

# **Internal Quality Assurance Cell (IQAC)**

Smt. R. R. Patel Manila Arts & Commerce College - Rajkot  
4 - Astron Society, Amin Marg, Rajkot (Gujarat)

##

## **Annual Quality Assurance Report –2009-10**

### **PART - A**

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year...

- The college planned to join hands with a few NGOs for mutual cooperation in the field of education, health-care and community services.  
We in collaboration with Rotary Club Metro - Rajkot and Lioness Club - Rajkot held a few programmes like Blood Donation Camp and Blood Grouping Camp.
- It was decided to hold at least one University level event at the premises.  
A University level Judo Competition for Girls was held at our premises.  
We had hosted the three days event.
- We intended and proceeded to start a 30 week programme of Beauty and Beauty-care under the Continuous Education Department, run by Saurashtra University.  
Due to some reasons, we could not do it.
- The IQAC decided to promote students for co-curricular and extracurricular activities and the faculty members to participate in various Faculty Development Programmes.  
A plenty of co-curricular and extracurricular activities were held in the institution and students were sent out to participate such activities. All the faculty members who participated in seminars, workshops or conferences were funded registration fees and travelling allowances as well.  
A Training Course for faculty members was held by IQAC this year. Total 10 faculty members were trained for Computer Operating, MS Office (Word, Excel & PPT) and Internet on self-financed basis this year.

## PART-B

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

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

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

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

NIL

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

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

All the subjects are taught thoroughly. First Terminal and Second Terminal Examinations are conducted.

### 4. **Interdisciplinary Programmes Started:**

NIL

### 5. **Examination Reforms:**

Annual exam and assessment is conducted by the university. But college introduces Terminal Examinations in order to develop potentiality of the students to face university exams and also of competitive exams.

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

NIL

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

A Training Course for faculty members was held by IQAC this year. Total 10 faculty members were trained for Computer Operating. MS Office (Word, Excel & PPT) and Internet on self-financed basis this year.

All faculty members who participated in concerned Seminars, Workshops or Conferences were funded Registration Fees and TA.

8. **Total member of seminar/workshops conducted :**  
NIL

9. **Research project:**  
NIL

10. **Patent generated, if any.**  
NA

11. **New collaborative research programmes:**  
NIL

12. **Research grants received from various agencies:**  
NIL

13. **Details of research scholars:**  
NIL

14. **Citation index of faculty member and impact factor:**  
NO

15. **Honours / Awards to the faculty:**

Associate Professor Dhimant Kariya was honoured by Jan Vigyan Jatha, a national level NGO working against superstitions. Prof. Kariya was honoured with a certificate and a memento for his role in strategy making process in the organisation.

Ms. Bhavna Parekh (PTI) was awarded as National Trainer by Special Olympic Bharat, an NGO working for disable children.

16. **Internal Resources generated.**  
No

17. **Details of Departments getting SAP, COSIST (ASSIST) DST. FIST etc.**  
No

18. **Community services:**

During the Academic Year 2009-10, a number of activities have been taken over that affect the community directly. The following is the list:

■ As many as 170 students and villagers willingly filled the forms to donate their eyes.

■ In a Blood Donation Camp held with the help of Nathani Blood bank, 16,500 CC blood was donated.

- About 500 students supported 'Gau Raksha Abhiyaan' by filling Sankalp-patra.
- All the students of the college along with some faculty members joined the rally held by Saurashtra University to bring awareness of Swine Flu.
- Donation was collected for blinds.
- As many as 30 students served as volunteers in the Special Olympics held at Rajkot on 27<sup>th</sup> and 28<sup>th</sup> November, 2009.
- Again 30 students visited Old-age Home (for handicapped people) on 1<sup>st</sup> October, 2009.
- An Exhibition cum Sale of hand made goods by mentally challenged children of Sneh Nirzer and Swashraya School was organised on 8<sup>th</sup> October, 2009.

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

NAME	DESIG.	SUB.	DATE	REMARKS
Mrs. Sudarshna V. Magukia	Principal	Gujarati	22-05-2009	-----
Dr. J. D. Kanzaria	Lecturer	History	09-07-2009	Full Time

**20. Teaching Non-teaching staff ratio:**

Teaching Staff	Lecturer (FT- incl. Prin.)	Lecturer(PT)		Total
	16	02		18
Non-teaching Staff	Librarian	Clerk	Peon	Total
	01	03	02	06

**Ratio of Teaching and Non-teaching Staff is: 3:1**

**Note:**

Apart from the above mentioned number of staff members, the following is the list of men-power hired by the trust for the institution:

Part Time Lecturer	01
Peon	02
Sweeper	01
Watchman	01

**21. Improvements in the library:**

A desktop PC has been set up for students.

An LCD TV has been set up for BISAG Purpose.

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

No. of New Books Purchased:

431

Cost: Rs. 2,23,846

No. of Journals & Magazines Subscribed:

1+7

Cost: Rs. 8,280

**Total: Rs. 2.32.126**

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

Courses which student assessment of teachers introduced:

F.Y.B.A. / S.Y.B.A. / T.Y.B.A. & F.Y.B.Com. / S.Y.B.Com. / T.Y.B.Com.

Action taken on student feed-back:

Following student assessment, each teacher was informed about the response through providing individual analytical data and all were given necessary general instructions.

**24. Unit cost of education:**

Rs. 262.50 (Without Salary)

Rs. 11182.50 (With Salary)

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

Computerisation of Administration:

The office use computers for Pay Bills, Account Keeping and General Correspondence.

Process of Admissions:

The information regarding the Admissions and Number of Students in the institute for the **Academic Year 2009-10** has been furnished here below:

Year	Arts	Commerce	Total
First	193	81	274
Second	163	53	216
Third	171	45	216
		Grand Total	<b>706</b>

Examination Results:

The information regarding the Examination Results for the **Academic Year 2008-09** have been furnished here below:

Class	Details Regarding Examination Results						
<b>Commerce</b>	Total.	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	Fail	Ab.	Result

<b>F.Y.B.Com.</b>	51	08	35	06	02	00	<b>96.07</b>
<b>S.Y.B.Com.</b>	43	06	24	11	02	00	<b>95.35</b>
<b>T.Y.B.Com.</b>	37	06	20	03	<b>03</b>	<b>0b</b>	<b>91.89</b>
<b>Class</b>	Details Regarding Examination Results						
<b>Arts</b>	Total Examinee	1 <sup>st</sup> Class	Class	3 <sup>rd</sup> Class	Fail	Ab.	Result (%)
<b>F.Y.B.A.</b>	182	53	92	28	<b>03</b>	01	<b>98.35</b>
<b>S.Y.BA</b>	171	67	88	14	02	00	<b>98.83</b>
<b>T.Y.BA</b>	198	65	65	07	00	01	<b>100</b>

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

The institution arranged a room for DELL (Digital English Language Laboratory).

**27. Technology up gradation.**

NO

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

Computer and Internet Access:

We have a computer with internet facility in the library. Any faculty member can use it.

Training:

As mentioned responding Question seven, a Computer Operating, MS Office and Internet Access training programme was held by IQAC this year at the latter half of the second term in 2009-10. As many as 10 faculty members were trained; some already knew the things while a few promised to learn it somewhere else by the beginning of the next academic year.

**29. Financial aid to students:**

The amount of Rs. 56,860 have been given as scholarship by The Social Welfare Ministry of the State Government through the institute to 45 students belong to SC, ST and Disabled students during the Academic Year 2009-10.

The amount of Rs. 8000 for Hostel Fees of three students has been waived by Smt. A. P. Patel KanyaChhatralaya, run by the trust. (Please note that the Girls Hostel is meant for the students belong to Leuva Patel caste but it should be considered that majority of the students of the college stays in the hostel.)

**30. Activities and support from the Alumni Association:**

NO

**31. Activities and support from the Parent Teacher Association:**

NO

**32. Health service:**

NO

**33. Performance in sport activities:**

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

No.	Activity	Level	Date/ Duration	No. of Participants	Achievement
01	Judo Comp.	University	18/08/2009	08	2 Students - 2 <sup>nd</sup> Rank 2 Students – 3 <sup>rd</sup> Rank
02 03	Kabbaddi	National	14/12/2009	01	National Selection
	Handball	National	January 2010	01	National Selection
04	4*400 Relay Run	Sau. Uni. Athletics	06/12/2009	04	3 <sup>rd</sup> Rank
05	4*100 Relay Run	Sau. Uni. Athletics	06/12/2009	04	3 <sup>rd</sup> Rank
06	Yoga	Sau. Uni.	16/01/2009	06	3 <sup>rd</sup> Rank

**34. Incentive to outstanding sport persons:**

Two students with good performance in sports have been granted concession in hostel fees.

**35. Student achievement and awards :**

(Please look at the table given under item 33.)

The further details are given below:

- Three students went to Godhra (Jafrabad) to participate in National Integration Camp (NIC) and got 2 Gold Medal each.
- One of our students was selected for RDC (Republican Day Camp) and went to Delhi where she stayed from 29<sup>th</sup> December, 2009 to 5<sup>th</sup> February, 2010.
- Our NCC Unit comprising of 26 students brought 'Best Institute Award' for the institution in Annual Training Camp in which 11 colleges participated.

**36. Activities of the Guidance and counseling Cell:**

- A General Knowledge Test for 100 marks was arranged under Career Counselling and Development Centre (CCDC), Saurashtra University on 28<sup>th</sup> August, 2009 in which 258 students participated.

- A lecture was arranged on 'How to Prepare for CAT and GMAT' on 10<sup>th</sup> January. 2010.

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

NO

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

NO

**39. Healthy practices of the institution.**

- Assembly is held every working day in the institution where students are provided with the platform to express themselves. Apart from the prayer, students read news, sing songs, deliver speech etc. All the faculty members remain present and some of them also deliver speech occasionally.
- We believe in Proxy Lectures. None of the lectures remain unattended.
- Some needy students are given relaxations in lodging-boarding charges of the hostel run by the trust.
- Every college teacher, at the end of academic year 2009-10. has waived a few his/her CLs. In other words, no faculty member prefers to be on leave unnecessarily.

<b>PART-C</b>
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**The institution intends to plan the following for the next year:**

- A mini Gymnasium is to be set up for students, faculty members and community as well.
- To arrange a 3 days Agro-Training Programme for students (Majority of our students are farmers' daughters) with the help of JunagadhKrvshi(Agriculture) University.
- To organise a National Level Seminar.
- To shift the college in a new building with better infrastructure.
- To organise a Handicraft Workshop for our students with the help of Alumni.
- To secure a permanent unit of NCC for the institution.

(Dhimant Kariya)  
Coordinator  
IQAC, RRPMC-Rajkot

(Dr. Mrs. Sudarshna Mangukia)  
Chair & Principal  
IQAC, RRPMC-Rajkot