academic and research bodies.
13. Start new courses at PG and UG level so that students can have a wider choice.
14. Start diploma/ certificate courses.
15. Conduct remedial/ crash courses.

16. Aptitude tests to be conducted for fresh students.
17. New books to be added to the college library.
18. Departmental meetings and maintenance of minutes book.
19. Publication of college News Letter every month with student participation.
20. Research Projects to be undertaken.
21. Internal resources to be developed.
22. Patents to be generated.

Administrative

1. Training for administrative staff on office management and its latest trends.
2. Computer and communication programmes for administrative staff.
3. Inter institutional gatherings.
4. Installation of MIS, database.

Library

1. Simplify procedures for issuing/returning books.
2. Keep separate section for reference and reading(staff &students)
3. Encourage more and more use of library.

Sports

1. Women to be encouraged for sports events and special training to be given.
2. Sports activity to continue throughout the day.
3. Purchase of new sports goods.
4. Add more equipment to the women's gym.
5. Yoga sessions to continue.
6. Outstanding sportspersons to be felicitated.

Cultural

1. Start dance, music, drawing, painting classes.
2. Class of Performing Arts to be formed.
3. Urge every student to come forward for self discovery & development.
4. Offer special awards for winners in events at various levels.

NSS/NCC

1. Officers to be sent for training every year.
2. Take up more extension activities and community service activities.
3. Make volunteers aware of values and keep sessions for widening love of nation.
4. Work in collaboration with other bodies.

Career guidance

1. Collect feedback from employers, employees.
2. Keep interactive sessions with industrialists.
3. Organize seminars, tests, mock interviews, etc. for students.
4. Collaborate with bodies/agencies/companies.
5. Organize job fair.

Co curricular

1. Hold debates, discussions, speeches, lectures, on events of national/social importance.
2. Writing skills of students to be improved (essays, stories, poems, reviews, etc.).

Infrastructure

1. Online admission system to be developed.
 2. The girls' gym to be strengthened with more tools.
 3. College website to be updated.
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