

Internal Quality Assurance Cell (IQAC)

**Smt. R. R. Patel Mahila Arts & Commerce College
Near Trisha II, Astron Society Main Road, Amin Marg, Rajkot (Gujarat)**

The Joint Secretary,
UGC West Zone Office,
Ganeshkind,
Poona University Campus,
Poona (Maharashtra) 411007

Respected Sir:

Greetings.

Please find the IQAR (Internal Quality Assurance Report) of our college for the academic year 2011 –2012 herewith. Suggestions and comments from your side would always be welcomed.

Please inform us about the procedure for receiving the amount of the grant for IQACs, provisioned in the eleventh plan.

Regards.

(Dhimant Kariya)

Coordinator / Associate Professor
IQAC / RRPMP - Rajkot

(Dr. Sudarshna Mangukia)

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Annual Quality Assurance Report: 2011-12

PART - A

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

The college management intended to start CCC Training Batches in the campus for the students.

Outcome achieved by the end of the year:

The college trained total 125 students for CCC on self financed base during the year.

The institute has got an independent unit of NCC this year. (We had been struggling to get it for two years).

PART - B

1. Activities reflecting the goal and objectives of the institution:

Almost all the activities reflect the objectives and goal of the institution, particularly of the trust that runs the institute. The goal of the trust is to spread women education, especially in rural areas surrounding the region of Rajkot district. The trust, therefore, had set up a girls' hostel to provide lodging and boarding facilities to the girls. The institution offers two courses at under graduate level – Arts and Commerce. The institution does not believe in doing any activity at the cost of education.

Here we at the institution try to provide our students (Over 80% of them are from rural areas) quality education apart from extra-curricular activities and co-curricular activities.

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

NIL

3. Innovation in curricular design and transaction.

Curricular designs are prepared by BOS (Board of Studies) of concerned subjects of Saurashtra University. The colleges have to follow them. However the members of BOSs from the institution contribute in the meetings of BOSs.

Apart from the Internal Examinations for the students of Semester 1, 2, 3 & 4 of B. A. and B. Com., First Terminal and Second Terminal Examinations were conducted for the students of the third year (since semester system has not been implemented for these students).

4. Interdisciplinary Programmes Started:

NIL

5. Examination Reforms:

Annual examinations and assessment is conducted by the university. However our institute conducts Terminal Examinations in order to develop potentiality of the students to face university exams and competitive exams as well.

6. Candidates qualified: NET/SLET/GATEO/C

NIL

7. Initiative towards faculty development programme:

The faculty members were given DLs (Duty Leaves) to participate in Seminars, Workshops or Conferences.

8. Total number of seminar / workshops conducted :

No

9. Research project :

Head, Department of Hindi, Dr SB Asodariya has been granted the amount of Rs 90,000 from the UGC for his Minor Research Project titled *Mannu Bhandari Ki Kahani Mai Maha Nagari Jivan*.

10. Patent generated, if any.

NA

11. New collaborative research programmes:

NIL

12. Research grants received from various agencies:

NIL

13. Details of research scholars:

Mr Dhimant Kariya, Associate Professor of English Department, Ms Sumita Chothani, Associate Professor of Sociology Department, Ms Nirmala Aghera, Part Time Lecturer with Sociology Department, Mr PM Sakhia, Associate Professor of Commerce Department, Mr DB Dobariya, Associate Professor of Economics are pursuing doctorate in their concerned subjects.

14. Citation index of faculty member and impact factor:

No

15. Honours / Awards to the faculty:

No

16. Internal Resources generated:

The trust has been getting tremendous economical and social support for the educational causes from the community. As a result the college has had its new building.

17. Details of Departments getting SAP, COSIST (ASSIST) DST. FIST etc.

No

18. Community services:

During the Academic Year 2011-12, a number of activities have been taken over that affect the community directly. The following is the list:

- A procession was held for creating awareness for AIDS around the areas of the college on 30th August, 2011. About 50 students participated in it.
- A procession was held for creating awareness against Killing of Female Foetus around the areas of the college on 24th December, 2011. About 60 students participated in it.
- All the students of the college took oath not to indulge themselves into unpleasant activities like Killing of Female Foetus or Suicidal Attempts.
- Tree Plantation in the college campus by 40 students. Total 10 trees were planted.
- Teaching by college students to the hostel girls.
- An annual camp of NSS was held in Kherdi village from 15th December, 2011 to 21st December, 2011.
- A One Day Camp of NNS was held in Tramba on 5th November, 2011.
- The college helped getting donation of as many as Rs 9 lakh for Kherdi based girls' hostel under 'Gramsabha' activity of NSS.

- About 70 students donated 20,400 cc blood in the month of August 2011.
- The college helped the soldiers' families by donating Rs 5,000.
- The college helped the blinds by donating Rs 3,922.

19. Teachers and officer newly recruited:

The college has invited Visiting Faculties for English and NCC.

20. Teaching Non-teaching staff ratio:

Teaching Staff	Lecturer (FT- incl. Prin.)	Lecturer (PT)		Total
	16	03		19
Non-teaching Staff	Librarian	Clerk	Peon	Total
	01	03	04	08

Ratio of Teaching and Non-teaching Staff is: **19:8**

21. Improvements in the library:

- Multifunctional Printer
- Five PCs with LAN Internet
- Sitting Arrangement for 50 Students & A Staff Corner

22. New books/ journals subscribed and their cost:

No. of New Books Purchased: _____

600

Cost: Rs. 4,95,006

No. of Journals & Magazines Subscribed: _____

13

Cost: Rs. 4,870

Total: Rs. 4,99,876

23. Courses in which student assessment of teachers introduced and the action taken on student feed-back:

Courses which student assessment of teachers introduced:

F.Y.B.A. / S.Y.B.A. / T.Y.B.A. & F.Y.B.Com. / S.Y.B.Com. / T.Y.B.Com. (All the semesters of B.A. & B.Com. programmes)

Action taken on student feed-back:

This year, we went for 'sample-feedback'. We selected @ 25% of students from each subject randomly. Following the procedure of taking feedbacks of students, each teacher was informed about the responses.

24. Unit cost of education:

(Financial Year 2010-11)

Rs. 259 (Without Salary)

Rs. 20,757 (With Salary)

(Financial Year 2011-12 up to Dec.)

Rs. 192 (Without Salary)

Rs. 17,313 (With Salary)

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

- The admission process is computerised.

Process of Admissions:

The information regarding the Admissions and Number of Students in the institute for the **Academic Year 2010-11** has been furnished here below:

Year	Arts	Commerce	Total
First	136	128	264
Second	134	138	272
Third	168	71	239
	438	337	775

Examination Results:

The information regarding the Latest Examination Results has been furnished here below: (Please note that the below mentioned results are the latest results of the students studying in the college. Due to the implementation of Semester System and Changed Examination Schedule, we are unable to furnish some of the results as we have been waiting for them)

Details Regarding Examination Results (SEMESTER)								
	Total	Grade A	Grade B	Grade C	Grade D	Ab.	Fail	(%)
Commerce								
BCom Sem1	156	02	61	75	04	06	08	94.87
BCom Sem2	142	13	75	45	03	00	06	95.77
BCom Sem3	138	04	77	53	02	00	02	98.55
Arts								
BA Sem1	142	01	55	57	06	02	21	85.21
BA Sem2	138	00	73	60	01	00	04	97.10

Details Regarding Examination Results (REGULAR)								
	Total	Class 1	Class 2	Class 3	ATKT	Ab.	Fail	(%)
Commerce								
SYBCom	73	22	30	09	11	00	01	98.73
TYBCom	43	12	25	01	00	02	03	93.02
Arts								
SYBA	170	67	87	11	05	00	00	
TYBA	156	105	37	06	00	05	03	98.07

26. Increase in the infrastructural facilities.

No

27. Technology up gradation.

The DELL (Digital Education Learning Lab) has been equipped with 10 internet connection.

28. Computer and Internet access and training to teacher and students.

Computer and Internet Access:

We have a computer with internet facility in the library where any faculty member is allowed to use it.

29. Financial aid to students:

The amount of Rs. 51,425 has been given as scholarship by The Social Welfare Ministry of the State Government through the institute to 35 students belong to SC, ST, BC and Disabled students during the Academic Year 2010-11.

30. Activities and support from the Alumni Association:

No

31. Activities and support from the Parent Teacher Association:

No

32. Health service:

No

33. Achievement in sport activities:

The following is the table showing the performance of the students in sport activities:

No.	Activity	Level	Date/ Duration	No. of Students	Achievement
01	Kabbaddi	Sau. Uni.	09/08/2011	12	One student selected for National Level
02	Handball	District Open	17/08/2011	10	One student selected for State Level
03	Kho-Kho	Sau. Uni.	14/09/2011	01	One student selected for National Level
	Athletics	District	21-25/09/11	24	
04	100 Mtrs Hurdles				1 st & 2 nd Rank
05	100 Mtrs Hurdles				1 st & 3 rd Rank
06	1500 Mtrs Running				1 st
07	800 Mtrs Running				2 nd
08	200 Mtrs Running				3 rd
09	4*100 Relay				3 rd
10	Long Jump				3 rd
11	High Jump				3 rd
12	Shot Pot				3 rd
13	Kabaddi	Sau. Zone	29/11To 02/12/2011	07	Three Students were selected

34. Incentive to outstanding sport persons:

No

35. Student achievement and awards:

- During the year, our eight students were selected for National Integration Camp.
- One student was selected for Special National Integration Camp and went to Andaman – Nicobar.

36. Activities of the Guidance and Counselling Cell:

No	Activity	Date/ Duration	Venue	Beneficiary Student
01	Visit to Employment Fair	19/04/2011	Sau. Uni. Rajkot	09
02	Guidance Lecture on 'Preparation of Competitive Exams' by Expert	14/09/2011	College	710

03	Guidance Lecture on 'Gramrajya through Ramrajya' by Expert	01/10/2011	College	176
04	Guidance Lecture on 'How to prepare for Bank Exams' by College Faculties	08/10/2011	College	08
05	General Knowledge Test under CCDC – Sau. Uni.	02/09/2011	College	146

37. Placement services provided to students:

No

38. Development programmes for non-teaching staff:

No

39. Healthy practices of the institution.

- Assembly is held every working day in the institution.
- We believe in Proxy Lectures. None of the lectures remain unattended.
- Some needy students are given relaxations in lodging-boarding charges of the hostel run by the trust.
- Almost every college teacher, at the end of academic year 2011-12, has waived a few of his/her CLs. In other words, no faculty member prefers to be on leave unnecessarily.

PART - C

The institution intends to plan the following for the next year:

- We intend to run self finance BBA, BCA and PGDCA courses.
- We intend to run a few Short Term Certificate Courses related to girl students.
- We intend to equip all the classrooms with multi-media facilities if we get grants for it from the UGC. (We have already sent our DPR to the UGC for this purpose).
- We intend to prepare all the faculty members for using technology for educational purposes. We intend to provide them with proper training for it.
- We intend to help our students of the third year for Thalassaemia Test with the help of the donation of some social organisations.
- We are going to hold a Blood Donation Camp next year.

Please note that this IQAR has been drafted on the base of the information received from various faculty members associated to concerned committees, administration staff and principal, the head of the institution.

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Coordinator / Associate Professor
IQAC / RRPMC - Rajkot

(Dr. Sudarshna Mangukia)
Chair / Principal
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