

- 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 from 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.
- p) To receive grant form NAAC.

The plan of action chalked out by the IQAC in the beginning of the year 2008-09 towards quality enhancement and the out come by the end of the year.

The college started its session with the academic and co-curricular programme. The following important achievements are reported in the connection,

- A.** The college arranged YOGA WORK SHOP and encouraged the students to participate in the programme. It was full one months programme from 1st sept, 2008 to 30th sept, 2008.
- B.** The college encourages the students to participate in seminars. A group of ten students of T.Y.B.A. was taken to Vallabh Vidhyanagar to attend a three day international conference on: - Creativity and Literature Dr. K.S. Bhatt and Mr.D.D.Bhatt accompanied the students.
- C.** Some students of the college were encouraged to join the computer aided Language laboratory programme.
- D.** We encouraged P.G. students to undertake research activities in the relevant subjects.
- E.** The college arranged lectures on various subjects. We invited scholars from other educational institutions to share their views with us.

F. The college authorities and staff members are in contact with nearby business houses and get information about placement requirement. Some have got jobs this way.

G. The IQAC had put up a proposal to the NAAC for A state level seminar.

Part B:

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

The college conducted various activities reflecting the goals and objectives of the institution. The goal of the college is to inculcate discipline, determination and love for the present **quality education**. The institution pays great attention to the care and discipline aspect among the students. The students have to keep I cards with them and show it as and when demanded. The disciplinary committee checks the students at random and counsels any student who is found without I card.

In the beginning of the academic year the college organizes welcome programme for the new students. During this meeting important information is conveyed to the students and introductory interaction also takes place. During the whole year programmes, are organized aiming at strengthening the sense of discipline among the students.

Different departments put up programmes to encourage personality development of the students. The college also encourages them to join NCC, NSS, and such academic and co curricular activities. Vigorous participation of the students with proper support of the college staff keep the campus vibrant and inspiring.

The students placement aspect is taken care of by the college staff getting placement information from industrial sectors such as ceramic units, banks and other employing agencies. They inform the college of their requirement & the eligible students go through the process of appointment & get jobs.

Himmatnagar is the district capital of S.K. district. There are many institutes of higher education in the city and in other centers of the district. Most of the colleges have gone through NAAC accreditation. Our college stands as a pioneer in the process. We always guide and support the institutes of higher education for their NAAC accreditation process.

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

The Academic Councils, the Board of Studies & Senate take into consideration and make necessary changes and update the existing curricula.

During this year the Department of Economics in the Arts faculty contemplated on modern needs & encouraged students to under take research skills. For that they have introduced a voluntary paper in S.Y.B.A./T.Y.B.A./M.A.PART I & II entitled Computer Applications.

3. Innovations in curricular design and transaction:

All the institutes of higher education affiliated to NGU Uni, Patan follow the university syllabus and are left with no authority to change any of them without the approval of the university. Our teachers send their suggestions for introducing new and relevant topics which are conveyed through the staff members who are on the board of studies or Academic Councils or Senate. Moreover the staff members go to attend workshops and seminars concerning the curricular aspect.

The conferences academic workshops and seminars are the best means to come in contact with teachers of various institutes of higher education. Through such interaction discussion and exchange many creative suggestions are formed.

Dr.V.N.Raval and Dr.A.K.PATEL of our college are the members of the Board of Studies. Upon their recommendations and support the economics department has introduced an optional paper of computer applications in B.A. and M.A.

4. Inter-disciplinary programmes started:

Interdisciplinary programmes have already been introduced in syllabus the students of special English study translation of the Bible, Sanskrit, poetry, Persian poetry etc. This encourages comparative study, so also computer application courses have seen offered in the commerce and economics subjects.

Some Sanskrit books are prescribed in the post graduate course in their translations.

5. Examination reforms implemented:

Besides the regular two internal tests we conduct extra tests. We also give test to the absentees. In case of below standard result we allow supplementary tests collecting a nominal charge. The students who shine in non academic activities are exempted from the retest fees.

The Examination system use computer programmes in most of its steps. The students can see their roll nos and seating arrangement on the screen and when they reach their seat they find computerized seat no affixed on the bench. So also when the exams are over and the results are finalized the printed copies of the result of each student containing marks in all the subjects are posted on the notice boards.

All the rules and regulations about to examination are exhibited at the key places in the college premises.

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

NIL

7. Initiative toward faculty development programme:

HMT Kelavani Mandal organized a grand faculty development programme. It was a one day programme which was attended by most of the teaching faculties under the auspices of the H.K.M. Renowned scholars such as Mr. Suresh Mashruwala and Mr. Kumpavat were among the resource persons. The resource persons covered topics like the discipline, enhancement of the academic environment and the scholastic research progress etc. They had cited remarkable examples from the well known national and international institutes which provide encouragement to the faculties. They also emphasized on the use of ICT and the library resources for research studies & for excellence in teaching learning & evaluation process.

(a) Dr.V.N.Raval, the Principal of the College, chaired the seminar organized by Arts & Commerce College, Talod.

- (b) Dr.A.K.Patel, Department of Economics participated in a national seminar on Role of IQAC in identifying Best Practices at Arts & Commerce College, chikali. He participated in the 39 th annual conference organized by Gujarat Economic Association. He presented a paper in a national seminar and two papers in state level seminars.
- (c) Mr.N.C.Patel, Department of economics, participated in a state level seminar at Arts & Commerce College, Talod. He also participated in a two day seminar organized by C.B.Patel Arts College, Nadiad.
- (d) Mr.M.M.Patel, participated in a state level seminar at Talod and also attended the 39th annual conference at Bhuj.
- (e) Mr.A.J.Trivedi, Department of English, attended a seminar on SCOPE organized by sabar mahavidhyalay, Sonasan.
- (f) Dr.K.S.Bhatt, Department of English, participated in international meet on creativity & literature organized by H.M.Patel Institute, V.V.nagar. He also participated in a national seminar on Role of IQAC in identifying best practice at chikhali, south Gujarat.
- (g) Dr.R.K.Bhatt, Department of Gujarati, participated in a UGC sponsored state level seminar organized by Arts & Commerce College, Talod.
- (h) Mr.D.B.Pateliya, Department of Gujarati, presented a research paper on dialects and literature in a national seminar organized by V.V.nagar.
- (i) Dr.A.M.Dholakiya, Department of psychology attended a seminar organized by Gujarat psychology Association at Ahmedabad.

- (j) Mr.S.K.Vankar, Department of Hindi, translated vinoba Bhave's Hindi article into Gujarati in a national workshop organized by Smt. H.C.Patel Arts & Commerce College, Miyagam, Karjan. He also presented a paper on Dalit Literature at Talod.
- (k) Mr.R.J.Upadhyay, participated in the following seminars and workshops.
- (I) UGC sponsored seminar at Talod.
 - (II) National level seminar at Talod.
- (l) Ms.K.G.Rathod, Department of Hindi participated in a state level seminar at Talod.
- (m) Ms.K.P. Ninama, presented a paper in a seminar organized by N.S.Patel Arts colleges, Anand on contribution of the village "Mudeti" of sabarkantha district in the first national struggle for independence. She participated in a seminar organized by History Study Circle, Visnagar.
- (n) Mr.H.O.Rao, presented a paper in a national seminar at Mumbai on Historical Reality: folk songs composed by the "BHIL" (tribes). He also attended a national level seminar on the Role of IQAC in identifying best practices at Chikhali.
- (o) Mr.J.B.Patel, Department of accountancy attended an international seminar on Accounting Education and Research at School of Commerce, Gujarat University, Ahemedabad. He also attended a one day seminar organized by employment office, Himmatnagar and a seminar organized by Gujarat & North Gujarat University, commerce and management teachers.
- (p) Dr. B.G.Parmar, Department of Gujarati presented a paper in National Seminar organized by M.N. Women's college, Vile Parle, Mumbai.
- He participated in the following seminars & conferences.

- (I) National seminar on comparative literature organized by Gujarat Vidhyapeeth, Ahmedabad.
- (II) National seminar on Indianness in the post independence Indian literature at Talod.
- (III) National seminar organized by F.D. Arts College, Ahmedabad.

8. Total number of seminars/ workshops conducted:

Nil

9. Research projects a) Newly implemented:

b) Completed:

Research Project:

- (a) Newly Implemented: The major research project proposal submitted by Dr. R.K.Bhatt, Department of Gujarati has been approved. The work has already begun and is estimated to be completed by the end of the 11th UGC plan.
- (b) Completed: Mr. B.G.parmar, Department of Gujarati has completed his Ph.D. research work and has been awarded the PhD degree by the Hem. N.G.Uni. Patan.

10. Patents generated, if any:

Nil

11. New collaborative research programmes:

Nil

12. Research grants received from various agencies:

Dr. R.K.Bhatt, has received Rs. 3.75 lac as U.G.C. grant under the 11th plan for her major research project. Mr. D.B.Pateliya has received U.G.C. grant for minor research project under 11th plan.

13.Details of research scholars:

The research work of Mr. D.B.Pateliya, Department of Gujarati for Ph.D degree is in progress. Mr. Manoj A Patel is doing his research work for M.Phil degree under the guidance of Dr. V.N.Raval. Mr.Pravin Patel & Mr. Alpesh Patel are doing their research work for M.Phil degree under the guidance of Dr.A.K.Patel. Dr.U.R.Patel, Department of Gujarati has been guiding research scholars for PhD degree.

14. Citations index of faculty members and impact factor:

Citation:

1. Dr.V.N.Raval:- Member of Advisor Committee, NSS, Member of the Board of Studies, Economics, and co-coordinator of Dispatch Centre for University Exams.
2. Dr.A.K.Patel:- Member of the Board of Studies, Economics.
3. Dr.K.S.Bhatt:- Prepared study material for Open University Kota, Rajasthan. Expert on the Selection Committee for lecturers for engineering colleges. Affiliated to GTU, ahemedabad.
4. Mr.H.D.Rao:- Expert on the selection committee for teachers for Jawalhar Navoday Vidhyalaya.
5. Mr.M.S.Patel:- Appointed as a member on the V.C.'s examiners selection committee.

15. Honors/ Awards to the faculty:

Nil

16. Internal resources generated:

The trust collects donations from various agencies as and when required. People co-operate and donate for the development of our college.

We allow our premises, for the use of the state and central government competitive examinations.

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

Nil

18. Community services:

The tree plantation programme was organized in the campus. Most of the staff members and students participated in the programme. Leading citizens officials, industrialists and the members of the trust also attended the programme. The pipeline has been laid at the cost of Rs. 1 lac to provide water regularly to the newly planted plants.

Under the banner of **save the girl child** a rally was organized giving publicity to the campaign of saving the girl child. The programme also covered the campaign of saving the female Foeticide.

68 cadets joined the N.C.C. Training programme. The students from all the three years came to join N.C.C. They went to different camps and underwent N.C.C. training.

A special programme was organized for inter collegiate competition on patriotic songs. Our college played the role of a host institution.

The N.S.S. conducted various community service programmes such as blood donation camp, Thalassaemia test, women empowerment, and literacy campaign, campaign for eradication of tobacco chewing and consumption of alcoholic drinks.

19. Teachers and officers newly recruited:

As the Government does not grant NOC for new appointments, status quo is maintained in the existing staff.

20. Teaching – Non – teaching Staff ratio:

1: 068 [35:24]

21. Improvements in the Library services:

Keeping the directions of the NAAC ideal, we have made arrangements to keep the library open from 8:00 am to 2:00 pm on working days. At the time of examination, the library remains open for more time. On Sundays and holidays the library services are available for the students and the staff.

About 80% of the books have been entered on the computerized data. The library committee holds frequent meetings with the library staff and gets suggestions from the students and the staff. The committee also allocates funds as per the needs of departments and the students. The demands of the new study material are noted and the required books and journals are added to the existing study material.

Considering the needs of economically constrained students, the library committee runs the Poor Boys' library and distributes study material to them on nominal annual hire charges.

Those who secure first class, get books free of charge. The physically challenged students are helped by the library committee, sending books to the students' right to their classrooms through the peons.

The teachers visit book fairs and book stores and recommend the books to be bought. Some times books are bought during such visits and later on they are registered under various heads of the library registers.

The library has a large adjoining reading room accommodating about 100 readers at a time. In the reading room we have installed a computer with internet facility for the benefit of the students.

22.New books/journals subscribed and their cost:

The year 2008-09 has a noteworthy addition to the existing books. In the general library 1523 books were purchased for the college general library costing Rs. 149659. 535 books have been purchased for Poor Boys library costing Rs. 38040. With the UGC funds 563 books have been purchased costing Rs.62637. 59 journals and periodicals are subscribed costing Rs.23312. We subscribe news papers in vernacular and in English language Rs.6143 has been spent for this purpose.

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

Regular feed back forms are yet to be circulated but suggestions of the students are received through different agencies such as Redressed Cell and other college committees. The principal also encourages students to give their suggestions. These suggestions are analyzed and necessary steps are taken.

24. Unit cost of Education:

Unit cost of education Rs.2965.30 without salary. Rs.16728.85 with salary.

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

The administrative work is done through computers. The process of admission is computerized. The students get computerized fee receipts. Software to collect the fees has been prepared by our computer teacher. He has also prepared software which bifurcates male-female students SC, ST, OBC and general category of the students.

The yearly consolidated statement of salary is given to every teacher. The examination process is also computerized. The students desiring to go abroad for higher studies get computerized recommendation letter on request.

26. Increase in the infrastructural facilities:

We had the computer lab on the ground floor but the space was not as much as required. So the same lab has been shifted to the first floor with new computers. Now the entire wing is kept for the computer lab. This new lab is very spacious, and can accommodate enough students with ease.

Because of this adjustment the earlier computer lab has been allotted to the exam committee where secrecy can be maintained.

27. Technology upgradation:

The college has managed to have its own website. This facility helps the teachers and students in their academic needs, as well as collecting information with reference to the research studies. The website was the need of the college for a longtime.

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

Most of our staff members are computer literate. They use computer in college as well as at home. We provide internet facility to teachers and students.

29. Financial aid to students:

During the year 2008-09 36 students were offered freeship by the college. The sportspersons were also offered freeship. We allotted Rs. 15,200/- for freeship.

30. Support from the Alumni Association and its Activities:

During the academic year 2008-09 the Alumni Association has conducted a few activities for the students. In the beginning of the year on 31st July, 2008 a meeting was held to workout planning for the year. Under the chairmanship of prin. Dr. V.N.Raval, the members of the Alumni Association and the teachers discussed the need of the students and decided to provide some new facilities to the students. On 10th January, 2009 a meeting was held with the president and secretary of the Alumni Association. They decided to organize a programme for career guidance.

On 22nd January, 2009 a programme was held to honour the students who had got first class and above in University Exams. The students have been encouraged to work hard for better result. The Alumni Members invited Mr. R.B.Brahmbhatt, DSP, Himmatnagar, Mr. Roopvantsinh, DDO, Himmatnagar and Mr. Praffulbhai Patel, MLA, Himmatnagar. The guests encouraged the students for State and Central Government Competitive Exams and promised help in all ways to the students.

31.Support from the Parent-Teacher association and its Activities:

Parents: Teachers meet was held under the chairmanship of Prin. Dr. V.N.Raval. All the members emphasized on providing career guidance and encouraging the students for competitive exams. As per their demands, we purchased books for various competitive exams in the library.

32.Health services:

There is a Health Centre in our college. The students and staff members make optimum use of it. Dr. B.M.Shah (MBBS) visits the centre on Tuesdays, Thursdays and Saturdays. In emergency, he provides quick services; we also seek services of 108 as and when needed.

We have a health committee also. The members of the health committee organized Yoga Shibir for a month. More than 324 students attended the shibir. We have two yoga teachers in our staff. They guided the students during various exercises of yoga. Mr. Shishpalji from Patanjali Yoga Centre visited the camp and guided the students.

33.Performance in sports activities:

The Basket Ball team of our college won the championship in the university sports competition. From the team four students were selected for Inter University competition.

34.Incentives to outstanding sportspersons:

We appreciate the sports persons for their achievements. We announce their achievements after prayer and give three loud cheers the next day. On the annual day celebration, we offer them blazers and all the sport persons are exempted from college fees of the second term.

35.Student achievements and awards:

The Star Batch Committee organized Programmes for the students. The committee organized the following Programmes during the year.

- a. Self teaching day was celebrated on 5th September. More than 58 students participated in the celebration and the student teachers performed their duties enthusiastically.
- b. A test is conducted to test the general knowledge of the students. 92 students appeared in the exam. It benefitted a lot to them for the competitive exams.
- c. The students took oath on Swarnim Gujarat Programme. Three best pledges were honoured with prizes.
- d. In collaboration with the Alumni Association, a prize distribution Programme was held for the students who had sought first class and above in the university exams. The students were provided career guidance also.

36.Activities of the Guidance and Counselling Cell:

The guidance and counseling cell regularly counsels the students who come seek guidance for their social, academic or personal problems. The students meet the convener and the members of the committee and present their problems. The members contemplate on their problems and give guidance accordingly. Mostly the students come to seek guidance for stress, time management and psychological issues. The convener of the committee Ms. A.M.Dholakiya is doctorate in psychology so she handles their problem smoothly.

37.Placement services provided to students:

A Career Corner is one of the committees in our college which takes care of placement for the students. Campus interviews were held for the students for placement in private companies located in the district.

38.Development programmes for non-teaching staff:

Nil

39. Best practices of the institution:

The Adhit committee arranges lectures of eminent persons during the year. In the year 2008-09 such 10 lectures were held. The resource persons were invited from N.G. University and Gujarat University. Lectures on Hypnotism, Role of Guru, Mind, Rugved and Sanskrit drama 'Meghdoot' were held.

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

Nil

41. Any other relevant information:

Part C: Detail the plans of the institution for the next year.

- a. To organize blood donation camp and Thallasaemia tests.
- b. To send proposals for UGC grants.
- c. To organize Seminar, Workshop and Conferences.
- d. To encourage students for Scope/NET/SLET exams.
- e. To send maximum students for activities conducted by the government under 'Saptadhara' Programme.
- f. To encourage students for sports activities.
- g. To arrange programmes to bring about awareness among people for swine flue, save Girl Child campagne and say no to Female Foeticide, terrorism etc.
- h. To encourage students for competitive exams held by state and central government.
- i. To encourage teachers and students for research activities.
- j. To arrange a seminar for NAAC co-ordinators.
- k. To encourage teachers for research paper presentation and deliver lectures for 'Sandhan'- a government on-line lecture series.
- l. To take students for interaction with the students of other colleges and universities.

Name & Signature of the Coordinator, IQAC

(Dr.K.S.Bhatt)

Name & Signature of the Chairperson, IQAC

(Dr.V.N.Raval)