

## **AQAR for the year 2009- 2010**

# **The Annual Quality Assurance Report of the IQAC**

**(Academic Year 2009-10)**

## **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

## **Detailed plan of action for the year 2009-2010**

### **Academic**

1. Research activity to be given more importance and teachers 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 and workshops to be vitalized and participants 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.

## **Part B:**

### **1. Activities reflecting the goals and objectives of the institution:**

#### **Students' excellence.**

##### **a. Academic**

With a view to strengthening the academic merits of the students the college:

- Encouraged the highest scorers at the Higher Secondary, First Year and Second Year examinations by felicitating them division wise in their class rooms.
- Felicitated division wise the highest scorers in each subject at the first internal test and the top five students in the internal assessment.
- Identified bright and weak students in the beginning of the year and took extra care to bring the weaker students to the level of the other students.
- Encouraged the bright students in higher classes by giving them an opportunity to teach in the lower classes.
- Arranged guest lectures in different subjects by eminent scholars.
- Provided computer education to students who lacked computer knowledge and proficiency.

- Offered English Language courses in the Digital English Language Lab for improving the language skills in collaboration with *Society for Creation of Opportunities and Proficiency in English (SCOPE)*.
- Started Post Graduate courses in five subjects.
- Added new books to the college library for knowledge thirsty students and staff and encouraged extra reading.

#### **b. Co curricular activities**

The following activities were organized during the year for enriching and encouraging knowledge acquisition and to test the practicability of what was learnt in class rooms and outside and also to inculcate a sense of social responsibility.

- Elocution Competitions (inter class and inter collegiate)
- Rangoli Competition (inter class)
- Group Discussions
- Book Reviews
- Mehendi Competition
- Drawing and Mono Acting Competitions
- Competitions in Literary Writing
- Seminar on Travel and Tourism
- Workshop on Human Rights and Anti- Ragging Law

- Industrial Visit
- Job fair
- Poetry Recitation Competition
- Career guidance programmes (lectures, interviews, mock tests and personality development programmes)
- Courses designed by Society for Creation of Opportunity and Proficiency in English(SCOPE) , a Gujarat Government initiative.
- Celebration of Gita Jayanti
- Celebration of Heritage Day ( Birth Anniversary of Swami Vivekananda)

### **c. Extra curricular activities**

Students have been made aware of and prompted to participate in extra curricular activities in order to nurture in them social awareness, service mindedness, love of people and love of the nation.

- The National Service Scheme unit organized social service programmes, community service activities, awareness programmes and blood donation camps.
- 87 students participated in the NSS Swarnim Gujarat Asmita Youth Camp.

- In collaboration with the Surat Municipal Corporation, AIDS Awareness week was observed.
- Funds were raised to commemorate Flag Day and Sashastra Day.
- Organized a traffic awareness rally.
- A fund was raised for a local orphanage and students were taken for a visit to the orphanage.
- The NCC girls' wing had training programmes.
- Skilled students in cultural activities were identified and they were given extra training by experts from outside. They were also nominated for participation in the University Youth Festival.
- Sports activities were organized and the best sportspersons were felicitated.

### **Development of Skills**

As development of skills is essential for facing competitions in the world outside, equal importance is given to skill development. Students were inspired and guided in the following:

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

## **Value inculcation**

Deterioration in the social values and customs is a threat to the nation in general and the next generation in particular. The following steps were taken this year to teach students the importance of values, customs and traditions and the ways to follow them:

- Exhortation by religious gurus, youth groups, etc.
- Training in yoga
- Lectures on Indian culture and traditions
- Classes on Bhagavat Gita
- Morning prayer
- Class room discussions

## **Academic environment**

The prime motive of any educational institution is imparting knowledge. A smooth but serious academic atmosphere is essential for that. A very transparent relationship with students was maintained and no interference in disciplinary matters was permitted. Strict attendance, participation in class room discussions, tutorials/ assignments and strict obedience to the set rules and regulations were ensured. Efforts were made to enhance parental involvement in the academic progress of their children. At the

same time students were given enough opportunities for celebration and merriment. College days, musical mornings, sports and games and a fun fare were the specialities of this year.

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

The college started Post Graduate courses in five new subjects this year. All the courses are affiliated to Veer Narmad South Gujarat University, Surat.

The new courses are:

M.A. English

M.A. Gujarati

M.A. Sanskrit

M.A. Economics and

M.Com. (English Medium)

Another significant development has been the launching of the *additional self financed class for women* that runs B.Com course in English and Gujarati medium. The classes are held in the afternoon and separate teachers have been appointed for this.

Application and proposal for a *Community College* under Indira Gandhi National Open University have been submitted and the college intends to run Master Degree Programmes in Management and Computer Applications.

### **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 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.

A major change from next year is the introduction of Semester System with choice based credit for Post Graduate courses.

### **4. Inter-disciplinary programmes started :**

No new 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:**

This year also colleges were 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.A./M.Com Part 1 and Part 2 Examinations from this college.

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

Information could not be obtained.

## **7. Initiative towards faculty development programme:**

The teaching staff actively participated in seminars, conferences, workshops and refresher/orientation courses this year also. **37** papers were presented papers at national seminars and **16** papers were presented at state level seminars. A total of **130** seminars were attended by the teachers this year. **2** teachers were invited as resource persons. Ms Ritu R. Agarwal attended a three day course in Research Paper writing. 3 books, 3 papers and an article were published during the year.

Mr. Balvant N Dhimar, Lecturer in Accountancy obtained Ph.D. degree this year. The following staff members are **pursuing** research work :

- a. Mr. Rajesh D. Rana, 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 UGC sponsored two day national seminar on *Science and Technology in Sanskrit* was organized in the college on 24th-25<sup>th</sup> January 2010.

## **9. Research projects**

a) Newly implemented : Nil

b) Completed: Nil

Mr. Jitendra B. Chaudhari of the Economics department has submitted a proposal for a minor research project on *The Socio - Economic Conditions of the Tribal Farmers in the Tapi District of Gujarat.*

## **10. Patents generated, if any:**

NIL

## **11. New collaborative research from various agencies:**

NIL

## **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. Dr. Rujuta C Gandhi, Head of the Gujarati Department, has been recognized as Supervising Teacher for Ph.D. in the subject of Gujarati from November 2009 onwards.

Sr. No.	Research Guides	Research scholars
1.	Dr. K. N. Chavda	Mr.Goyani Mukesh Ramjibhai(MPhil)
		Ms. Patel Binal Janakbhai (MPhil)
2.	Dr. R.C.Gandhi	Mr.Kiran Chauhan (PhD)
		Ms. Chaudhari Sangita S.(M.Phil)
		Ms. Patel Jignasha R. .(M.Phil)
		Mr. Pritesh Lad .(M.Phil)
		Ms. Devarshi Patel .(M.Phil)
		Ms. Tank Nimu S. .(M.Phil)
		Mr. Patel Rakeshkumar R. .(M.Phil)
		Ms. Chaudhari Sangita .(M.Phil)
3.	Dr. G.N.Rana	Ms Gandhi Hemali J., Ms Premani Mukesh V.
4.	Dr. S.N.Desai	Mr Badalkumar P Mehta (MPhil)
4.	Dr. S.N.Desai	Mr Badalkumar P Mehta (MPhil)

#### **14. Citation index of faculty members and impact factor:**

Ms. Ritu R. Agarwal published a research paper titled “Saul Bellow’s *Herzog* in the light of Susan Sontag’s essay *Against Interpretation*” in the ICFAI University Journal of English Studies, National Refereed Journal, ISSN No.09733728 Vol. Nos.3 & 4, September & December 2009, page No. 90-95.

Dr. Sejal N. Desai published a paper entitled “Combination of Mean and RMSD(Root Mean Square Deviation) charts as an Alternative of Combination of X and R Charts and Combination of X and S Charts” in the Veer Narmad south Gujarat University Journal of Science and Technology, Vo No.1, Issue:1, January- June 2009, ISSN NO.0975-5446,page No. 83 – 94.

#### **15.Honors/ Awards to the faculty:**

Mr. Balvant N. Dhimar, Lecturer in Accountancy, was awarded Doctor of Philosophy Degree by Veer Narmad South Gujarat University, Surat.

Ms. S.V Kulkarni was honoured by Wockhardt Hospital for her notable contribution to the theatre.

#### **16.Internal resource generated :**

No internal resource could be generated during the year.

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

**assistance/ recognition :**

NIL

**18.Community services:**

- a. Organized a free coronary diseases check up camp in collaboration with Wockhardt Hospital, Surat and Amroli Medical Circle on 28<sup>th</sup> June 2009. 50 heart patients were benefitted from the camp.
- b. Thalassemia test drive conducted for all first year students in June 2009.
- c. Eye donation awareness campaign organized on 30<sup>th</sup> August 2009.
- d. Fund for the blind collected on 15<sup>th</sup> September 2009.
- e. Hosted a job fair scheduled by the Govt. of Gujarat.
- f. AIDS awareness week organized in collaboration with Surat Municipal Corporation in November 2009.
- g. Funds raised to commemorate Flag Day and and Sashastra Day in November 2009.
- h. Conducted a traffic awareness rally on 8<sup>th</sup> December 2009.
- i. Blood donation camps organized and maximum number of blood bags were collected.

### **19. Teachers and officers newly recruited :**

Mr. Himanshu H. Thakkar - Lecturer in Accountancy

Ms. Zankhana H. Parmar - Lecturer in Economics

(Both are appointed as full time faculty for Women's Additional Self Financed Class)

The following **Ad-hoc** lecturers were also appointed in 2009-10 for Women's Additional Self Financed Class.

Mr. Tejas B. Shah - Lecturer in Accountancy

Mr. Manish Solanki – Lecturer in English

Mr. Sanket Patel - Lecturer in Commerce

Mr. Dhaval Patel - Lecturer in Accountancy

### **20. Teaching – Non teaching staff ratio:**

2: 1

### **21. Improvements in the library services:**

1308 new books have been added to the library in 2009-2010.

Rs. 321755/- 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.

05 new Journals have been subscribed during the year.

Computerization of the library has been completed.

Soul software and ISM language converter have been installed.

## **22.New books/journals subscribed and their cost:**

### **Details of new books purchased in 2009-2010**

Sr. No	Subject	No. of Books	Amount
1.	Accountancy	106	28365
2.	Business Administration	80	10100
3.	Economics	84	19850
4.	Auditing	30	6900
5.	Statistics	51	8745
6.	Banking	47	8490
7.	English	543	137328
8.	Hindi	50	5740
9.	Gujarati	122	23990
10.	Sanskrit	88	13750
11.	Commerce	10	1850
12.	Management	10	3610
13.	Sociology	16	6685

14.	Environment Studies	02	1050
15.	General	69	45302
	TOTAL	1308	321755

**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:**

Feedback for student assessment of teachers has not been collected this year as per UGC directive.

**24. Unit cost of education:**

Rs. 6391.07 (including salary)

Rs. 280.97 (excluding salary)

Note: The figures are of the year 2008-2009 as the income expenditure statement for the current year has not yet been audited.

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

The administrative section is totally computerized and each and every document is maintained in hard copy as well as soft copy. The students in the earn and learn scheme and the ad hoc administrative staff take up this task. The photo admission card has been modified this year to include more personal details worth registering. The admission procedure and merit list are put on the college website. Students can also get their internal marks on the website.

**26. Increase in the infrastructural facilities:**

- a. The sports complex has been enlarged.
- b. Close circuit cameras were placed in all class rooms.
- c. Internet connectivity made available on all computers.
- d. Canteen facility made available in the campus.
- e. Placed three more computers in the library for students.
- f. Purchased a mobile phone for sending SMS to stake holders.

**26.Technology up gradation:**

1 new computer was purchased and all existing computers were upgraded.

### **27. 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 are free to use it for improving their language. 14 students were trained in the English Language this year and all of them have successfully cleared the examination. Lab. 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.

### **28. Financial aid to students:**

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.

### **29. 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.

### **30. Support from the Parent-Teacher Association and its activities:**

The Parent-Teacher Association of the college had two meetings in which the functioning of the college has been assessed and suggestions for further improvement were put forward.

### **Health services:**

Lectures by Mr. Nimesh Jani on “Importance of yoga in life” were organized by the Healthcare Committee..

Doctors were invited to create an awareness among students of Swine Flu.

Posters of AIDS, Swine Flu, Malaria and general hygiene were displayed.

An exhibition was arranged to demonstrate the demerits of junk food, use of alcohol, pan masala and smoking.

### **31. Performance in sports activities:**

**Ms. Patel Hardvee** participated in the national ranking Darts Championship held in Guahatti in June 2009. **She stands fourth in the national ranking.**

She also participated in the 7<sup>th</sup> National Darts Championship organized by Rajasthan Darts Association in Jaipur on 10<sup>th</sup> and 11<sup>th</sup> July 2009.

**Mr. Diptesh D Shastri** won **gold medal** in the 120 Kg category inter collegiate wrestling Tournament held at Navsari on 29<sup>th</sup> December 2009.

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

### **Inter Collegiate Weight Lifting , Power Lifting :**

( 1 ) Mr. Nilesh D. Makadia – Silver Medal in Weight Lifting.

- Bronze Medal in Power Lifting.

- (2) Diptesh D. Shastri - Silver Medal in Power Lifting ( Up to 110 Kg. )  
- Bronze Medal in Weight Lifting.

He also participated in Gujarat State Weight Lifting Competition.

- ( 3 ) Mr. Sanal M. Nair - Bronze Medal in Weight Lifting.

He participated in Gujarat State Weight Lifting Competition.

- ( 4 ) Mr. Kaizad N. Wadia – Bronze Medal in Power Lifting

He participated in Gujarat State Weight Lifting Competition

- ( 5 ) Mr. Harsh R. Maru – Silver Medal in Power Lifting

-Bronze Medal in Weight Lifting

- (6) Mr. Bhavesh H. Solanki – Bronze Medal in Power Lifting

- (7) Mr. Krunal P. Sakariya - Bronze Medal in Power Lifting

### **Inter Collegiate Boxing**

Mr. Ranjit R. Patel – Silver Medal

### **State Best Physique Tournament**

Mr. Jimmy N. Italia – Silver Medal

### **Inter Varsity Basket Ball**

Ms. Harshini K. Patel played for Veer Narmad South Gujarat University in the West- South Zone Inter Varsity Basket Ball Tournament at Mahatma Gandhi University, Kottayam, Kerala.

## **Inter Collegiate Athletic Meet :**

Ms. Nilam D. Kamani- Silver Medal in the event of Shot Put in Veer Narmad South Gujarat University Athletic Meet.

Ms. Nancy M. Tiwari – Third place in 100 Meters Race in Swarnim Gujarat Inter Collegiate Athletic Meet organized by Navyug Science College, Surat.

Mr. Ajay N. Lakum – Second place in Run for Surat Marathon Race organized by the Surat Municipal Corporation

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

- 1. Cricket**
- 2. Chess**
- 3. Table Tennis**
- 4. Volley-Ball**
- 5. Athletics**

## **32. 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 achievement in each and every class. Moreover, they are awarded certificates and mementos and also prizes at the annual prize distribution of the college.

### **33.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 1st prize in Mono acting competition in the University Youth Festival held in January 2010.
- b. Mr. Lokhandwala Husain won the third prize in drawing competition in the University Youth Festival, January 2010.
- c. Mr.Vijay Bhalsod won the 2nd prize in completion of poetry in the University Youth Festival, January 2010.
- d. Mr. Montu Jayantibhai won the Best Actor award in the University Youth Festival, January 2010.
- e. The College Garba Team won the Second Prize in the University Youth Festival, January 2010.

- f. Mr. Manish Palival won the fourth prize in the Poster Competition organized by Sutex Bank college of Medical Technology, Amroli in December 2009.
- g. Mr. Manish Palival won the First Prize in Poster Competition held in V.K. Zaveri High School, Surat on 28 January 2010.
- h. Ms. Nilam Mistry won the Second Prize in Mono Acting competition held in Commerce College , Olpad on 25<sup>th</sup> January 2010.
- i. Ms. Nilam Mistry won the Second Prize in the inter collegiate Gujarati Poetry Recitation Competition conducted by Gujarati Sahitya Sabha of the college in December 2009.
- j. Ms. Rupawatiya Mittal J. won the Second prize in the Story Writing competition conducted by Gujarati Sahitya Sabha of the college in December 2009.
- k. Mr. Dabhi Rakesh M. won the Second Prize in the Story Writing competition held in Navyug Arts College, Surat.
- l. Ms. Nilam Mistry won the Third Prize in the Talent Search Contest organized by Navyug Arts college, Surat.
- m. Ms. Monali Mukherjee stood F.irst in the Solo Song Competition during the NCC (NIC) Camp in Rajasthan

- n. Ms. Monali Mukherjee stood First in Drill Competition during the NCC(CATC) Camp in Vadodara.
- o. Ms. Monali Mukherjee won the Second Prize in the Solo Song competition during the CATC camp in Vadodara.
- p. Ms. Monali Mukherjee won the Bronze Medal for Platoon Commander during the CATC Camp in Vadodara.
- q. Ms. Monali Mukherjee & Group stood Second in group Song Competition during the CATC Camp in Vadodara.
- r. Ms. Sweety Chauhan stood Second in the Solo Dance Competition during the CATC Camp at Vadodara.
- s. Ms. Sweety Chauhan stood second in Public Speaking Competition during the CATC Camp in Vadodara.
- t. Ms. Chauhan Sweety & Group won the Second prize in Group Dance Competition during the CATC camp in Baroda.
- u. Ms. Ghadhiya Priyanka & Group stood second in Kho-Kho Competition during the CATC Camp in Vadodara.
- v. Ms. Javiya Hetal & Group stood Second in Poster Making Competition during the CATC Camp in Vadodara.
- w. Ms. Khambayata Hetal achieved Gold Medal for Quarter Guard during the CATC Camp.

- x. Ms. Prajapati Chetna achieved Gold Medal for Quarter Guard during the CATC Camp.
- y. Ms. Rathod Vasanti achieved Gold Medal for Quarter Guard during the CATC Camp.
- z. Ms. Seta Priti achieved Gold Medal for Quarter Guard during the CATC Camp.
- aa. Ms. Mistry Payal stood First in Solo Dance during the CATC Camp.
- bb. Ms. Prajapati Chetna & Group stood first in Drill Competition during the CATC Camp.
- cc. Ms. Vag Rashmi & Group stood First in Drill Competition during the CATC Camp.
- dd. Ms. Asmita & group stood Third in poster making competition during the CATC Camp.
- ee. Ms. Seta Priti was selected for the NIC Camp at Port Blair from 20/02/2010 to 03/03/2010.
- ff. Ms. Ramanandi Komal K stood first in Inter Collegiate Sanskrit Elocution competition held in the college in December 2009.
- gg. Ms. Jobanputra Sonal stood Third in Inter Collegiate Sanskrit Elocution competition held in the college in December 2009.

- hh. Mr. Joshi Shailesh S won the First Prize in the Inter Collegiate Elocution Competition held in Arts & Commerce College, Kim.
- ii. Mr. Niraj V. won the Third Prize in the Inter Collegiate Elocution Competition held in Arts & Commerce College, Kim.
- jj. Mr. Joshi Shailesh S won the First Prize in the Inter Collegiate Elocution Competition held in V.T.Choksi Sarvajanic college of Education, Surat.
- kk. Ms. Gadhiya Nayna won the second Prize in the Inter Collegiate Elocution Competition held in Z.F.Wadia Women's College, Surat.
- ll. Mr. Joshi Shailesh S won the Third Prize in the J.B.Shah Inter Collegiate Elocution Competition held in the college.
- mm. Mr. Viral M. Raval won the First prize in the Inter Collegiate Elocution Competition held in Shardayatan School, Surat.
- nn. Mr. Shailesh S. Joshi won the Second Prize in the Inter Collegiate Elocution Competition held in Shardayatan School, Surat.
- oo. Ms. Sweety Chauhan won the First prize in the Inter Collegiate Elocution Competition held in Navyug Arts College, Surat.

### **34.Activities of the Guidance and Counseling cell:**

Seminars were organized on fields like Graphics, Animation, GCTT, Banking and Insurance. A job fair was organized as part of Swarnim Gujarat employment project on 20<sup>th</sup> November 2009. 278 students participated in it and 108 of them received job orders. The trust organized TARK 2010 job fair on 5<sup>th</sup> and 6<sup>th</sup> of January 2009 and all Third year students participated in it.

### **Activities of the Career Guidance Cell during the year 2009 – 2010**

<b>No</b>	<b>Date</b>	<b>Topic</b>	<b>Guest Speaker</b>
1.	25-08-2009	Airlines, Hotels and Travel Industry	Mr. Mitul Shah Frankfinn Aviation
2.	28-08-2009	Animation	Mr. V.A. Choksi Xplora Design Skool
3.	29-08-2009	Animation	Mr. Pavan B. Shah Frame Boxx
4.	05-10-2009	Teachers' day Best message Competition	ICFAI Flexi Education
5.	20-11-2009	Jobfair	

### **35.Placement services provided to students:**

#### **Details of Placement services during the year:**

<b>No.</b>	<b>Name of students</b>	<b>Placed at</b>
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

### **36.Development programmes for non-teaching staff:**

Planned for next year.

### **37.Best practices of the institution:**

#### **Prayer before sessions**

Devotional songs are played in the morning for five minutes so that every student feels an atmosphere of divinity, holiness, peacefulness, serenity and seriousness as he or she enters the campus. The afternoon session also begins with a prayer song.

## Attendance

Compulsory presence in the classrooms and vigilant attending of lectures are strictly ensured so that students' tendency to bunk lectures and to get involved in undesirable activities is checked with maximum effect. As usual, 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 instructed to keep a watch. Students who do not have the stipulated percentage of attendance are not allowed to sit for internal tests but are asked to appear for the additional test towards the end of the year with the entire syllabus. Students who fall short of attendance due to illness / co curricular or extra curricular activities are given relaxations on the basis of valid documents or proofs and are allowed to appear for the internal tests. Students who are unable to attend lectures due to valid reasons are given the option of external courses.

## Assignments

Subject assignments are part of the curriculum designed by the university. In subjects like accountancy, statistics, etc. problems are given to the students in advance and they are asked to solve them in the class room. In theoretical papers oral tests are taken to examine whether students have really understood or not. Moreover assignments are given from the examination point of view which may be

of great help to them. Students are personally or generally informed of their mistakes, if any, after examining the assignments. However, the high strength of classrooms often hinder the effective execution of class assignments.

### **Internal Examinations**

As far as internal tests are concerned, special emphasis is laid on discipline, quality, standard assessment and punctuality. Two terminal tests and an additional test for absentees in the first two tests are conducted as per the university rules. Standard question papers are set and the answer books are carefully assessed. Attention is paid against favoritism and over assessment. Surprise checking by the internal squad and strict block supervision prevent malpractices in examinations. The examination rules are displayed in each room. Students' queries or complaints during examination are promptly attended to with the help of the intercom facility installed in the classrooms. After assessing the answer books each teacher gives necessary guidance with a view to minimizing students' lapses.

### **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 formed and even the PTA functions effectively.

### **38.Linkages developed with National/ International, academic/research bodies**

Planned for the next year.

### **39.Any other relevant information:**

- Nil -

## Part C

### Detailed plan of action for the year 2009-2010

#### ACADEMIC.

1. More research work – M.Phil/Ph.D, Research publications, Research papers, minor and major research projects.
2. Projects in collaboration with other bodies.
3. UGC or NAAC sponsored seminars.
4. English language and computer training for teachers who are weak in communication and computer.
5. Guest lectures on Quality in Higher Education.
6. More ICT based teaching and learning.
7. Multimedia projector in every class room,
8. Appointment of course assistants.
9. Internal resources to be generated.
10. Linkages with national/international academic and research bodies.
11. New courses at PG and UG level.
12. Diploma/ Certificate/short term courses.
13. Remedial/ Crash courses.

14. Aptitude tests for fresh students.
15. New books to be added to the college library.
16. Departmental meetings and maintenance of minutes book.
17. Publication of college News Letters with student participation.
18. Video conferencing for PG students with eminent teachers.
19. Seminars for PG students.
20. Celebration of literary/commerce week.
21. Effective management of SCOPE center.
22. Computer classes for staff and students.
23. Awards for best use of library.
24. Publication of book reviews by staff and students.

### **Administrative**

1. Up gradation of computers.
2. Appointment of administrative assistants.
3. Training programmes for administrative staff.
4. Inter institutional gathering.
5. Installation of MIS, database.

## **Library**

1. Online catalogue.
2. Subscription to online journals.
3. Separate library for PG students.
4. Separate reading room.
5. Student training in the use of library.

## **Sports**

1. Organization of inter collegiate competitions.
2. More sports activities for men and women.
3. Men's gym.
4. Purchase of new sports goods.
5. More equipment for the women's gym.
6. Yoga practical sessions.

## **Cultural**

1. Dance, music, drawing, painting classes.
2. Class of Performing Arts.
3. Encouragement to Arts and Crafts activities.
4. Exhibition of students' handicrafts
5. Offer special awards for winners in events at various levels.

## **NSS/NCC**

1. Training for NSS/NCC officers and volunteers/cadets.
2. Extension and community service activities.
3. Establishment of NCC Boys' wing.

## **Career guidance**

1. Feedback from employers, employees.
2. Interactive sessions with industrialists.
3. Seminars, tests, mock interviews, etc. for students.
4. Collaboration with bodies/agencies/companies.
5. Job fairs.
6. Maintenance of placement records.

## **Co curricular**

1. Debates, discussions, speeches, lectures, on events of national/social importance.

2. Inter collegiate/inter class debate, elocution, dance, drawing classical vocal/instrumental music, painting, story writing, poetry writing, poetry recitation, solo, group song, mono acting and skit competitions.

### **Infrastructure**

1. Development of online communication.
2. Multimedia projectors and screens in class rooms.
3. More computers with internet connectivity in the library.
4. Updating of College website.