

**The Annual Quality Assurance Report**  
**of**  
**S.S. Mehta Arts & M.M. Patel Commerce**  
**College, Himmatnagar.**

**(Managed by Himmatnagar Kelavani Mandal)**

**NAAC Accredited B<sup>+</sup>**

**Year of Report :- 2007 - 2008**

**Submitted To :-**

**National Assessment and Accreditation Council,**

**Bangalore - 560072**

**Part – A :-**

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and outcome achieved by the end of the year is as follows :

After getting the guideline for the formation of IQAC, we immediately formed the IQAC. The IQAC chalked out plan in the beginning of the year towards quality enhancement. The IQAC took into account the suggestions made by Peer – Team and decided to achieve excellence. The committee, as suggested by the Peer – Team, decided to seek grant from U.G.C. for Boys and Girls hostel. The committee also decided to carry out some excellent activities for the students which can prepare them for competitive exams and civil services. To encourage the students for their own business, the IQAC decided to arrange visits of industries and other business houses. The IQAC emphasized on providing internet facilities to the students during the library hours. Besides, the IQAC planned to execute regular activities conducted by our college with more vigour and excellence. The IQAC decided to start self finance courses on the campus. The IQAC, to encourage the faculty members for research work, decided to inspire them to attend national and international seminars and present papers. It also instructed the Ph.D. degree holders to go for guide ship and research activities.

**Part – B :-**

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

Arts and Commerce College, Himatnagar has conducted various activities reflecting the goals and objectives of the institution. The chief goal of our institution is to inculcate discipline, determination and love for modern and quality education. The institution takes great care for discipline among students. All the students have to produce their identity cards whenever asked. The students are strictly warned not to move in the premises without an identity card. The teachers and discipline committee randomly check the students. And if a student is found without an identity card, is fined for the first time and warned to keep it always with him / her.

In the beginning of the year, the teachers, the administrative staff and the senior students under the guidance of the principal, arrange a programme for welcoming the new entrants of the college. They provide enough information of the college rules and regulations of our college and the regular activities, we carry out during the year. The toppers of various classes are introduced to the new comers, so that they might be encouraged for it. The college also plans and implements the various activities keeping in mind the goals and objectives of the institution. During the year, we give them various programmes which inculcate discipline among the students. The 'Adhit Committee' and various lectures organized by various departments encourage the students for intellectual development. The college also

encourages the students to join N.C.C., N.S.S. and other activities. So that every facet of students' personality can be encouraged.

We also focus on the activities which provide job after completion of graduation or post graduation to the students. During the year 2007-08, many of our students sought job in private sectors such as ceramic units, ICICI bank, Kotak Mahindra bank and H.D.F.C. bank. These banks have requested us to send some bright students for an interview. First, we circulated the information to the students and sent our students for interviews. At present, many of our students have got job in such private banks and companies.

Himatnagar is the district place of Sabarkantha. In the district, there are many colleges, most of the colleges have undergone NAAC process. We are proud to mention that our college has got maximum marks in the district.

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

Our college is affiliated to the H.N.G. Univ., Patan. We do not have autonomy in designing curriculum. However, some of our teachers are members of Academic Councils, Board of Studies and Senate. The university invites them for the discussion on curriculum design. The members of such committees first arrange meeting in the college with the colleagues and get feedback which they put forward in academic council or

Board of studies. In this way, our faculties render services in designing of curricula.

During the year 2007-08, a new paper has been introduced for Post – Graduate students. – Following the U.G.C. guideline for curriculum the department of Economics sent a proposal for a new optional paper for Post Graduation Part – I and Part – II. The university considered the proposal and allowed us a new optional paper in Part – I (Paper – 4) and in Part – II (Paper – 8). The title of the paper is 'Information Technology and Data Analysis'. The students of Economics may have bright scope after studying this paper. These papers may be helpful to them for further research and data analysis.

We have started self finance P.G. Course in English Literature.

### **3. Innovation in curricular design and transaction :**

All the colleges affiliated to H.N.G. Univ., Patan has to follow the syllabi of the university strictly. We do not have any power to initiate new programmes. However, we suggest some new books and topics to the members of AC and Board of Studies and Senate. The members forward our suggestion and in this way we play a little role in curricular design. Our teachers attend workshops and other programmes for curricular design and help the Board of Studies in designing curricula.

We send our teachers in various academic workshop, conferences and seminars. In this way, our teachers come in contact with the teachers of other

universities. They interact with the teachers of other universities and get information about their curricula. Our teachers forward this information in a meeting to the members of Board of Studies and thereby help updating the curricula.

During the year 2007-08, the faculty members of our Department of Economics got a new paper included into the syllabus. Ours is the only college which offer this new paper entitled "Information Technology and Data Analysis".

#### **4. Interdisciplinary programmes started :**

As we do not have autonomy in initiating programmes, we do not have full fledged inter disciplinary programmes. However, we have some papers at under graduate and Post graduate level which can be considered as inter disciplinary. For example, the students of Department of English study few books of Sanskrit literature and Persian literature. Likewise, the students of Economics study Computer Science as a subject at U.G. level, we also offer Computer Science as a subsidiary subject to the students of Commerce, which help them in getting job after graduation.

At P.G. level also, we have books of Sanskrit literature for the students of English.

#### **5. Examination reforms implemeted :**

We follow the university guide line for examination. We regularly arrange two tests and an extra test for the absent students. Besides, we also arrange class tests, assignment work and subject wise tests. Our practice keep the students alert for university exam and they face the university exam with full confidence.

We have a committee which takes care of college exams and Univ. exam. We inform the students in the beginning of the year and prepare them for better results in both the exams. During the year 2007-08, we have computerized system in exam committee. We arrange the students during exam in such a way that they can freely and fearlessly face the exam. We stick all the rules on the main notice board, notice board on the first floor and second floor. We also stick computerized sheets on the door of each exam hall. Our practice is well appreciated by the students and other stake holders. We stick separate piece of paper on each bench mentioning the role number of every student. The students find it comfortable and convenient. After the second test, we arrange an extra test for the absentees. We have a computerized form for making request for the extra test. We charge Rupees 100 per paper for extra test. However, if a student is engaged in any of our college activity or university activity, we charge nothing from him / her. We provide a computerized receipt for the same. We also collect the papers of other colleges and make the students solve the papers in the class room. If they have any difficulty concerned teacher help them in solving the questions.

We invite some good resource persons who guide our student how to face competitive exams.

**6. Candidate qualified : NET / SLET / GATE etc.**

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

Our college encourages the teachers to take part in various training programmes, workshops, seminars, conferences and symposia. Most of our teachers have completed their required orientation and refresher courses. During the year 2007-08, our two teachers Mr. N.C. Patel and Mr. M.M. Patel have participated in a Refresher Course organized by Academic Staff College, Gujarat University, A'bad.

Our college encourages the teachers to participate in various National and International conference and provide all the facilities to the teachers. The following teachers have participated in various seminars and conferences and have presented their articles and papers.

(A) Dr. V.N. Raval attended a seminar organized by Gujarat Economic Association and H.N.G. Univ. Economic Association. He also participated in a conference organized by Arts and Commerce College, Khedbrahma and presented a paper on "Tribal Development though Water Development Programme."

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|  | <p><b>(B)</b> Dr. A.K. Patel, Department of Economic, has attended a U.G.C. sponsored seminar organized by Arts and Commerce College, Khedbrahma. He presented a paper on "Ground Water Conservation" which was published in their magazine. He also attended '10<sup>th</sup> Annual Conference' organized by H.N.G. Univ. Area, Economic Association at Arts College, Unjha. He presented a paper on "Development of Gujarat through Rural Development". Dr. A.K. Patel also participated in a workshop on new syllabus for M.A. / M.Com. He participated in '38<sup>th</sup> Annual Conference' organized by Sardar Patel Institute of Economic and Social Research, Ahmedabad.</p> <p><b>(C)</b> Mr. N.C. Patel and Mr. M.M. Patel have participated in a U.G.C. sponsored conference in Ahmedabad.</p> <p><b>(D)</b> Mr. P.M. Joshi, Department of English participated in a one day seminar on "Indian Literature" H.N.S.B. Arts and Commerce College, Kheralu and presented a paper on "Indianness in the Novels of R.K. Narayan". He also attended two days seminar on "Improvement in Higher Education" held by Higher Education Commissioner Office, Gandhinagar at Arts College, Ambaji.</p> <p><b>(E)</b> Mr. A.J. Trivedi participated in a one day seminar on "Indian Literature" at H.N.S.B. Arts and Commerce College, Kheralu.</p> <p><b>(F)</b> Dr. U.R. Patel, Department of Gujarati has</p> |
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participated in a U.G.C. sponsored state level workshop organized by Arts and Commerce College, Talod. He also participated in two days seminar organized by Sahitya Academy at Ahmedabad. He also participated in two days seminar organized by P.G. Department of Gujarati, Sardar Patel University, V.V. Nagar.

**(G)** Mr. B.G. Parmar has attended various conferences and seminars. He attended a one day workshop at S.B. Mahila Arts College - Himmatnagar, Sahitya Academy - Ahmedabad, National workshop, Gujarat Vidhyapith – Ahmedbad and he attended 30 days training programme for Yoga and got himself as a recognized Yoga teacher by Baba Ramdev.

**(H)** Dr. R.K. Bhatt has also participated in a U.G.C. sponsored seminar at S.B. Mahila Arts College, Himatnagar and Arts & Commerece College, Talod.

**(I)** Mr. D.B. Pateliya, Department of Gujarati has attended two days training camp for the college teachers at Arts College, Ambaji. He also attended a National Seminar and presented a research paper on 'Research Activities of Umashankar Joshi'. He also attended '7<sup>th</sup> Conference of Gujarati Teacher's Association at Arts College, Satalasana' and a national seminar on Indian Dalit Literature at Arts College, Anand.

**(J)** Ms. A.M. Dholakiya and Mr. B.K. Patel have attended a national seminar organized by

Department of Psychology, U.G.C. centre for women study at M.N. Shukla University, Udaipur.

- (K)** Mr. S.K. Vankar, Department of Hindi, has attended a seminar and presented a paper on "Poetess Mahadevi Varma" which is published in a local magazine. He also presented a paper in a seminar on Dalit Literature at Arts College, Anand. He also participated in a national seminar on 'Social Integrity and Eradication of Untouchability' H.N.G. Univ., Patan.
- (L)** Ms. K.P. Ninama, Department of History, attended a one day seminar organized by Gujarat History Association at Arts College, Anand and presented a paper on 'Contribution of Mudeti Village in the first freedom fight'.
- (M)** Mr. H.D. Rao, Department of History, has attended a two days U.G.C. sponsored seminar at Godhara and presented a paper on "Human Rights – Nature and Development". He also participated in a workshop organized by Gujarat History Association at P.G. Centre, Bhavnagar.
- (N)** Mr. A.P. Doshi, Department of Accountancy, has attended a state level conference on "Accountancy, Finance and Management" at S.M. Patel Institute of Commerce, A'bad. He also attended a seminar on "Proposed Accountancy, Curricular of T.Y.B.Com. And Tax Planning" at C.U. Shah Commerce College, A'bad. He also attended two days seminar on "Budget Proposals and Bank Branch Audit" at A'bad of Institute of C.A. of

India.

- (O) Mr. J.B. Patel, Department of Accountancy, has also attended a state level seminar on "Accountancy, Finance and Management" at S.M. Patel Institute of Commerce, A'bad. He also attended a seminar at C.U. Shah Commerce College, A'bad on "Proposed Accountancy, Curriculum of T.Y.B.Com. And Tax Planning". He also participated in a training camp for college teachers at Arts College, Ambaji. He also attended a workshop on "New Syllabus" for M.Com. and M.A. at Arts and Commerce College, Idar.
- (P) Mr. M.S. Patel, Department of Commerce, has attended a seminar on "Accountancy, Finance and Management" at S.M. Patel Institute of Commerce, A'bad. He also attended a state level seminar on "Social Integrity and Erediction of Untouchabiity" H.N.G. Univ., Patan. He also attended a workshop on "New Syllabus" for M.Com. and M.A. at Arts and Commerce College, Idar. He participated in a seminar on "Proposed Accountancy, Curriculum of T.Y.B.Com. And Tax Planning" at C.U. Shah Commerce College, A'bad.

**8. Total number of seminars / workshop conducted :**

-- Nil --

**9. Research projects :**

- (A) **Newly Implemented** : (1) Ms. Dr. R.K. Bhatt,

Department of Gujarati has sent a proposal for major research project on 21<sup>st</sup> July, 2008. She has yet not got the approval for the project but she is hopeful to get sanctioned in a month. The title of her major research project is "Adhunik Gujarati Ane Hindi Kaviyatrioni Kavitaoma Vividh Aayam Ane Abhivyaktina Nava Sandarbho – A Research Study". (2) Mr. D.B. Pateliya, Department of Gujarati has also sent a proposal for minor research project. Still he has not got it sanctioned but hopeful to get it sanctioned in near future. (N.B. : Both the teachers are waiting for personal interview for the approval of their minor research project)

**(B) Completed :** (1) Ms. Dr. R.K. Bhatt, Department of Gujarati has completed a minor research project. (2) Mr. A.P. Solanki has completed his research work for Ph.D. degree on 12<sup>th</sup> Septemeber, 2007 – under the guidance of Dr. Anil K. Shastri, Reader, Department of Sanskrit, H.N.G. Univ., Patan on "Shree Nilkanth Dixit Rachit Gangavatanam Mahakavya – A Study".

**10. Patents generated, If any :**

-- Nil –

**11. New collaborative research programms :**

-- Nil –

**12. Research grants recived from various agencies :**

Ms. Dr. R.K. Bhatt has received Rs. 80000/- grant from U.G.C. under 10<sup>th</sup> plan for her minor research project. The title of her project is "A Comparative Study

of the Autobiographies of Amrita Pritam's 'Revenue Stamp' and Indira Goswami's 'Life is not a Bargain'."

### **13. Details of Research scholars :**

Mr. D.B. Pateliya, Department of Gujarati has registered himself as a research scholar on 29<sup>th</sup> Jan., 2008. The title of his research work is "Adhunik Gujarati Navalkathama Lekhikaoni Kalame Nari – A Study" from H.N.G. Univ., Patan.

Under the guidance of Dr. V.N. Raval, Department of Economics Mr. Dipen M. Patel has submitted his dissertation on "A study of child labours in non – agriculture sector in Himatnagar".

Likewise, Dr. A.K. Patel, Department of Economics has also guided a student for M.Phil. dissertation and the student has sought a degree this year.

Dr. U.R. Patel, Department of Gujarati has sought approval as a Ph.D. guide form H.N.G. Univ., Patan on 7<sup>th</sup> Nov. – 07. At present six students are engaged in research work under his guidance on various topic.

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

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|  | <p>Dr. V.N. Raval : - Senate Member – As a representative in category of Principals.</p> <p>- Recognize guide for M.Phil.</p> <p>- President of H.N.G. Univ., Economics Association</p> <p>Dr. A.K. Patel : - Recognized guide for M.Phil.</p> <p>Mr. N.K. Upadhyay: - Published a book entitled 'English Grammar and Communication Skills'.</p> <p>Dr. K.S. Bhatt : - Appointed a coordinator of IQAC after successful completion of college assessment and accreditation by NAAC with B<sup>+</sup> Grade.</p> <p>- Prepared study material for Vardhaman Mahaveer Open University, Kota (Rajasthan).</p> <p>- Guided two colleges for Assessment and Accreditation Process.</p> <p>Dr. U.R. Patel : - Recognized guide for Ph.D.</p> <p>- Published a book entitled "Gujarati Varta Srushti"</p> <p>- Published research papers and articles in various magazines like 'Parab', 'Udeshya', 'V. Vidyanagar', 'Shabdsar' and 'Shabdsrushti'.</p> <p>- His book Gujarati Varta Srushti</p> |
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|  | <p>published by Arunoday Publisher has been included in the curriculum of H.N.G. Univ.-Patan, Veer Narmad South Gujarat Univ.-Surat and Mumbai Univ.-Mumbai.</p> <p>Mr. D.B. Pateliya: - Writer of volume 7 and 8 of History of Gujarati Literature.</p> <p>Ms. Dr. R.K. Bhatt: - Appointed as the Honorary Secretary of Anarta Gujarati Teachers' Association.</p> <p>Dr. R.N. Joshi : - Attended a working committee meeting at New Delhi for 'Gujarati Hindi Dictionary'.</p> <p>Dr. R.N. Joshi : - Published a book entitled 'Gaudpadkarika'.</p> <p><b><u>15. Honours / Awards to the faculty :</u></b></p> <ul style="list-style-type: none"> <li>• The Himatnagar Kelavani Mandal honoured all the members of college NAAC committee for their valuable services for assessment and accreditation process.</li> <li>• Gujarati Varta Srushti – A book written by Dr. U.R. Patel has been included in various universities syllabus viz. – H.N.G. Univ., Veer Narmad South</li> </ul> |
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**16. Internal resources generated :**

Usually internal resources for the college are donation from various agencies. Whenever the members of our Kelavani Mandal request for donation, the people of our area gladly help financially for the development of our college.

We provide our premises to the state and central government for holding competitive exams.

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

-- Nil --

**18. Community Services :**

Our college promotes community services through N.S.S. and N.C.C. units and other activities conducted by college or various committees of the college. We have two units of N.S.S. One hundred twenty five boys and twenty nine girls have been enrolled as volunteers. We arrange a ten days camp generally at rural places. The volunteers under the care of two programme officers stay at a camp site for ten days and undertake various activities like rally for AIDS awareness, free addiction society, cleanliness, anti tobacco campaign etc. The

volunteers arrange cultural programmes during their stay and thereby aware the people. They encourage the villagers for women education and female foeticide. Our college, with the help of N.S.S. and N.C.C. volunteers, arranges blood donation camp in collaboration with Prathna Blood Centre, Ahmedabad. Nearly one hundred and four bottles of blood have been collected. The N.S.S. and N.C.C. unit also help during the Theleseemia camp. Yoga committee of our college has conducted ten days training camp for the senior citizen of Himatnagar town. More than 80 senior citizens have participated in the Yoga camp. Mr. A.J. Trivedi rendered his services as a Yoga teacher to them. The college provides its ground to the various communities for arranging mass marriages.

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

The following staff has been appointed by the management during the year 2007-08. Mr. S.B. Patel has been appointed as a visiting teacher in the department of Psychology and Mr. Dewda in the department of Physical Education.

The management has also appointed four persons in administrative staff. They are – Mr. J.G. Sisodiya for office work, Miss. P.R. Patel as Computer Operator and Mr. K.B. Prajapati and Mr. Laxminarayan Pandit as Peons.

**20. Teaching – non teaching staff ratio :**

1 : 068 [35 : 24]

## **21. Improvements in Library services :**

Our library is a large and airy. It is located at the extreme end of the building. The students are informed about the library services through notices on the main library notice board and circulating it in the class rooms. Last year, we started computerization of library and we have made almost 70% entries of the books available in the library. The library committee regularly arranges meetings with the library staff gets suggestions from the students and try to provide utmost facilities to the students. The library committee allocate fund as required by various departments. The heads of various departments consult the library committee and put their demands before it. The committee takes care of the demands of various departments and help in purchasing new books and journals. Just beside the library, we have a spacious reading room for the students which can accommodate approximately 100 readers at a time. In the same reading room, we have a room where a computer with internet facility has been placed students are free to access it during the college library hours.

We provide a set of books to the students who become a member of poor boys library. The first class holders of each class are given books free of charge and the rest are offered on a meager amount. The physically handicapped students are given sets by sending a peon in a class room. The teachers whenever visit any book fair or book store, are free to purchase books worth buying. Such books are included in the library later on by paying the amount to the concerned teacher.

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

During the year 2007-08, 818 books are purchased for college General library. Its cost is Rs. 90780/-. One hundred fifty five (155) books costing Rs. 17233/- are purchased for poor boys library. Under the U.G.C. book bank head 562 books are purchased worth rupees 63118. Total number of 57 journals and periodicals are subscribed, the subscription of which amounts to rupees 19573. For P.G. students our library has purchased 523 books worth rupees 63581. We also subscribe dailies both in vernacular and English language. During this year Rs. 2,54,285 has been spent for the purchase of various books and subscription of various journals.

## **23. Courses in which student assessment of teacher is introduced and the action taken on student feed back :**

During 2007-08, we do not have circulated feedback forms to the students but we encourage students to submit their suggestions in the suggestion box. The principal and the committee members regularly check the suggestions and take care to resolve them. The students are free to approach the principal and the heads of various departments. They take into account their demands and suggestions and try to solve them amicably.

**24. Unit cost of education :**

Rs. 424.40 [without salary]

Rs. 6541.32 [with salary]

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

In our college most of the administrative work is executed through computers. The process of admission is fully computerized. The students are given computerized fee – receipts. Our computer teachers have prepared software to collect the fees. He has also prepared software which bifurcate male – female students, ST, SC, OBC and General category of the students. Every month our clerk prepares computerized salary statement and at the end of the year a consolidated statement is given to every teacher. The exam committee has its own computer and everything is executed with the help of computers. The students who come for recommendation letter for studies in abroad are given computerized recommendation letters. The administrative staff helps such students in preparing their transcripts. The results of both the regular test and extra test are displayed on notice board in computerized sheets. The forms for extra test and its fee receipts are also provided in computerized form.

**26. Increase in infrastructural facilities :**

Our college has received grant for the construction of new additional class rooms under the 10<sup>th</sup> plan. We have built three new class rooms on the second floor of

our college building. The Government of Gujarat has sanctioned a computer aided language laboratory to our college. We have provided a spacious room on ground floor for it. The government released 2.5 lakh rupees for infrastructure within the room. Later on the government agency came to install 25 computers, 25 head phones and 25 web cameras. We have constructed 24 booths for the learners and a well equipped table for a teacher. All twenty four computers are LAN connected with the server. Mr. P.M. Joshi, department of English is appointed a co-ordinator of Language Laboratory.

**27. Technology upgradation :**

-- Nil --

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

Our college offers computer science as one of the subjects to the students of commerce. Students who offer this subject are well trained by the teacher. The other students make use of the computer in the library. In case of difficulty the teachers and the administrative staff help them to overcome difficulties. We have also a centre of BAOU. We encourage the students to join the courses conducted by BAOU. We have a separate computer lab for the students of BAOU. Most of the students go there and under guidance of centre in - charge make optimal use of computers. The members of the administrative staff and the teaching staff join BAOU for computer knowledge and some of teachers and members of

administrative staff have successfully completed CCC exam.

Dr. K.S. Bhatt and Mr. P.M. Joshi under went a ten days training course at H.M. Patel Institute V.V. Nagar. The main objective of the training is to prepare the teachers for computer aided lang. laboratory.

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

We have a separate free ship committee which invites application from the poor students for financial aid. The committee scrutinizes the application and offer free ship to the needy students. During the year 2007-08, we have provided free-ship to 41 students of various classes. The total amount of free-ship is Rs. 32822.

### **30. Support from the alumni association and its activities :**

During the 2007-08, the alumni association in collaboration with Star batch committee arranged a programme to felicitate the first class holders in various university exams on 24<sup>th</sup> Jan., 2008. In P.G. library hall the office bearers of alumni association congratulated the students and encouraged for better performance in future. Mr. Satish Patel, Joint Co-ordinator of SPIPA delivered a lecture on Career Guidance and encouraged the students for entrance exam for M.B.A., M.C.A. and other higher courses. Mr. V.M. Dedun, District Employment Officer, Himatnagar also delivered an informative lecture on opportunities for employment.

### **31. Support from the parent – teacher association and its**

**activities :**

The parents – teacher association, in collaboration with college cultural committee arranged a musical programme entitled 'College – Idol'. More than 50 students enrolled for this 'Singing Competition' - out of which 20 students are given training of singing with musical band. It was divided into two rounds. In first round, each participant sang a Hindi filmy song and in the second round regional song. At the end of the programme Mr. Amit Patel, Miss. Amita Patil and Mr. Ganpat Mangela were declared as winners. Programme was attended by all the stakeholders.

**32. Health service :**

We have already established a health centre in or college premises. Dr. Bharat Shah (M.B.B.S.) visits our college for an hour thrice a week. The students, sport persons and teaching and administrative staff take advantage of this facility. In case of emergency, we take our students to the reputed doctors. Fortunately, our president, Dr. Chimanbhai Patel and Joint Director Dr. K.K. Patel are reputed medical practicenors of the town. They provide us excellent services in case of emergency.

We have arranged Thallesemia testing for the students of F.Y.B.A. and F.Y.B.Com. The senior students have already undergone this testing the previous year. It was arranged on 8<sup>th</sup> Jan., 2008 in collaboration with Red Cross Society, Ahmedabad. The N.C.C. cadets and N.S.S. volunteers extended their services during the camp. After receiving reports of the students we have

circulated them personally.

We have arranged a blood donation camp in collaboration with Prathana Blood Centre, Ahmedabad and collected 104 bottles of blood.

The Yoga and Health committee has arranged a camp for the students of our college for 30 days. More than 50 students attended the programme and benefited out of it. Mr. A.J. Trivedi, Department of English, and 'Yoga guru' extended his services free off charge.

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

During the year 2007-08, 115 students participated in various sports events out of which 9 students participated in Inter University sports event and 6 students at National Level.

In basket-ball, our college became Champion. 5 students of our college were selected in Inter University competition and represented our university in All India Basket-ball Competition held in Kerala.

Mr. Harshvardhansinh Puwar participated in 100 meter and 200 meter sprint and declared the best athlete by the university. 7 students of our college represented our institution in Inter University and 6 students at All India Level.

### **34. Incentive to outstanding sports persons :**

Every year, we arrange College Annual Day in the month of January or in the beginning of February. We appreciated the entire sports person during the programme. We distribute various prizes to the sports

persons in the form of Trophies. We offer free-ship to the sport persons of the winning team. We facilitate them with track shoes and blazers on the Annual Day function. Mr. Swapnil Thakor, a captain of College Basket-ball team represented our university at All India Basket-ball Competition. Considering his outstanding performance he has been selected as a senate member by vice chancellor of the university.

### **35. Students achievements and awards :**

- Mr. Swapnil Thakor, an outstanding performer in basket-ball has been selected as a senate member.
- Mr. Kurshi Desai has been selected for R.D.C. Camp and participated in a parade at New Delhi.
- Miss. Megha Joshi, a student of T.Y.B.Com. stood fourth in the university exam. She got 70 out of 70 marks in the subject of statistics.

### **36. Activities of the guidance and counselling unit :**

During the year 2007-08, our college has arranged employment training camp in collaboration with District Udhdyog Centre, Himatnagar. The General Manager of this centre provided information to the students. Every student was given a book containing information about various employment opportunities. Mr. Satish Patel, Joint – Director of SPIPA provided guidance to the students for competitive exams and encouraged the students for administrative officers.

We have a separate counseling centre Ms. A.M. Dholakiya is the convener of it. She provides counseling

to the students as and when required.

**37. Placement services provided to the students :**

We invite the guest to guide our students for various opportunities in professional fields. Himatnagar is a town having so many cera industries. These industries inform our college authorities through a letter or an advertisement. We display such information on general notice board and encourage the students. The private banks viz. – ICICI, Kotak Mahindra and H.D.F.C. have arranged interviews in the town. We circulated this information to the students and encouraged them for the interview. Many of our students have been selected in private banks.

**38. Development programmes for non-teaching staff :**

During the year 2007-08, we have encouraged the administrative staff for computer training. Most of the work is done with computer aid by the administrative staff. So, most of the members know how to operate computer, even though Mrs. V.V. Jani, Mr. G.S. Khadayata and Mr. N.H. Dixit were advised to undergo certificate course. They joined BAOU and sought computer training. They successfully passed CCC exam.

**39. Best practices of the institution :**

(A) As mentioned in our self study report for assessment and accreditation the best practices of our college are 'Adhit' – a lecture series and 'Star – batch'. The main objective of our best practice

Adhit is to make students take interest in co-curricular activities. The committee invites eminent scholars of various areas and subjects. We inform them well in advance and fix the dates.

During the year 2007-08, we have invited the following scholars for lectures :

1. Mr. A.P. Mehta, eminent poet of Sanskrit literature, delivered a lecture on 'Snehshatak'.
2. Dr. L.V. Joshi, eminent critic of Sanskrit literature, delivered a thoughtful lecture on 'Upanisad'.
3. Dr. Vijay Pandya, Dept. of Sanskrit, Gujarat University, Ahmedabad delivered an enlightening lecture on 'Sanskrit Drama'.
4. Dr. Leela Pandya delivered on an information lecture on 'Present curricula and its impact'.
5. Mr. Rameshbhai Patel, an eminent poet and a writer of longest Gazal in India, delivered a lecture on 'Humor and various shades of humour'.
6. Mr. Dilipbhai Gandhi, the former president of the Himatnagar Kelavani Mandal delivered a religious speech on 'Dharma and Soul'.
7. Padshree Kumarpal Desai was invited to deliver a lecture on 'Medieval Gujarati Literature'. It was aided by university.
8. Dr. M. H. Patel, Head Dept. of Gujarati Sardar Patel University, V.V. Nagar recited his own poems in Gujarati and delivered a lecture on Gujarati short stories after sixties.

9. Mr. Satish Patel, Joint Director of SPIPA delivered a lecture on 'Career Guidance' and inspired the students for competitive exams.

10. Mr. S.D. Pathan, Department of Psychology, Arts and Commerce College, Idar came to guide the students of Psychology department. He delivered an enlightening lecture and guided the studies for practices.

(B) The Star batch committee in the beginning of the year, after declaration of Univ. Results prepare a list of the students of all the classes who have secured first class and above. In the beginning of the term we send a letter of appreciation to all the first class holders of our college and encourage them, for better performance in coming years. The committee invites eminent persons for career guidance and in the second term we arrange a programme of prize distribution. We distribute prizes to the toppers and all the first class holders of our college. The committee also organizes self teaching day on 5<sup>th</sup> Sept. to celebrate the anniversary Dr. S. Radhakrishnan. In the second term the Star batch committee organized a quiz competition for the college students. The committee arranged a written test for 75 students and selected 30 students for quiz. The committee put 3 students in each team and thus consisted 10 teams. A team of T.Y.B.A. Dept. of English won the competition. Three winners are Mehta Hiren,

Megha Mehul and Patel Sweta. During the year 2007-08, the committee distributed prizes to 294 first class holders of the college.

**40. Linkage developed with national / international academic / research bodies :**

Dr. A.K. Patel, Dept. of Economics has played a major role in deciding the curricula of Economics for a new Kutchha University. He is also a paper setter, examiner of this university.

Dr. K.S. Bhatt, Dept. of English prepared study material for the students of first year B.A. Vardhaman Mahaveer Open University, Kota, Rajasthan. He prepared study material for the students and played a major role as a unit writer. He wrote three units as guided by the university.

**41. Any other relevant information institution wishes to add :**

1. We have received a special grant from U.G.C. for a ladies hostel. The U.G.C. has sanctioned Rs. 1 crore for it and we have received its sanctioned letter.
2. We have allotted a spacious room for IQAC. The room is on the first floor near the staff room. It is well – decorated and fully equipped. All the members meet regularly and plan activities to achieve excellence. It has a separate computer with internet facility. The co-ordinator spares

|                                  |  |
|----------------------------------|--|
|                                  | <p>some time every day and monitor the activities of the college with the support of the chairman and other members.</p> <ol style="list-style-type: none"> <li>3. Hem. North Gujarat University allots some colleges observation centers. Its main function is to maintain discipline and sanctity of university exam. We have been given this responsibility in 2007-08. We have been asked to go for checking in four colleges. We shoulder this responsibility quite well for attends a month.</li> <li>4. We have been given Dispatch Centre for F.Y.B.Com. and S.Y.B.Com. university exam. Its duty is to deliver answer sheets to the appointed examiners and collect back the assessed answer books. We shoulder this responsibility smoothly and submitted reports well in time.</li> <li>5. Most of the departments arrange excursions tour for the students. We take them to the best places of Gujarat and nearby Rajasthan and help them to study social and religious customs of other people. We make them aware with the historical facts and significance of the places.</li> </ol> |
| <p><b><u>Part – C :-</u></b></p> | <p>In the next year, we plan to execute the usual activities conducted by our college with more vigour and enthusiasm. We plan to enhance certain programme and achieve excellence. We plan to enhance the involvement of</p>  |

Alumni Association and Parents Association for better performance and wish to see that more students get good jobs and services in private as well as government sectors.

Besides this, we plan to arrange the following activities :

- (a) To arrange Yoga workshop (University level)
- (b) Certificate course in Yoga (University approved Diploma course)
- (c) To encourage the students to participate in seminars
- (d) To arrange student's seminar in the college
- (e) To arrange project work for the students of both Arts and Commerce stream.
- (f) To encourage students for visit of various industrious and business houses.
- (g) To arrange U.G.C. sponsored seminars.
- (h) To encourage students to join computer aided Language Laboratory.
- (i) To arrange self finance certificate courses.
- (j) To encourage research activities.
- (k) To arrange more and more lectures of scholarly persons on various subjects.
  
- (l) To prepare academic diary for the teachers and implement it in the next year.
- (m) To encourage teachers for obtaining research grant for U.G.C.
- (n) To invite business houses for campus interview.
- (o) To get feedback on services provided to the students and on teacher's evaluation.

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|  | <b>(p)</b> To receive grant from NAAC. |
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Name & Signature of  
the Co-ordinator,  
IQAC. (Dr. K.S. Bhatt)

Name & Signature of  
the Chair person,  
IQAC. (Dr. V.N. Raval)

## **The Annual Quality Assurance Report (AQAR)**

**Name of the Institution :** S.S. Mehta Arts & M.M. Patel Commerce  
College, Himatnagar.

**Year of Report** : 2007-2008

We feel great pleasure in submitting the Annual Quality Assurance Report of our college. Our college got assessed and accredited by NAAC in May 2007 and we obtained B<sup>+</sup> Grade. We studied the suggestions made by peer team in the report and decided to achieve enhancement and excellence in all the fields with the support of stake holders.

We composed the IQAC under the young and enthusiastic Principal Dr. V.N. Raval. Under his Chairmanship & guidance the teaching and administrative staff desires to take enough measures for quality enhancement and improvement.

### **IQAC Cell :**

- |                                  |    |  |
|----------------------------------|----|--|
| (1) Chair-person                 | :- | Dr. V.N. Raval   |
| (2) Co-ordinator                 | :- | Dr. K.S. Bhatt   |
| (3) Joint Co-ordinator           | :- | Dr. A.K. Patel   |
| (4) Member of Teaching staff     | :- | Mr. H.D. Rao<br>Mr. M.S. Patel<br>Dr. A.P. Solanki<br>Mr. N.K. Upadhyay<br>Mr. B.G. Parmar<br>Mr. J.B. Patel |
| (5) Administrative staff         | :- | Mr. H.V. Shah<br>Mr. P.G. Gor  |
| (6) Members of the management:-  |    | Mr. Mehul Kothari<br>Mr. Piyush Dave   |
| (7) Nominees of Local Society :- |    | Mr. Pruthvisinh Zala<br>Mr. Girishbhai Trivedi   |