

ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF IQAC (2008-09)

Name of the Institution: Shri Surat Jilla Sahakari Bank Commerce and Shri Sayan
Sahakari Khand Udhog Arts College, Olpad, Dist. Surat, (Gujarat)

Name of the Head of the Institution: Shri Ishverbhai M. Patel

Ph.No. Office: 02621-222203

Residence: 0261- 2773939

Mobile: 09879393979

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Name of the IQAC Coordinator: Ms. Ritaben B. Patel

Ph.No. Office: 02621-222203

Residence: Nil

Mobile: 09727637376

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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:

We are very glad to say that our institution has established Internal Quality Assurance Cell (IQAC) in the present year 2008-09. The head of the institution selected potential and honest faculty members according to the guidelines for the creation of the Internal Quality Assurance Cell (IQAC) in Accredited Institutions. The Plan of Action is as following:

PLAN OF ACTION (2008-09)

- 1) Establish post graduate centre for introducing post graduate courses like Master of Arts in Gujarati subject and Master of Commerce in Financial and Management Accounting.
- 2) National Research Centre under UGC 10th plan scheme.
- 3) Establish English Language Lab to enhance communication skill in English subject.
- 4) Facility for girl's hostel.
- 5) Encourage teachers to apply and participate in academic activities like minor research project, seminars, conferences, paper presentation etc.
- 6) Adequate computer facility for students and staff members.
- 7) Introducing ICT enabled teaching learning process.
- 8) Continues updating college website.
- 9) Promote extension activities with focus on rural and tribal issues.
- 10) Establish Internal Quality Assurance Cell (IQAC) in the institution.

OUTCOME ACHIEVE

1) *Post Graduate Centre:*

In the beginning of the academic year 2008-09 the institution has proposed to start Post Graduate Centre for Master of Arts (M.A.) in Gujarati subject and Master of Commerce (M.Com.) in Financial and Management Accounting to the Veer Narmad South Gujarat University, Surat. The university appointed Local Inquiry Committee which visited our institute and submitted report. As a result, the university granted our proposal and in the beginning of the present academic year 2009-10, we have already started Post Graduate courses in the respective subjects.

2) **National Research Centre: (N.R.C)**

We have proposed NRC grant under 10th Plan Scheme of UGC. Under this plan we have secured Rs. 1,45,000=00. From this grant we have facilitated 8 computers (Rs. 1,40,000=00) and a Laser Printer (Rs. 5,600=00) and UPS (Rs. 7500=00).

3) *Digital English Language Laboratory:*

The Gujarat State Government is going to celebrate Swarnim Gujarat 2010 Scheme. This government is very conscious to enhance English language knowledge among the students of Gujarat. So under the Swarnim Gujarat 2010 Scheme the government has sanctioned special grant to facilitate Digital English Language Laboratory in our college. One of the faculty members of English department Mr. Sanjay Lalani participated in the Digital English Lab Training Programme for Lab Coordinators organized by Dr. Baba Saheb Ambedkar Open University held at H.M.

Patel Institute of English Training and Research, Vallabh Vidyanagar. In the present academic year 2009-10 our institute has been running Digital English Language Lab successfully.

4) Women Hostel:

Our institution had secured One Crore Rupees grant for Women Hostel building under Special Scheme of Construction during 10th Plan from UGC. We have secured first installment of Rs. 50,00000/-. The construction work has been under process. We are sure that at the end of this academic year the construction work of Women Hostel building will be complete.

5) Academic Activities:

The head of the institution always encourage the faculty members to apply and participate in academic activities. So that the academic activities of the faculty is day to day going to increase. The reflection in the form of result is as under:

**SEMINAR, CONFERENCE, WORKSHOP, REFRESHER, ORIENTATION
CONDUCTED BY THE FACULTY MEMBER**

ARTS STREAM

ENGLISH DEPARTMENT

No.	Name of the Faculty	Semi	Confe	Works	Refre	Orien	Total
		.	.	h.	.	.	
1.	Ms. Ritaben B. Patel	1	--	--	--	--	01
2.	Mr. Sanjay P. Lalani	1	1	1	2	--	05

GUJARATI DEPARTMENT

1.	Prin. Ishwerbhai M. Patel	3	--	--	--	--	03
2.	Dr. Jashubhai G. Patel	6	1	1	--	--	08
3.	Ms. Gitaben R. Garasiya	4	1	1	--	--	06
4.	Mr. Rameshbhai S. Machhi	3	--	1	--	--	04
5.	Ms. Daxaben M. Chauhan	3	--	1	--	--	04

HINDI DEPARTMENT

1.	Ms. Daxasben S. Contractor	2	--	--	--	--	02
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SANSKRIT DEPARTMENT

1.	Mr. Survirsinh . I. Thakor	3	1	--	--	--	04
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HISTORY DEPARTMENT

1.	Mr. Narendra K. Rathod	2	--	--	--	--	02
2.	Mr. Nilesh Patel	1	--	--	--	--	01

ECONOMICS DEPARTMENT

1.	Mr. Vinodbhai N. Patel	2	5	2	--	--	09
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2.	Mr. Bipinchandra C. Baruwala	2	--	--	--	--	02
3.	Ms. Geetaben V. Desai	--	--	--	--	--	--
COMMERCE STREAM							
ACCOUNTANCY DEPARTMENT							
1.	Mr. Rohitkumar B. Dhimmarr	1	--	--	--	--	01
2.	Mr. Jayendra M. Rana	2	1	--	--	--	03
3.	Mr. G.G. Kala	--	--	--	---	---	--
COMMERCE DEPARTMENT							
1.	Dr. Rajeshbhai P. Patel	2	--	--	--	--	02
2.	Mr. K.G. Chapatwala	3	--	--	--	--	03

6) Computer Facility:

We have kept 10 computers (UGC grant) in the library especially for students practice. These all computers are connected with LAN and Internet facility.

7) ICT enabled Teaching –Learning Process:

We have LCD Projector facility with that some teachers have been teaching to the students. Recently we have launched Digital English Language Lab (Total 25 Computers strength, equipped with head phone, web camera, LAN and Globerinia software) ; it becomes very useful and important teaching tool for the English language learners.

8) *Updating College Website:*

In the present academic year we have updated our college website viz. display students" strength, result, campus facility, Post graduate courses information, NAAC accreditation result, Courses launched under Gujarat Knowledge Society, library facility, extra curricular activities and so on.

9) *Promote Extension Activities:*

NSS and NCC both Boys and Girls is playing vital role in the extension activities. Even different committees and cells are also doing enthusiastic work in the extension activities. We have also subjects" circles; under these circles we have been organizing various extension activities like blood donation, tree plantation, adult education, etc.

10) *Establishment of Internal Quality Assurance Cell:*

The institution has established IQAC under the guideline of NAAC. The list of the Committee member is as under:

IQAC Committee Members

TEACHING STAFF

Sr. No.	Name	Position in the College/Trust	Position in the IQAC Committee
1.	Prin. Ishwerbhai M. Patel	Principal	Chairman
2.	Ms. Ritaben B. Patel	Senior Grade Lecturer	Coordinator
3.	Dr. Jashubhai G. Patel	Selection Grade Lecturer	Member
4.	Mr. Jayendrabhai M. Rana	Selection Grade Lecturer	Member
5.	Dr. Rajeshbhai P. Patel	Selection Grade Lecturer	Member
6.	Mr. Vinodbhai N. Patel	Selection Grade Lecturer	Member
7.	Mr. G.G. Kala	Selection Grade Lecturer	Member

ADMINISTRATIVE OFFICERS

1.	Mr. Y.N. Adajaniya	Head Clerk	Member
2.	Mr. B.I. Mali	Senior Clerk	Member

MANAGEMENT

1.	Shri Raishingbhai S. Chauhan	Honorary Secretary	Member
2.	Shri Govindbhai B. Patel	Joint Honorary Secretary	Member

LOCAL SOCIETY			
1.	Shri Mohanbhai D. Patel	-----	Member
2.	Shri Chhaganbhai D. Patel	-----	Member

PART:B:

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

Following activities reflecting the goals and objectives of the institution:

- ✚ The objective of teaching four basic skills of language learning is reflected in teaching prosody, grammar, phonetics, composition, poetry and prose appreciation etc. as the part of the curricula.
- ✚ To enhance creativity in language especially English, we teach group discussion, communication skills, composition, advertisement etc. Practically in the group of students. The syllabus of Business English does reflect such relevant aspects.
- ✚ The inclusion of topics of contemporary relevance addressing the issues of local, national and global crises in subjects like Economics.
- ✚ The environmental awareness is created by teaching “Environmental Studies” as an interdisciplinary study.
- ✚ The theory of accounting is taught on the basis of which practical problems covering various branches of accounting viz. Financial Accounting, Cost Accounting, Management

Accounting etc. are dealt with commerce undergraduate students.

- ✚ The practical aspects of Management and Commerce are taught with the Case Studies and Occasional Industries visits.
- ✚ Proper care is taken for students total personality development and encourages them to participate in teaching- learning process in the classroom as active learners through the inclusion of different testing and evaluation methods in the syllabus.

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

Last year the institution had proposed to the Veer Narmad South Gujarat University to run Post Graduate Centre especially in M.A. in Gujarati and M.Com in Financial and Management Accounting. The University had given approval and in the beginning of the academic year 2009-10 we are going to start Post Graduate Centre in our institution.

3. Innovations in curricular design and transaction:

The college has adopted the curricular design and model prepared by the university and it is actually obligatory to the college to follow curricular design and model of the university. The curriculum revision takes place at every three years. During the last two years syllabus revision has occurred in the major subjects in Arts and Commerce.

4. Inter-disciplinary programmes started:

The college offers three interdisciplinary subjects like Population Education, Environment Studies and Impact of Literature on Society and Culture. These all three interdisciplinary subjects have been introduced from the establishment of the college.

5. Examination reforms implemented

The institution follows examination reforms implemented by university from time to time. The institution does not have any indigenous evaluation reform system.

The Examination Committee looks after all the reforms implemented by the university.

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

-Nil-

7. Initiative towards faculty development programme:

- ✚ Leave for national/ international conferences and workshops
- ✚ The management provides financial help to the faculties who are involved in the research project work, to organize seminars, endowment lectures and symposia on the campus.
- ✚ The institution bears all the expenses of the faculties who participate in national/ international and university/ state level conferences.

8. Total number of seminars/workshops conducted:

Sr. No.	Title of the Seminar/ Workshops	Date/Year	Resource Person
1.	Vaidik Mathematics and its Usage	13-12-2008	Shri Satish Patel (Institute of Career Management)
2.	Career Management Seminar	2-01-2009	Mr. Kishan Patel & Mr. Sudhir Gaur (Aptech Computer

			Education)
3.	Awareness of Consumer Protection and Action Committee, Gujarat, Surat	19-01-2009	Shri S.D. Tambawal, Assistant Controller of Legal Metrology and Consumer
4.	Awareness about Gujarat Knowledge Society	4-02-2009	Mr. Himanshu Chaudhari Officer G.K.S., Surat Zone
5.	University Extension Lecture Series	24-01-2009	Dr. Vinod Patel
6.	University Extension Lecture Series	24-01-2009	Dr. Ghansyam Raval

9. Research projects

a) Newly implemented : Nil

b) Completed : Nil

10. Patents generated, if any:

- not applicable –

11. New collaborative research programmes:

- Nil-

12. Research grants received from various agencies:

- Nil –

13. Detail research scholars:

-Nil-

14. Citation index of faculty members and impact factor:

-Nil-

15. Honors/ Awards to the faculty :

No	Name	Department	Honors/Awards
1.	Ms. Ritaben B. Patel	English	Associate NCC Officer

16. Internal resources generated:



Human Resource Management : Performance Assessment



The institution, with the help of NAAC guidelines of appraisal of teachers by the students, has devised a method of appraisal by students through the pre-structured questionnaire. The students are free to give answers according to their discretion. This provides an opportunity to teaching faculties for „self-study“.



The institution has also motivated teachers to fill in NAAC prescribed “Self Appraisal

format” to discipline teaching process.

- ✦ The concept of “Teacher’s Diary” which helps cover all the major functions of teacher helps to build a “teacher character” with responsibilities towards society and oneself.
- ✦ The efficient non-teaching staff was given computer training to enhance the workability of the non-teaching members in particular and office in general.
- ✦ The feedback received by the students is then evaluated and the teacher is informed in person about his/ her shortcomings and is guided accordingly.
- ✦ Duly –filled in self-appraisal format is a newly adopted mechanism to maintain the record of the work done by the teachers and help them discover their own strengths and weaknesses.

❖ **Professional development of the faculty**

The institution receives grant from the University Grants Commission and this is the only financial assistance from the outside source. The college does not have its own financial assistance schemes for the professional development of the faculty but the faculty is encouraged, supported and motivated through the grant of non-financial incentives. The faculty is allowed to use the reprographic and infrastructural facilities like computer, printer, Xerox, CDs, pen drive, LCD project room, library, and internet to pursue their research.

Each faculty member can be a member of any professional association and the college supports their active involvement with such associations. Faculty members are involved with various professional associations like Indian Accounting Association, Gujarat Hindi Pradhyaapak Parishad, Gujarati Adhyapak Sangh, Gujarat Sanskrit Adhyapak mandal, Gujarat Economic Association.

The needs of the faculty development are assessed with the changes in the syllabus and effects of the educational trends and demands. The faculty is encouraged by the Principal.

The institution has conducted following staff development programmes for skill-up gradation and training of the staff:

- ✦ The institution has arranged government recognized CCC computer certificate course for non-teaching staff completely free of charge.
- ✦ The institution has arranged CCC+ govt. recognized computer certificate course for all teaching staff members.

❖ **Financial Management and Resource Mobilization:**

The institution gets financial support from the State government.

Grant & Scholarship Received during 2008-09:

Year	Salary Grant	Maintenance Grant	Scholarship
2008-09	Rs. 82,04,321=00	Rs. 4,06,943=00	Baxipanch RS. 1,04,775=00
			Backward Rs. 1,14,400=00
			Schedule Tribe Rs. 29,390=00
			EBC Rs. 4,940=00
			Total Rs.2,53,505=00

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

-Nil-

18. Community Services:

Our institution is the only one in our rural area imparting higher education. The name of the institution itself suggests that the Co-operative sectors are the founders and they are very enthusiastic to uplift the peoples' education with the broad vision for the next generation.

The majority of the local people belong to the Koli Patel farmer community. Time to time they organize various social, cultural and religious programmes on our campus. They invite all the staff members of the college along with surrounding educational institutional staff.

The institution has formed Alumni Association, Parents' Association to keep constant touch with the community. The institution has succeeded approaching to the community with its vision and mission.

During NSS camps the institution comes into contact with the tribal and rural community in the remote area of Olpad taluka and involved them in various extension activities.

19. Teachers and officers newly recruited:

-Nil-

20. Teaching-Non-teaching staff ratio:

The teaching and non-teaching staff ration is **21:14.**

Teaching Staff	Non Teaching Staff
Full Time Lecturer : 18 Part-Time Lecturer: 03	Librarian: 01 Head Clerk: 01 Senior Clerk: 01 Peon : 06 Sweeper : 01 Watchman: 01 Adhoc Staff Junior Clerk : 02 Watchman : 01

21. Improvements in the library services:

- a) Extension in the information search like title, author, subject, class number, publisher, accession number, volume, membership, transmission etc.
- b) Ten computers are arranged with LAN and INTERNET facility for students.
- c) Increased in the furniture facility.
- d) Subscribe new addition of books, reference books, magazines and journals.
- e) Reprographic facility is available.
- f) On special occasions like birth and death anniversary of leading authors, their works are put on exhibition.
- g) News paper cuttings related to great authors, their works and articles on current issues are also put on the notice board.
- h) The librarian regularly arranges debate on „The Book I like Most“ in the library.

22. New books/journals subscribed and their cost:

Books/ Journals Subscribed and their Cost: 2008-09				
Purchased Under	Types	Number	Cost	Total Cost
College Budget	Books	1182	1,50,609=00	1,57,892=00
	Magazine/Journals	44	7,2,83=00	
UGC: CDS Grant	Books	33	19,105=00	28,535=00
	Magazine/Journals	15	9,430=00	

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

We have already introduced Feedback Mechanism in both arts and commerce streams since 2005-06 and formed a Feed back Committee. Students are given pre-structured questionnaire both in English and Gujarati versions to evaluate the performance of teacher and scrutinized the observations and opinions of the students thus received. The principal in oral discusses with the concerned teacher and makes suggestions in the context of students' evaluation of teachers.

Feedback is analyzed with a healthy approach and the criticism is taken as a challenge for improvement. Care is taken to keep the teachers informed about students' evaluation in a very confidential manner.

24. Unit cost of education:

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) Including the salary component = Rs. 6414.53

(b) Excluding the salary component = Rs. 675.09

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



Computerization of Administration:

Administration staff doing the following activities on computer:

1. Admission process
2. Fees slip
3. Students Travelling Benefit
4. Internal and External communication
5. College Financial Account
6. Income Tax Deduction and Calculation



Admission Process:



Arts Faculty:

In the Arts faculty- B.A (Gujarati) and B.A (History), admission is done on merit basis. Students collect admission forms, fill and submit them in the college itself during the period of admission. They have to endorse the admission form from the Principal and depending on the marks secured by them at the H.S.C. examination the Principal and the staff members counsel them. However the students' choice is valued and given importance.



Commerce faculty:

The admission process of the Commerce faculty is different from the Arts faculty. It is centralized as per the norms of the Veer Narmad South Gujarat University, Surat to which the college is affiliated. The forms are made available in all colleges but depending on the students' preference and merit, the admission is granted by Centralized Admission Committee for First Year B.Com of the University.

✚ Transparency in Admission Processes:

■ Pre-Admission Process:

Arts Faculty: Distribution of prospectus with admission forms and collection of duly filled forms.

Commerce faculty: The Centralized Committee's meeting with applicants, distribution of centralized admission forms, collection of the duly filled forms and their submission to the University.

■ Post-Admission Process :

Arts faculty: The students are given a specially made „kit“ containing Railway /bus concession form, Leave application form, Declaration form (Parents – tours, picnics, camps etc.), Seven Assignment note books, Post card, Form for taking books from the library, syllabus booklet, file, three folders and admission card and their roll numbers are displayed on the notice board.

Commerce faculty: The admission is centralized and Veer Narmad South Gujarat University declares the merit list of each college and this list is also displayed on the college notice board.

After this the students are charged fees as decided by the university and mentioned in the prospectus. They are given a specially made „kit“. After paying the fees, their admission is confirmed, they are given roll numbers and the list is displayed on the notice board.

 **Examination Result:**

EXAMINATION RESULT (Last Year: 2007-08)

 **ENGLISH DEPARTMENT**

Academic Year	Number of students	F.Y.	S.Y.	T.Y.	F.Y.	S.Y.	T.Y.
		B.A.	B.A	B.A.	B.Com.	B.Com.	B.Com.
2007-08	Admitted	82	55	54	395	161	110
	Appeared in Exam	70	53	54	385	161	110
	Passed in Exam	65	50	54	314	117	105
	Passed with 1 st Class & above	11	09	04	17	02	04
	Success rate	92.86%	94.34%	100%	81.56%	72.67%	95.45%
	Drop out rate	14.63%	3.64%	0.00%	2.53%	0.00%	0.00%

HINDI DEPARTMENT

Academic Year	Number of students	F.Y.	S.Y.
		B.A.	B.A.
2007-08	Admitted	74	64
	Appeared in Exam	55	60
	Passed in Exam	51	54
	Passed with 1 st Class & above	02	02
	Success rate	92.72 %	90.00%
	Drop out rate	25.68 %	6.15%

GUJARATI DEPARTMENT

Academic Year	Number of students	F.Y.	S.Y.	T.Y.	F.Y.	S.Y.	T.Y.
		B.A.	B.A.	B.A.	B.Com	B.Com	B.Com
2007-08	Admitted	137	126	102	102	40	17
	Appeared in Exam	125	116	101	99	31	17
	Passed in Exam	125	107	92	79	23	16
	Passed with 1 st Class & above	27	07	--	02	01	01

	Success rate	100%	92.24 %	91.09 %	79.80%	74.19%	94.11%
	Drop out rate	8.76%	7.94%	0.09%	2.94%	22.5%	0.00%

SANSKRIT DEPARTMENT

Academic Year	Number of students	F.Y.	S.Y.
		B.A.	B.A.
2007-08	Admitted	256	62
	Appeared in Exam	209	56
	Passed in Exam	180	51
	Passed with 1 st Class & above	33	--
	Success rate	86.12 %	91.07 %
	Drop out rate	18.35 %	9.68%

HISTORY DEPARTMENT

Academic Year	Number of students	F.Y.	S.Y.	T.Y.
		B.A.	B.A.	B.A.
	Admitted	119	84	58
	Appeared in Exam	84	82	58
	Passed in Exam	80	70	39

2007-08	Passed with 1 st Class & above	---	10	---
	Success rate	95.23 %	85.37 %	67.24 %
	Drop out rate	29.41 %	2.38%	0.00%

ECONOMICS DEPARTMENT

Academic Year	Number of students	F.Y.	S.Y.	F.Y.	S.Y.	T.Y.
		B.A.	B.A	B.Com	B.Com	B.Com
2007-08	Admitted	119	84	497	201	127
	Appeared in Exam	84	82	484	201	127
	Passed in Exam	59	63	231	134	115
	Passed with 1 st Class & above	--	--	08	04	06
	Success rate	70.23%	76.83%	47.73%	66.67%	90.55%
	Drop out rate	29.41%	2.38%	2.62%	0.00%	0.00%

ACCOUNTANCY DEPARTMENT:

Academic Year	Number of students	F.Y.	S.Y.	T.Y.
		B.Com	B.Com	B.Com
2007-08	Admitted	497	201	127
	Appeared in Exam	484	200	127
	Passed in Exam	308	139	125
	Passed with 1 st Class & above	12	17	--
	Success rate	63.64%	69.5%	98.42%
	Drop out rate	2.62%	0.04%	0.00%

COMMERCE DEPARTMENT

Academic Year	Number of students	F.Y.	S.Y.	T.Y.
		B.Com.	B.Com.	B.Com.
2007-08	Admitted	497	201	127
	Appeared in Exam	484	201	127
	Passed in Exam	365	153	117
	Passed with 1 st Class & above	20	02	21
	Success rate	75.41%	76.12%	92.13%
	Drop out rate	2.62%	0.00%	0.00%

 **STATISTICS DEPARTMENT**

Academic Year	Number of students	F.Y.	S.Y.	T.Y.
		B.Com	B.Com	B.Com
2007-08	Admitted	497	97	96
	Appeared in Exam	484	97	96
	Passed in Exam	219	79	91
	Passed with 1 st Class & above	11	11	31
	Success rate	45.24%	81.44%	94.79%
	Drop out rate	2.62%	0.00%	0.00%

26. Increase in the infrastructural facilities:

1) Post Graduate Centre:

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2) National Research Centre: (N.R.C)

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3) Digital English Language Laboratory:

The Gujarat State Government is going to celebrate Swarnim Gujarat 2010 Scheme. This government is very conscious to enhance English language knowledge among the students of Gujarat. So under the Swarnim Gujarat 2010 Scheme the government has sanctioned special grant to facilitate Digital English Language Laboratory in our college. One of the faculty members of English department Mr. Sanjay Lalani participated in the Digital English Lab Training Programme for Lab Coordinators organized by Dr. Baba Saheb Ambedkar Open University held at H.M. Patel Institute of English Training and Research, Vallabh Vidyanagar. In the present academic year 2009-10 our institute has been running Digital English Language Lab successfully.

4) Women Hostel:

Our institution had secured One Crore Rupees grant for Women Hostel building under Young Colleges 10th Plan from UGC. We have secured first installment of Rs. 50,00,000/-. The construction work has been under process. We are sure that at the end of this academic year the construction work of Women Hostel building will be complete.

27. Technology up gradation:

The following technological facilities are upgraded in the year 2007-08:

1. Digital Computer Language Laboratory;

✚ 24 Computers

✚ Connected with LAN

✚ One server

✚ Head phones, web cameras.

2. National Research Centre: ✚

8 Computers

✚ One Laser Printer

✚ UPS

3. Licensed Software: Quick Heal 2009 Version 10

4. Computer Aided Teaching Learning increase in the library.

5. Regular Computer Systems up gradation

6. Time to time computers and their accessories maintained.

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

All the administrative staff and faculty time to time access computer and internet facilities available in the institution. The institution has arranged special CCC and CCC++ courses for teaching and non-teaching staff in the college Computer Lab run by DOACC Society.

Students are also participating in the Computer Lab, Digital English Language Lab and

National Research Centre. These all centers are equipped with computer facilities.

29. Financial aid to students:

The institution provides financial help to the 5% of the total strength of the general students which are as under:

Name of the Financial Help	No. of Beneficiaries	Amount in Rs./ Other Help
Poor Boys Fund	40	Rs. 8000=00
Poor Students Book Bank Scheme	28	Help of 126 books to students

Following are the students' welfare schemes:

1. Canteen food is comparatively cheaper than the market price.
2. Sports students are given nutritious diet during practice and tournaments.
3. Sports students are also given special uniform from the college.
4. NSS and NCC students are provided hygienic food during camps and parades.
5. Under the poor students book bank scheme 28 students have got text books free of cost for the entire year and after the annual examination they are supposed to return the books.
6. External students are provided the book without any charge.

7. The principal has appointed students to help in the library and clerical work under „Earn while you learn scheme“.

30. Support from the Alumni Association and its Activities:

Every year the institution arranged meetings with the alumni but there is no specific activity. In future the college is very desirous to organize activities with alumni like social gatherings, cultural fests and sports meet. The management of the institution has also decided to involve them in administrative and campus development activities.

31. Support from the Parent -Teachers Association and its Activities:

Parent-teacher association is thoroughly based on feedback mechanism. Times to time our teachers are in contact with parents and get feedback orally or face to face and instantly take in action.

32. Health services:

National Service Scheme has arranged an Aids Awareness Programme at Surat city under Red Ribbon Express from 14th September to 16th September 2008. In this programme our 3 programme officer and 20 volunteers participated.

33. Performance in Sport activities:

✚ Performance in Inter-college sports:

No	Team/Sport	Organized	Winner Name	Achievement
1.	Wrestling	Naranlala College of Professional & Applied Science, Navsari on 2/3 September 2008	Savaliya Jaimin K. (F.Y.B.Com)	Won his 1st round match/bont.
2.	Chess	Udhna Citizen Co-op. Bank Comme. College on 3/4/5 September 2008	Thakor Yograj A. (S.Y.B.Com.)	Won his match in the 2nd Round
3.	Table Tennis	Naranlala College of Professional & Applied Science, Navsari on 8/9 September 2008	-----	Team Lost in the 1st Round
4.	Volleyball	PRB Arts and Comme. College, Bardoli on 9/10 December 2008	----	Team Lost in the 1st round
5.	Weight Lifting	V.S. Patel College of Commerce, Bilimora on 26/27 December	Patel Nirav S. (S.Y.B.Com.)	secured 3rd prize in 75 kg group competition

		2008		
6.	Best Physique	V.S. Patel College of Commerce, Bilimora on 26/27 December 2008	Sinde Rakesh P. (F.Y.B.A.)	Secured 2nd place in 75 kg group competition
7.	Kabaddi	Government Arts College, Netrang 11/12 Sept. 2008	----	Team lost in the 1st round
8.	Football	S.C.E.T. Surat on 1/2/3 Jan.2009	----	Team lost in the 2nd round
9.	Cricket	PRB Arts and Comme. College, Bardoli on 20th January, 2009	-----	Team beat Dhanvantari Pharmacy College, Kim in Quarter Final and lost to Arts, Science and Commerce college, Kholwad in Semi Final
10.	Athletics	Veer Narmad South Gujarat University, Surat on 29/30/31 January 2009	-----	College team entered semi-final of 4x10 pm. Relay Running competition

34. Incentives to outstanding sportsperson:

- ✦ Talented Sports personnel are given priority in admission.
- ✦ They are given special leave for practice session and their absence in classroom is substituted with extra coaching if needed.
- ✦ Special sports outfits and nutritious foods are given to all sports students.
- ✦ The college has arranged a special additional internal examination facility for the students when they are engaged in intercollegiate and university level sports competition.

35. Student achievements and awards:



No.	Name	Achievement/ Awards	Year	Remarks
1.	Mr. Yogeshkumar Dhansukhbhai Patel	Gold Medal	2008-09	First rank in History subject at University Level.
2.	Mr. Pal Kuldip R.	Second Prize	2008-09	34 th Youth Festival of V.N.G.University Classical Instrument Music (<i>Tabla Vadan</i>)

36. Activities of the Guidance and Counseling Cell:

Activities of the Guidance and Counseling Cell are as following:

- a) More than 140 students have participated in E2G Seminar organized by National Group, Surat at Gandhi Smruti Bhavan on 3rd January 2009. Under this seminar all students have secured career guidance.
- b) The students of Third year B.A. and T.Y. B.Com. participated in "Seminar on Careers in Management" organized by ICFAI. They have given broad knowledge on the career problem solution. Students have filled up feedback forms at their.
- c) Under the Placement Cell, Gujarat Arts and Commerce College, Amdavad has invited students profile for the future placement. Our last year college students have filled up forms and provide educational data.
- d) Last year students of our college have filled up placement forms at R.V. Patel College of Commerce, Amroli. Students were presented at the placement fair in numbers.
- e) The college has organized a seminar for Career Guidance. The expert has delivered information on Gujarat Knowledge Society and Non Information Technology.

37. Placement services provided to students:

-  The institution does not have any formal placement facility. However we recommend deserving students to co-operative societies, sugar industries in our taluka managed by our education society.
-  Since last year our institution has also arranged such programmes in collaboration with NIIT, DOACC for commerce students.

- ✦ Our institution has been running career corner since July 2004 under Head Ship of one of our faculties Mr. V.N. Patel.
- ✦ Job Advertisements are also put on notice boards
- ✦ Surat Jilla Sahakari Sangh – Govt. Organization, Organizes training courses of Co-operative industry for students. They also select students for apprenticeship paying DA.
- ✦ Advertisements of Navy, Marine and Army officers are displayed on NCC notice boards.

38. Development programmes for non-teaching staff:

-Nil-

39. Best practices of the institution:

In Curricular Aspects

- ✦ Institution arranges at times seminars, workshops on different subjects
- ✦ Experts are invited to deliver lectures on newly introduced topics and topics of contemporary concern.
- ✦ The faculties of the institution attend different workshops arranged by University and other colleges to discuss curriculum aspects in different subjects.
- ✦ Lectures arranged by the institution on relevant subjects.
- ✦ Use of different audio-visual aids.
- ✦ The institution promotes a computer literacy drive by identifying the students with no basic knowledge of computer, introducing them to computer programme and thus enhancing computer literacy.

- ✦ Feedback on curriculum is collected from the students, parents and academic peers and after analysis; suggestions are forwarded to the Board of Studies.

In Teaching -Learning Process

The institution has introduced a number of innovations in teaching and learning:

- ✦ Establishment of Digital English Language Laboratory to enrich English language knowledge.
- ✦ Establishment of National Research Centre to increase Computer literacy ratio. Use of audio-visual aids
- ✦ All teachers compulsory prepare “Teacher’s Diary” every year.
- ✦ Promotion of Computer and internet literacy among students and faculties.
- ✦ Involvement of all faculty members in selection of books for the library in respective subjects
- ✦ Question Bank prepared by our own teachers

In Research, Consultancy and Extension

- ✦ Extension activities to focus on rural, tribal issues covering health, education and nation building programmes.
- ✦ NCC also provides opportunity for recruitment in private sector, services like Army and Police department.

In Infrastructure and Learning Resources

Best practices in Infrastructure:

- ✚ Digital English Language Laboratory
- ✚ National Research Centre
- ✚ Computerized administration office
- ✚ Reprography facility for students
- ✚ Use of multi media with LCD projects.

Best practices in Learning Resources:

- ✚ Use of multi-media with LCD projector.
- ✚ Industrial visit and Case study by the students
- ✚ Organization of seminar, workshops, conference and guest lectures
- ✚ Use of internet and computer by faculties.
- ✚ Use of **Teacher's Diary** to bring discipline in teaching and learning process
- ✚ Various college competition like elocution, debate, poetry recitation, surprise test and library assignments.

Best Practices in Student Support and Progression

- ✚ The institution has formed Students' Council committee, Cultural committee, Educational Tour committee, Magazine committee and Gymkhana committee to encourage students

with a number of activities done on the campus and outside the campus at different levels.

- ✚ Students with outstanding achievements are felicitated in Annual day celebration. They are honoured with special prizes and certificates.
- ✚ External students are provided the books without any charge.
- ✚ The principal has appointed students to help in the library and clerical work under „Earn while you learn scheme“.
- ✚ Students are also made familiar with government scholarships, students support services viz. book bank, financial help by the institution etc.

Best Practices in Governance and Leadership

- ✚ Feed back mechanism is practiced especially evaluation of teachers by the students.
- ✚ An attempt is made to decentralize authority with the formation of various committees and authorizing them to take decisions.
- ✚ „Teachers Diary“ is compulsory to fill up by all the faculty members every year.

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

- Nil-

41. Any other relevant information:

-Nil-

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

The plans of the institution for the next academic year 2009-2010 are as under:

1. To start Remedial Classes for slow and weak students.
2. Focus on the computer-assisted learning.
3. Increase support facilities in the library.
4. Arrange various seminars, workshops, conferences etc. aided on UGC grant.
5. Promote research activities in the institution.
6. Competitive guidelines to students by private agency
7. Enhance in the students welfare scheme.
8. To strengthen the Placement Cell and Career Corner Cell in the campus.
9. Try to increase computer literacy among students.
10. Give priority to the value added courses.
11. To strengthen the bond between Institution and Society.
12. Improve feedback mechanism in the institution.
13. Enhance welfare measures for staff and faculty.
14. To promote best practices in the institution.
15. Promote social responsibilities and citizenship roles among the students.

Name & Signature of the Coordinator, IQAC Name & Signature of the Chairperson, IQAC

LIST OF IQAC MEMBERS**TEACHING STAFF**

Sr. No.	Name	Position in the College/Trust	Position in the IQAC
1.	Prin. Ishwerbhai M. Patel	Principal	Chairman
2.	Ms. Ritaben B. Patel	Senior Grade Lecturer	Coordinator
3.	Dr. Jashubhai G. Patel	Selection Grade Lecturer	Member
4.	Mr. Jayendrabhai M. Rana	Selection Grade Lecturer	Member
5.	Dr. Rajeshbhai P. Patel	Selection Grade Lecturer	Member
6.	Mr. Vinodbhai N. Patel	Selection Grade Lecturer	Member
7.	Mr. G.G. Kala	Selection Grade Lecturer	Member

ADMINISTRATIVE OFFICERS

1.	Mr. Y.N. Adajaniya	Head Clerk	Member
2.	Mr. B.I. Mali	Senior Clerk	Member

MANAGEMENT

1.	Shri Raishingbhai S. Chauhan	Honorary Secretary	Member
2.	Shri Govindbhai B. Patel	Joint Honorary Secretary	Member

LOCAL SOCIETY

1.	Shri Mohanbhai D. Patel	-----	Member
2.	Shri Chhaganbhai D. Patel	-----	Member