

**SMT. RAMBHABEN RAVJIBHAI PATEL MAHILA  
ARTS AND COMMERCE COLLEGE  
RAJKOT (GUJARAT)**

**MANAGED BY**

**SHRI A. P. PATEL EDUCATIONAL & CHARITABLE TRUST  
RAJKOT (GUJARAT)**

**SELF STUDY REPORT**

**(ACADEMIC YEAR 2006-07)**

**PREPARED FOR**

**NAAC**

**PREPARED BY**

**DHIMANT KARIYA  
(CO-ORDINATOR)**

**SECRETARY**

**GOVINDBHAI P. KHUNT**

**PRINCIPAL**

**Dr. S. B. ASODARIYA**

## **PREFACE**

We are happy to present this self-study report conducted by ourselves for the purpose of assessment and accreditation of our college by NAAC. It is really very heartening that colleges and Universities in India are gearing themselves up for changing global challenges and competencies. Education must always be the leader and pioneer in national life of any country. The efforts made by the NAAC are really highly commendable.

It is a well known fact that certain values are eternal and universal but there are other things that change with time and place. Education in modern age has undergone major changes on account of rapid development in the field of technology, computer, electronics and ICT. India is a vast country with amazing diversity of culture and life-style. Therefore expectation of people of different areas from education also varies. Keeping our strengths and weaknesses in our mind and considering opportunities and limitation that we face, we have tried our best to provide the best possible education to the youths of this area. We are also shaping and reshaping ourselves continuously in accordance with the requirements of the time.

We believe that education like a huge strong tree must be laden with flowers and fruits of success and achievements but it must cling to its deep roots of moral values like sincerity, dedication and devotion. The SSR presented by us bears testimony to this belief.

With warm regards,

Principal

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## **Section B**

### **Preparation of the Self-study Report**

## **Part I: Institutional Data**

### **(A) Profile of the College**

1. Name and address of the college:

Name:	<b>Smt. Rambhaben Ravjibhai Patel Mahila Arts and Commerce College</b>	
Address:	Astron Society, Amin Marg, Kalawad Road Area,	
City:	Rajkot	District: Rajkot
State:	Gujarat	Pin code: 360 001

2. For communication:

#### **Office**

<b>Name</b>	<b>Area/ STD code</b>	<b>Tel. No.</b>	<b>Mobile No.</b>	<b>Fax No.</b>	<b>E-mail</b>
I/c Principal <b>Dr. S. B. Asodariya</b>	0281	2571487	-	-	rrpmc_rjt @yahoo.co.in
Vice Principal <b>M. L. Baldha</b>	0281	2571487	9426712108	--	--
Steering Committee Coordinator <b>D. K. Kariya</b>	0281	2571487	9427223372	--	--

**Residence**

<b>Name</b>	<b>Area/ STD code</b>	<b>Tel. No.</b>	<b>Mobile No.</b>	<b>Fax No.</b>	<b>E- mail</b>
I/c Principal <b>Dr. S. B. Asodariya</b>	0281	2332231	-	-	--
Vice Principal <b>M. L. Baldha</b>	0281	2371028	9426712108	--	--
Steering Committee Coordinator <b>D. K. Kariya</b>	0281	6532291	9427223372	--	--

3. Financial category of the college:

- Grant-in-aid
- Self-financing
- Government funded

4. Type of college:

- Affiliated
- Constituent

5. a) Date of establishment of the college: **16-06-1992**

b) University to which the college is affiliated: **SAURASHTRA UNIVERSITY  
Rajkot, (GUJARAT).**

6. Dates of UGC recognition:

	<b>Date, Month &amp; Year (dd-mm-yyyy)</b>
<b>i. Under 2(f)</b>	22-09-1999
<b>ii. Under 12(B)</b>	---

(Certificate of recognition u/s 2(f) and 12(B) may be enclosed)

7. Does the University Act provide for autonomy?

Yes  No

If yes, has the college applied for autonomy?

Yes  No

8. Campus area in acres/sq.mts:

1500 Sq. Mt.

9. Location of the college:

Urban

Semi-urban

Rural

Tribal

Any other (specify)

10. Unit Cost of Education

(a) Unit cost = total annual expenditure budget (actuals) divided by number of students enrolled **Rs. 8368-00**

(b) Unit cost calculated excluding salary component **Rs. 173-00**

## (B) Criterion-wise Inputs

### 1. Criterion I: Curricular Aspects

1. Number of Programme options 2

2. Number of Subjects taught in the institution 21

3. No. of overseas programmes on campus and income earned:

No	Amount	Agency
--	NA	--

4. Does the college offer self-funded programmes? Yes  No   
 If yes, how many courses? --

5. Programmes with annual system (B.C.A. Proposed) 

Yes	<input checked="" type="checkbox"/>	No		Number.	2
-----	-------------------------------------	----	--	---------	---

6. Inter/multidisciplinary programmes Ph.D. Guide, M.Phil Guide 

Yes		No	<input checked="" type="checkbox"/>	Number	
-----	--	----	-------------------------------------	--------	--

7. Programmes with semester system 

Yes		No	<input checked="" type="checkbox"/>	Number	
-----	--	----	-------------------------------------	--------	--

8. Programmes with trimester system 

Yes		No	<input checked="" type="checkbox"/>	Number	
-----	--	----	-------------------------------------	--------	--

9. Programmes with choice based credit system 

Yes		No	<input checked="" type="checkbox"/>	Number	
-----	--	----	-------------------------------------	--------	--

10. Programmes with elective options 

Yes	<input checked="" type="checkbox"/>	No		Number	1
-----	-------------------------------------	----	--	--------	---

11. Courses offered in modular form 

Yes		No	<input checked="" type="checkbox"/>	Number	
-----	--	----	-------------------------------------	--------	--

12. Courses with ICT enabled teaching learning process (Web Site) 

Yes		No	<input checked="" type="checkbox"/>	Number	
-----	--	----	-------------------------------------	--------	--

13. Programmes where assessment of teachers by the students has been introduced 

Yes	<input checked="" type="checkbox"/>	No		Number	2
-----	-------------------------------------	----	--	--------	---

14. Programmes with faculty exchange/visiting faculty 

Yes	<input checked="" type="checkbox"/>	No		Number	2
-----	-------------------------------------	----	--	--------	---

15.	New programmes (UG and PG) introduced during the last five years	Yes		No	✓	Number	
16.	Subjects in which major syllabus revision was done during the last five years	Yes	✓	No		Number	20
17.	Obligatory internship (UGC + other vocational programmes)	Yes		No	✓	Number	
18.	Courses of contemporary relevance	Yes	✓	No		Number	2
19.	Feedback obtained from employers	Yes		No	✓		
20.	Course evaluation made	Yes	✓	No			
21.	Any others (specify)	---					

## 2. Criterion II: Teaching—Learning and Evaluation

1.	Number of working days in the last academic year	287	
2.	Number of teaching days in the last academic year	183	
3.	No. of positions sanctioned and filled	Sanctioned	Filled
	Teaching	18	16
	Non-teaching	8	6
	Technical	-	-
4.	a. Number of regular and permanent teachers (gender-wise)		
	Professors	M	F
	Readers	M	F
	Lecturers	M 9	F 5
	b. Number of temporary teachers (gender-wise)	M	F
	Lecturers – Full- time		
	Lecturers – Part- time	M	F 2
	Lecturers (Management appointees) - Full time	M	F
	Lecturers (Management appointees) - Part time	M 1	F 1



Any other

--
----

Total

18
----

\* M – Male F - Female

c.	Number of teachers	Same state	17				
		Other states	01				
5.	a.	Number of qualified (and approved) teachers and their percentage in the total faculty strength	16	88.88%			
	b.	Teacher student ratio	1:36				
	c.	Percentage of the teachers with Ph.D. as the highest qualification	25%				
	d.	Percentage of the teachers with M. Phil qualification	12.5%				
	e.	Percentage of the teachers have completed UGC, <u>NET</u> and SLET exams	6%				
	e.	Percentage of the faculty served as resource persons in Workshop/ Seminars/ Conferences during the last five years?	NO				
	f.	Number of faculty development programmes availed of by teachers					
		Refresher:	0	0	0	3	7
		Orientation:	0	0	0	1	5
		Any other (specify)	-	-	-	-	-
	g.	Number of faculty development programmes organized by the college:					
		Seminars/ workshops/symposia on Curricular development, Teaching- learning, Assessment, etc.	-	-	-	-	-
		Research development programmes	-	-	-	-	-
		Invited/endowment lectures (INVITED)	-	-	-	-	-
		Any other area (specify)	-	-	-	-	-

7. Percentage of the courses use 'Predominantly'   
the lecture method
8. Does the college have the tutor-ward system? Yes  No   
If yes, how many students are under the care   
of a teacher for systematic academic work?
9. Remedial programmes offered 

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	<input type="text"/>
-----	--------------------------	----	-------------------------------------	--------	----------------------
10. Bridge courses offered 

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	<input type="text"/>
-----	--------------------------	----	-------------------------------------	--------	----------------------
10. a. Self appraisal of faculty Yes  No
- b. Student assessment of faculty performance Yes  No
- c. Expert assessment of faculty performance Yes  No
- d. Additional administrative work done by faculty / staff Yes  No   
If yes, number of hours spent by the faculty per week
11. Any others (specify)

### 3. Criterion III: Research, Consultancy and Extension

1. Research collaboration
- National Yes  No   
If yes, how many?
- Overseas Yes  No   
If yes, how many?
- Consultancy earnings Yes  No   
If yes, how much?
2. Number of teachers with Ph. D and their percentage in the total faculty strength 

4	25%
---	-----

3. Furnish the following details for the **past five years**

a. Number of teachers who have availed themselves of the Faculty Improvement Program of the UGC

-	-	-	-	-
---	---	---	---	---

b. Number of national/international conferences organized by the college

National

-	-	-	-	-
---	---	---	---	---

International

-	-	-	-	-
---	---	---	---	---

4. a. Does the college have research projects? Yes  No

If yes, how many?

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b. Provide the following details about the research projects

Major projects	Yes	-	No	-	Number		Agency	-	Amt.	-
Minor projects	Yes	-	No	-	Number		Agency	-	Amt.	-
College Projects	Yes	-	No	-	Number		Amount	--		
Industry sponsored	Yes	-	No	-	Number		Industry	--	Amt.	-
Any other Ph.D. THESES (specify)		-	-	-	-	-	-	-	-	-
No. of student research projects	Yes	-	No	-	Number		Amount given by the College		-	

**5. Research publications:**

International journals	Yes	-	No	<input checked="" type="checkbox"/>	Number	
National journals – refereed papers	Yes	-	No	<input checked="" type="checkbox"/>	Number	
College journal	Yes	-	No	<input checked="" type="checkbox"/>	Number	
Books	Yes	<input checked="" type="checkbox"/>	No		Number	04
Abstracts	Yes	-	No		Number	07
Any other (specify)	Yes		No		Number	11
Awards, recognition, patents etc. if any (specify)						

6. Presentation of research papers: Yes  No

If yes, number of papers presented at

national seminars

10

international seminars

02

Any other research activity, specify

State Level Seminars

7. Number of other extra curricular/co-curricular activities organized in collaboration with other agencies/NGOs (such as Rotary/Lions etc.) on the Campus

8. Extension Centres:

Yes		No	<input checked="" type="checkbox"/>	Yr. of Estb
-----	--	----	-------------------------------------	-------------

9. Number of regular extension programmes organized by NSS, NCC etc.

10. No. of NCC Cadets 

M	-	F	01
---	---	---	----

11. No. of NSS Volunteers 

M	-	F	100
---	---	---	-----

#### 4. Criterion IV: Infrastructure and Learning Resources

1. (a) Campus area in acres   
 (b) Built in area in Sq. Meters

2. Working hours of the Library  
 On working days   
 On holidays

3. Average number of faculty visiting the library/day

4. Average number of students visiting the library/day

5.	Stock of books in the library (2006-2007)	2614
a.	No. of Titles	2606
b.	No. of Volumes	08
6.	Number of journals subscribed by the institution	---
7.	Open access system	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8.	Total collection (10673)	
a.	Books	2614
b.	Textbooks	571
c.	Reference books	50
d.	Magazines	14
e.	Current journals	
	Indian journals	---
	Foreign journals	---
f.	Peer reviewed journals	---
g.	Back volumes of journals	---
h.	E-information resources	
	CDs/ DVDs	--
	Databases	--
	Online journals	--
	AV resources	--

i. Special collection

UNO Depository Centre	---
World Bank Repository	---
Materials acquired under special schemes (IEEE, ACM, NBHM, DST etc. )	---
Competitive examinations	---
Book Bank	---
Braille materials	---
Manuscripts	---
Any other. Please specify	---

9 Number of books/journals / periodicals added during the last two years and their cost

	The year before last 2004-2005		The year before 2005-2006	
	Number	Total Cost	Number	Total Cost
Text books	280	71,782/-	361	2,04,275/-
Other books	214	--	529	--
Journals/Periodicals	--	--	--	--
Any other	--	--	--	--

10. Mention the

Total carpet area of the Central Library (in sq. ft)	480
Number of departmental libraries	--
Average carpet area of the departmental libraries	--
Seating capacity of the Central Library	15

11. Automation of Library

If yes, fully automated

partially automated (**in process**)

name the application software used

Yes  No

**SOUL**

12. Percentage of library budget in relation to total budget 40%
13. Services/facilities in the library
- |  |                                     |
|--|-------------------------------------|
| Circulation                            | <input checked="" type="checkbox"/> |
| Clipping                               | <input type="checkbox"/>            |
| Bibliographic compilation              | <input type="checkbox"/>            |
| Reference                              | <input checked="" type="checkbox"/> |
| Photocopying                           | <input type="checkbox"/>            |
| Computer and Printing                  | <input checked="" type="checkbox"/> |
| Internet                               | <input checked="" type="checkbox"/> |
| Digitalization                         | <input type="checkbox"/>            |
| Inter-library loan                     | <input type="checkbox"/>            |
| Power back up                          | <input type="checkbox"/>            |
| Information display and notification   | <input type="checkbox"/>            |
| User orientation /information literacy | <input type="checkbox"/>            |
| Any others. Please specify             | <input type="checkbox"/>            |
14. Are students allowed to retain books for examinations? Yes  No
15. Furnish
- |   |     |
|---|-----|
| Average number of books issued/returned per day           | 25  |
| Average number of users who visited/consulted per month   | 34  |
| Ratio of library books to the number of students enrolled | 4:1 |

16.	Computer terminals	--
	Departments with computer facilities	--
	No. of computers in the college	05
	Budget allotted for computers in the last academic year	--
	Amount spent on maintenance and upgrading of computer facilities in the last academic year	12,000/- upgrading

Workshop/Instrumentation Centre	Yes	No	<input checked="" type="checkbox"/>	Yr. of Estb.	
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Any other (specify)	---
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17.	Health Centre	Yes		No	<input checked="" type="checkbox"/>	Yr. of Estb	
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18.	Residential accommodation						
	Faculty	Yes		No	<input checked="" type="checkbox"/>	Yr. of Estb	
	Non-teaching staff	Yes		No	<input checked="" type="checkbox"/>	Yr. of Estb	
19.	Hostels	Yes	<input checked="" type="checkbox"/>	No			

\*(only for the students belong to the Leuva Patel caste)

If yes, number of students residing in hostels

Male	Yes		No	-	Number	
Female	Yes	<input checked="" type="checkbox"/>	No		Number	262

20.	Sports fields	Yes		No	<input checked="" type="checkbox"/>	Yr. of Estb	
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21.	Gymnasium	Yes		No	<input checked="" type="checkbox"/>	Yr. of Estb	
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22.	Women's rest rooms	Yes		No	✓	Yr. of Estb	
23.	Transport	Yes		No	✓	Yr. of Estb	
24.	Canteen	Yes		No	✓	Yr. of Estb	
25.	Students centre	Yes		No	✓	Yr. of Estb	
26.	Any others (specify)	---					

## 5. Criterion V: Student Support and Progression

### 1. a Student strength

(Provide information in the following format for the past 5 years)

Student Enrolment	Year	UG
		F
No. of students from the same state where the college is located	05-06	584
	04-05	701
	03-04	817
	02-03	823
	01-02	712

**M.Phil – NIL, Ph.D.– NIL, Diploma/Certificate – NIL, Self Funded – NIL**

**F- Female,**

b. Dropout rate in UG and PG for the last two batches	2004-05	2005-06
	3%	4%

2. Student freeships and scholarships: (last Year) <b>(2005-06)</b>	Number	Amount
--	--------	--------

Endowments:	--	--
Freeships:	--	--

Scholarship (Government)	21	34750
Scholarship (Institution)	--	--
No. of loan facilities:	--	--
Any other financial support schemes	--	--

3. Does the college obtain feedback from students on their campus experience? Yes  No

4. Major cultural events (last year data)

	Organized			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate	-	✓	-	✓	-	2
Inter-university	-	✓	-			
National	-	✓	-	✓		1
Any other (specify)	-	✓	-	-	-	

5.

**Result of Last Past Five years**

	<b>Year</b>	<b>% of passes</b>	<b>First</b>	<b>Distinction</b>
FYBA	2001-2002	99.26%	21	-
FYBA	2002-2003	100%	70	
FYBA	2003-2004	100%	19	
FYBA	2004-2005	100%	78	
FYBA	2005-2006	100%	84	
SYBA	2001-2002	100%	35	
SYBA	2002-2003	98.69%	26	
SYBA	2003-2004	99.50%	29	
SYBA	2004-2005	100%	48	
SYBA	2005-2006	100%	59	
TYBA	2001-2002	100%	29	
TYBA	2002-2003	98.13%	49	
TYBA	2003-2004	99.48%	71	
TYBA	2004-2005	99.45%	81	
TYBA	2005-2006	97.69%	53	
FYBCom	2001-2002	97.87%	22	1
FYBCom	2002-2003	100%	22	2
FYBCom	2003-2004	93.33%	2	
FYBCom	2004-2005	100%	20	
FYBCom	2005-2006	97.30%	7	1
SYBCom	2001-2002	96.77%	5	1
SYBCom	2002-2003	96.34%	14	1
SYBCom	2003-2004	88.31%	9	1
SYBCom	2004-2005	96.61%	5	
SYBCom	2005-2006	93.33%	4	
TYBCom	2001-2002	81.48%	12	
TYBCom	2002-2003	78.57%	10	
TYBCom	2003-2004	86.30%	13	
TYBCom	2004-2005	74.19%	12	
TYBCom	2005-2006	81.67%	12	

\* P.G.– NIL, M.Phil – NIL

6. Are there any overseas students? Yes  No   
 If yes, how many?

7. No. of students who have passed the following during the last five years

NET	-	-	-	-	-
SLET	-	-	-	-	-
CAT	-	-	-	-	-
TOEFL	-	-	-	-	-
GRE	-	-	-	-	-
G-MAT	-	-	-	-	-
IAS etc.	-	-	-	-	-
Defence Entrance	-	-	-	-	-
Other services	-	-	-	-	-
Any other (specify)	-	-	-	-	-

8. Student Counselling Centre

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yr. of Estb	2006
-----	-------------------------------------	----	--------------------------	----------------	------

9. Grievance Redressal Cell

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yr. of Estb	2006
-----	-------------------------------------	----	--------------------------	----------------	------

10. Alumni Association

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yr. of Estb	2006
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11. Parent-teacher Association

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----	--------------------------	----	-------------------------------------	--------------------------	--------------------------

12. Any others (specify)

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## 6. Criterion VI: Organization and Management

1.	a.	No. of Teaching staff	Permanent	M	9	F	7					
			Temporary	M	-	F	2					
	b.	No. of Non-teaching staff	Permanent	M	3	F	3					
			Temporary	M	-	F	-					
	c.	No. of Technical Assistants	Permanent	M	-	F	-					
			Temporary	M	-	F	-					
	d.	Teaching – Non-teaching staff ratio	8:3									
2.	Number of management appointees	Non-Teaching Tech. Assistants	M	1	F	1						
			M	-	F	-						
3.	Percentage of posts filled under reserved categories:											
	a.	Teaching	SC/ST	6.25%								
			MBC	-								
			BC	6.25%								
			OC	-								
			Any other (specify)	-								
	b.	Non-Teaching	SC/ST	14%								
			MBC	-								
			BC	16.66%								
			OC	14%								
			Any other (specify)	-								
4.	Number of development programmes for the Non-teaching staff (last five years)		<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">3</td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								3	
			3									

5. Financial resources of the college (approximate amounts) – Last year data (2005-2006)

Grant-in-aid	52,42,200/-
Fees	29,375/-
Donation	--
Self-funded courses	--
Any other (specify)	--

6. Statement of Expenditure

EXPENDITURE DETAILS	2004 - 05	2005 - 06
% spent on the salary of faculty	84	83
% spent on the salary of non-teaching employees including estate workers	15	16
% spent on books and journals		
% spent on Building development		
% spent on maintenance, electricity, water, sports, examinations, hostels, student amenities, etc.	1	1
% spent on academic activities of departments, laboratories, green house, animal house, etc.		
% spent on equipment, research, teaching aids, seminars, contingency etc.		

7. Dates of meetings of Academic and Administrative Bodies: 2005 - 2006

Governing Body	
Internal Admn. Bodies (mention only three most important bodies)	
Any others (specify)	---

8. Welfare Schemes for the academic community (past 5 years) Amount

Loans:	Yes	No	✓	
Medical attention	Yes	No	✓	
Any other (specify)	--			

9.. ICT supported units: (Partial)

Offices

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

Student Records

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

Career Counselling

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

Aptitude Testing

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

Examinations

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

Any other (specify)

--			
----	--	--	--

10. Any others (specify)

--
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## 7. Criterion VII: Healthy Practices

1. No. of MoUs with industry/other agencies:

--
----

Internship with industry

--
----

Any other (specify)

--
----

2. Does the college have a

Dept. of Continuing Education

Yes

No

3. Value education course/modules  
(skill) Including Civic literacy

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

4. Does the college have a Women's Studies Centre? Yes  No

If yes, provide the following details about the activities of the center.

Academic Programmes

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	<input type="checkbox"/>
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Projects

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	<input type="checkbox"/>
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Exchange (visiting/training,  
national and international)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	<input type="checkbox"/>
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Any other (specify)

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5. Any others (specify)

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## **(C) Profile of the Departments**

Our college offers Degree Programme in Arts and Commerce

In affiliated college with Arts and Commerce discipline, there is no department as in the University or science college. The colleges have subjects that are taught as main/ principal subjects (majors). They are often called department of Hindi, Department of Gujarati, Department of Sociology etc. These departments have no separate administrative or technical staff. Teachers are also appointed not for the Departments as such but for the entire college.

The data regarding teachers and students are therefore common. Quantitative data contain the details regarding teachers and other details about the college. Therefore profile of the department becomes unnecessary and irrelevant. However, in different Criteria, these details have been incorporated at the same time, such details are there in faculty profile also.



**PART – II**  
**EVALUATIVE REPORT**

**A.**  
**EXECUTIVE SUMMARY**

## EXECUTIVE SUMMARY

Smt. A. P. Patel Educational and Charitable Trust (established in 1972) takes care of three institutes namely Smt. A. P. Patel Kanya Chhatralay (girls' hostel), Shri M. G. and S. G. Bardanwala High school and Smt. R. R. Patel Mahila Arts and Commerce College. The main aims of the trust were to provide higher education to the girls belong to the rural area surrounding Rajkot and to arrange boarding and lodging facilities for them. As a result, the girls' hostel (only for the students belong to Leuva Patel Caste) was established in 1982 and the high school was established in 1985. But still all the problems were not over. It was difficult for a rural girl student with lower percentage to get admission in any of the colleges of the city. The trust was determined to solve this problem also. As a solution, Smt. R. R. Patel Mahila Arts and Commerce College was established in 1992.

All these three institutes are situated on the same piece of land. There is a common building for the college and the high school. The college can use twenty-three class-rooms, four washrooms, one general store room, one store room for equipments of Psychology Laboratory, a common staff-room, an administrative office, the principal's office and the library. There is a separate facility of wash-room for gents. Enough water and power supply is there everywhere.

Smt. R. R. Patel Mahila Arts and Commerce College offers two courses at degree level – B. A. and B. Com. In Arts, the institution offers Gujarati, Hindi, Psychology and Sociology as main subjects. Sanskrit and History are offered as subsidiary subjects. All the students of the first year have to attend Compulsory Sanskrit compulsorily! Students are free to select another compulsory subject from Hindi or English. The institution offers SSP and HRM as optional subjects to the students of the first year B. Com. Accounting and

Finance, Paper No.1 is offered as optional subject to the students of the second year B. Com. The students of the third year B. Com. are offered Accounting and Finance, Paper No. 2 and Paper No. 3 as their optional subjects.

Students are given admission on 'the first come, first go' basis. Generally, the institution doesn't mind admitting students with poor result. According to the policy of the trust, no student, especially from the rural area, should be deprived of the higher education.

The appointment of the staff members is also done strictly as per the rules and the regulations of the authorities. At present, there are fourteen full time lecturers and two part time lecturers in the college. The management has appointed two part time lecturers. There are six employees in the non-teaching staff including a librarian. The management has appointed one employee. Still the post of the principal is to be recruited. The institution needs a part-time lecturer in each of the subjects of History, Sociology and English. There are two vacant posts for peons and one for a junior clerk. The institution has requested the state government to grant NOC to recruit the post of the principal.

All the faculty members belong to the same age-group. They work together. All of them try their level best to provide the best to the students. They complete the syllabus in time. If needed, they don't hesitate to work extra. We see that no class-room should remain unattended. We believe in proxy lecture. One of the four doctorate staff members works as a Ph.D. guide. Some of the faculty members go for the P.G. teaching also. All the faculty members have attended all the necessary Orientation and Refresher Courses. They participate in seminars, workshops, conferences of their concerning subjects. Some of the faculty members have credit of the publication of research papers, articles, books and other educational books also in their subjects. The members of BOS attend the meetings and contribute on their level. All the faculty members supervise the first

and the second terminal examinations along with the annual examinations. The institution doesn't prefer any outsider as a supervisor. We don't mind doing any administrative work if we are asked by the authority. Most of the faculty members go for the paper assessment of the annual examination and a few of them serve as a paper setter also. Neither any staff member nor the institution denies any work assigned by the university. The work is always completed satisfactorily.

Majority of the students in our college are hostel students. Because of some necessary bondage, they cannot go out. Most of them come from educationally backward rural areas even though they bring good results. It is found that every year; the overall result of the college is higher than the overall result of the university. The percentage of the students going for the job is undoubtedly lower because most of the students belong to the rural area. Even though, many of our students serve in government, semi-government and private sectors.

The students are not so behind in gaining achievements in extra-curricular activities also. They take part in many extra-curricular activities, sports and games. Many of the students have many achievements on their name at university, state and national level.

Our students pay a visit to the places like orphanage and old-age home where they go with some food and their consolation. Whenever there is a need, our students rush there in the form of manpower. The NSS volunteers of the college do a lot in the field of social responsibility and self-discipline. They serve the society by arranging Blood Donation Camp, General Medical Check-up Camp, Ayurved Nidan Camp and so many activities that promote awareness of many social issues.

Every year, the students with ranks in various activities and examinations are awarded with prizes and certificates. The government scholarship is given to the eligible students.

From the academic year 2006-07, the distribution of the responsibilities has been done more properly as far as extra curricular activities are concerned. About fifteen committees have been formed in which two or three faculty members and four to five student representatives are appointed.

Ours is a local management. There is no direct interfering of the trustees in the college management. But at the same time, it should be noted that many activities cannot be done because of some limitations regarding infrastructure and location of the college. Furthermore, there is a common building for the high-school and the college, therefore at the time of the examinations of high-school, the time schedule of the college is changed twice or thrice a year. In routine also, no time is saved for the faculty members and the students of the college when they might utilize the class-room facilities available in the college for the purposes like any remedial course or practice of any activities.

The trust has requested the Rajkot Municipal Corporation to grant a piece of land which is reserved only for the educational purpose. If it is fulfilled, the expansion and development of the college will take no time to be realized.

Self finance colleges and English medium colleges are the big threat for the institutions like ours where no any short term courses or professional courses are offered. Now it is high time to change the attitude and approach for this process of education on the part of the management.

In short, we do our level best within the limitations. I hope this process of assessment and accreditation by NAAC will definitely prove beneficial to all the stakeholders. To some extent, it will be proved an eye-opener. Thanks for showing us the mirror.

**B.**  
**CRITERION-WISE**  
**EVALUATIVE REPORT**

# **CRITERION I**

## **Curricular Aspects**



## Criterion I: Curricular Aspects

### 1.1 Goal Orientation

#### 1. State the vision and mission of the institution.

##### ***Vision and Mission:***

It was a time when the students of rural area had to go to the nearby city to get higher education. People existing under many hardships found it very difficult to cope up with the arrangement for the education of their children. It was rather more difficult for them to provide such facilities to their daughters. Majority of the people avoided sending their daughters to the urban area for education to protect them from the harassment and hardships they had to face while to and fro. Many social and economical problems did not allow them to make arrangement for lodging and boarding. As a result, they didn't give priority to the higher education for their children. A number of girls, therefore, had to be deprived of the higher education against their wish.

Shri A. P. Patel Educational and Charitable Trust could see the problem and understand the feelings of the fellow people. In this respect, to stand by the people and to fulfil the wish of the students of the rural area, the trust was founded. The following are the chief goals of the institute: (Ref. Trust Deed)

- To provide education to the girls, especially to the girls belong to the rural area.
- To arrange for the lodging and boarding facilities for the girl students belong to the Leuva Patel caste.
- To help and support the widow, abandoned, disabled and needy women of Leuva Patel caste.

**2. Does the mission statement reflect the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future etc?**

As far as the mission of providing education to the girl students of rural area at High School and College level, the institute has done so well. Under this Trust, Shri M.G. and S. G. Bardanwala Kanya Vidhyalaya (Std. 8th to 12th) has been providing education since 1982 and Smt. R. R. Patel Mahila Arts & Commerce College has been running since 1992. Smt. A.P. Patel Kanya Chhatralaya (girls' hostel) has been providing the facilities of lodging and boarding to thousands of Leuva Patel girl students with care and consideration. The lodging and boarding charges are quite reasonable and for some needy students fees are not charged. These educational and residential facilities are provided in the same premises. Thus, thousands of people all around the Saurashtra region and some remote places like Surat have been benefited. All activities in school, college and hostel are monitored by devoted trustees and the staff. In all these, traditions and values are given importance.

**3. What are the goals and objectives of the college? How are they made known to the various stakeholders?**

The goals and objectives of the college and the trust are alike, as far as higher education is concerned. The major objectives of the college are as under:

- To provide higher education completely according to the rules and regulations of the University, the state govt. and the UGC.
- To provide value education along with the prescribed syllabi.
- To be helpful to the students in their overall development.
- To be helpful to the eligible students to reach scholarships and other financial assistance provided by the govt. and other social agencies.

**4. What are the major considerations addressed to by the goals and objectives of the college? (Intellectual, Academic, Training, Access to the Disadvantaged, Equity, Self development, Community & National Development, Ecology and environment, Value Orientation, Employment, ICT introduction, Global demands, etc.)**

Generally, in an academic year, a few programmes are arranged in the institution, in which students have chances to listen to the successful personalities of various fields like education, politics, religion, social service, industry etc., In the speeches of these personalities, students can have a lot to learn. Education, Equity, Environment, Values, Self Development, National Demands and Global Demands are the favourite subjects of the orators nowadays. Knowingly or unknowingly, students are developed to some extent. They also observe their body-language and the selection of their words.

Books are the reliable and faithful sources to grow intellect and wisdom. The Library Advisory Committee works to help students in this direction. Students are given encouragement to read good books and are guided to present the review of the books during the prayer time so that other students also may be promoted to read good books. This type of the activities develops their comprehension power and presentation power too. The committee tries to move students' attention towards value reading from mere entertaining books.

The activities done by the NSS unit contribute a lot in the self development of the students. They live together for some days during the annual camp of the NSS in a village, and come to know about the country side life. They get almost all type of training there. They do various activities like survey of on some social issues, teaching the primary school children, bringing the awareness of cleanliness and health, blood donation, cultural

activities etc. The NSS activities are focused on Community and National Development on a major scale.

Students' visits of some places like Mother Teresa Ashram where orphan, badly diseased, disabled, mentally retarded and AIDS affected children are being looked after; 'Dikra nu Ghar' where separated and abandoned parents are being looked after, are proved to be a great consolation to the disadvantaged people. Furthermore, various activities like blood donation, arrangement and assistance to other NGOs in their activities for peoples welfare is a part of our social responsibility which our students carry whenever there is a chance. The institute becomes helpful to the disadvantaged students by getting them scholarship from the government and other social agencies and providing textbooks from the library.

Academic output is received by regular teaching-learning process, assignments, evaluation and examinations.

**5. How the institutional goals are translated into the academic programmes, research and extension activities of the institution?**

The institutional goals translated into the academic programmes, research and extension activities of the institution are as under:

- The institute allows faculties to go for orientation course, refresher courses, seminars, workshops, board meetings etc.,
- The institute pays the bills as per the norms of the Uni. and the UGC.
- The institute grants leaves for such activities.

## **1.2 Curriculum Development**

- 1. Specify the steps undertaken by the institution in curriculum development process. (need assessment, development of information database from faculty, students, alumni, employees and academic experts, and formalizing the decisions in statutory academic bodies) ?**

The following steps have been undertaken by the institution in curriculum development process:

- Members of the Board of Studies share their ideas in the meetings.
  - Faculties attend various workshops, seminars and try to be updated.
  - Responses from the students regarding this are collected.
  - All the rules and regulations are given respect in true sense.
- 2. State specifically the curricular design and model adopted by the college in the organization of its curricula. What system does the institution follow: Annual/ Semester/ Trimester / Choice Based Credit System (CBCS)?**

For Arts and Commerce Streams, the University prescribes the curricular design and model. We have to follow Annual system.

- 3. How are the global trends in higher education reflected in the curriculum?**

In this age of trade and commerce, the global trends are reflected more in the subjects of Commerce stream. English, Economics, Management, Marketing, Business Communication are the subjects in which global trends are unavoidably reflected to more or less extent. Advertisement, Press Report, Individual Report, Comprehension of a Share Market Report, Use of Modern Communication Devices like Fax, Internet, Video Conferencing,

Curricular Vitae, Drafting of Business Letters, Memos are some of the units in which global trends are reflected.

In Arts, subjects like English and Psychology reflect these trends to some extent.

**4. How does the institution ensure that the curriculum bears some thrust on national development?**

The curriculum designed by the university is taught by faculty members by using different teaching methods. Any change to be made in the curriculum is discussed by the related faculty members. The feedbacks related to the subject are also taken into the consideration. The members of the BOS put forwards their suggestions in the meetings.

**5. What are the contributions of the institution in curriculum design and development of the various programmes? (Member of BOS/ by sending agenda items etc.,)**

The institution contributes in curriculum design and development of the various programmes in the following way:

- Members of BOS attend the meetings and participate actively.
- Faculties attend workshops, seminars and conferences.
- Faculties attend Orientation & Refresher Courses.
- Faculties contribute in the work like Paper setting, Paper Assessment, Moderation etc.

**6. What are the interdisciplinary courses introduced during the last five years?**

No any interdisciplinary course is introduced during the last five years.

**7. What value added courses are introduced which would develop skills or offer career training or promote community orientation?**

The subject of Environment Studies (in F.Y.B.A. & F.Y.B.Com.) promotes community orientation.

**8. What percentage of the courses focus on experiential learning including practical and work experience?**

The subjects of Psychology and Physical Training focus on experiential learning.

**9. Is there a provision for incorporating computer training in curriculum for all students?**

No, there is no such provision.

**10. What are the courses aiming to promote value education?**

There following courses aim to promote value education:

- NSS activities.
- Environment Science is taught as a subject.

**11. What thrust is given to 'Information Communication Technology' in the curriculum for equipping the students for global demands?**

Thrust is given to the Information and Communication Technology especially in the curriculum of commerce faculty for equipping the students for global demands. Subjects like Human Resource Development, Economics, and Business Communication make the students equipped globally. In Business Communication, we teach modern forms of communication like E-mail, Video-conferencing etc.

## **1.3 Programme Options**

- 1. What are the ranges of programme options available to learners in terms of Degrees, Certificates and Diplomas? Give the cut off percentage for admission at the entry level.**

There are two programme options in our institution: B.A. and B.Com. Cut off percentage for admission at the entry level is 36%.

- 2. What programmes are offered for employees / professionals in terms of training for career advancement?**

There is no any programme for employees / professional in terms of training for career advancement. But as per U.G.C. rules our institute allows the faculties for the following:

- Orientation Programme.
- Refresher Programme.
- Any other programme that doesn't affect teaching.

- 3. Does the college provide twinning programme? Give details.**

Not Applicable.

- 4. What programmes are available for international students?**

Not Applicable.

- 5. Does the institution make use of Internet for transacting educational programme? Has the institution developed any educational package for the students' use?**

No, our institution doesn't make use of Internet for transacting educational programme. It has not developed any educational package for students' use.



**6. Does the institution offer any self-financing programmes in the institution? If yes, list them.**

No, our institution doesn't offer any self-financing programme.

<b>1.4 Academic Flexibility</b>
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**1. Does the institution provide flexibility to pursue the programme with reference to the time frame (flexible time for completion)?**

Yes, there is such provision for the students who failed or got ATKT (Allowed to Keep Term). Such students may appear in the next examinations.

**2. Does the institution have any provision for slow and disadvantaged learners? If yes for what courses?**

No, at present there is no such provision for slow and disadvantage learners. But from next year, we are going to start remedial courses in the subjects like English and Statistics. We would like to run such courses with the help of CCDC also.

**3. How does the college distinguish between slow and advanced learners? Explain how additional help is provided to the slow learners to cope with the programme? How are the advanced learners facilitated to meet the challenges?**

With the help of the interaction and conversation with the students, the faculties can distinguish between slow and advanced learners.

*Additional help for the slow learners:*

- Some faculties teach some basic topics which are not the part of syllabus.
- Some faculties give readymade educational materials to the students.

*Push up to the advanced learners:*

- Faculties promote them to work more.
- Faculties arrange extra material for them.

**4. Does the institution provide flexibility to the students to move from one discipline to the other?**

Yes, the students from Commerce discipline can move to Arts discipline but they have to begin from the first year.

**5. Does the institution provide facilities for credit transfer, if the students migrate from one institution to another institution in or outside the country?**

Not Applicable.

**6. Does the institution provide (a.) Core options (b.) Elective options?**

According to the Course Design and rules of the University, the institute provides both the options.

**7. Does the institution provide the flexibility of combining the conventional and distance mode of education for students to make use of the combination of courses they are interested in.**

Not Applicable.

## **1.5 Feedback Mechanism**

**1. How does the Institution obtain feedback from students, alumni, employer, community, academic peers and industry? Are these feedbacks collated and transmitted to the University for consideration? If yes, Give details.**

- The institute obtains feedback from the students at the end of the first and the second term.
- The institute obtains feedback from the alumni at the time of the meeting.
- The institute obtains feedback from the community through conversation whenever there is a chance.

These feedbacks are not collated and transmitted to the University for consideration.

**2. How are the feedbacks used for significant changes in the curriculum?**

The feedbacks are used for significant changes in the curriculum in the following ways:

- Positive feedbacks encourage the faculty members and they promote the teachers towards perfection.
- The faculty members try to improve the aspect in which they are proved weaker.
- The below average performer teacher is given suggestions to move towards betterment in various aspects of teaching by the Internal Quality Assurance Cell. Such teacher has to report his/her efforts at the end of the term.
- The feedbacks help knowing the thrust of the students and genuine expectations are fulfilled.

- The feedbacks keep the teachers aware of their duty and performance in the classroom.

**3. Which courses had major syllabus revision during the last five years? (with change in title and content)**

From the F.Y.B.A./F.Y.B.Com. to the T.Y.B.A./T.Y.B.Com., all the subjects had major syllabus revision during the last five years. Decision of changing the syllabus is taken by the members of the Board of Studies of each subject in the meeting of the Board of Studies and it is implemented in all the colleges affiliated with the University at the same time.

BOS in English has made major changes in syllabus keeping suggestions given by the UGC in mind. The English Grammar portion has been replaced by some practical topics related with Commerce in the subject of Compulsory English in T. Y. B. Com. In the S. Y. B. Com., Commercial Correspondence has been replaced by Business Communication.

BOS in Commerce has introduced two new chapters 'Recent Trends in Management' and 'Total Quality Management' in the subject of PBM (Principles of Business Management).

**4. What are the quality sustenance and quality enhancement measures undertaken by the institution during the last five years in curricular aspects?**

The institution has undertaken the following measures for quality sustenance and quality enhancement during the last five years in curricular aspects:

- First Terminal Examinations.
- Second Terminal Examination. (Preliminary Examinations)
- Disciplinary code and conduct are strictly observed.
- Establishment of Internal Quality Assurance Cell.
- Different co-curricular and extra-curricular activities are arranged.

**5. What best practices in 'Curricular Aspects' have been planned and implemented by the institution?**

In true sense, no best practices in 'Curricular Aspects' have been planned. At the same time, to complete the whole syllabus in time and in a balanced way at any cost can be called the best practice. It is the tradition of the institution that no faculty member is allowed to go out during working hours for his/her personal matter. No classroom is left unattended. We believe in proxy lecture. No extra activity is done at the cost of education. Some faculty members arrange extra lectures to complete the syllabus. Some faculty members arrange revision lectures to provide updated teaching practice that can be helpful to the students in their examination.

And of course, we have adopted 'feedback mechanism' as one of the best practices in this aspect.

**CRITERION II**  
**Teaching – Learning and**  
**Evaluation**

## **2. Criterion II: Teaching – Learning and Evaluation**

### **2.1 Admission Process**

#### **1. How are the students selected for admission to the following courses?**

Generally the students are selected on the 'first come, first go' basis. Even though the following points are taken into consideration :

- The students from rural area are given preference. In the case of need, their percentage is taken into consideration.
- The students from the city are given admission on their merit.
- The institute doesn't hesitate in giving admission to the bellow average students also. The only condition is that they have to attend the lectures regularly.

**What strategies are adopted to create access to (a) Disadvantaged community, (b) Women, (c) Physically challenged, (d) Economically Weaker Sections of the Society and (e) Sport personnel?**

The following are the strategies for the various groups of the students:

- a) Disadvantaged community  
The institution helps them getting scholarship from the govt.
- b) Women  
Exemption from the Tuition Fees.
- c) Physically challenged  
The institution helps them getting scholarship from the govt.

To arrange a ground-floor classroom at the time of the examination.

They are not forced to attend the college regularly if they can't.

d) **Economically Weaker Sections of the Society**

To help them getting scholarships from the government and various agencies.

e) **Sports personnel**

To give prizes, certificates.

To grant leaves for their activities.

**2. What is the ratio of applications received to admissions granted? (Demand ratio)**

The ratio of application received to admissions granted is 1:1.

<b>2.2 Catering to Diverse Needs</b>
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**1. Is there a provision for assessing student's knowledge/ needs and skills before the commencement of the teaching programme?**

Yes, some faculties try to know the students' knowledge and their needs. Afterwards they commence the teaching programme.

**2. Does the institution provide bridge courses to the educationally disadvantaged students?**

No, the institution doesn't provide such courses.



**3. What remedial measures are taken for the students from the disadvantaged communities?**

The institute gives them the information regarding scholarship and helps them in the procedure.

<b>2.3 Teaching – Learning Process</b>
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**1. How does the institution plan and organize the teaching learning evaluation schedule into the total scheme? Do you have an academic calendar? How is it prepared?**

The teaching learning evaluation schedule is fixed. From the very first day of the academic year, teaching is started. The first terminal examinations are held in the last week of the first term every year. The second terminal (preliminary) examinations are held two weeks earlier from the date of the first annual examinations. The annual examinations dates are declared in advance.

For the evaluation of the institute and faculties, responses and feedback sheets are prepared twice a year.

We have an academic calendar. All the faculties and committee members prepare it collectively.

**2. What courses use predominantly the lecture method? Apart from classroom interactions, what other methods of teaching learning are provided to students?**

All the courses use predominantly the lecture method except Psychology and physical training. Apart from the classroom interactions, other methods of teaching learning provided to the students differ from one faculty to the other. Any way, the following methods are found to be used by the faculties in various subjects:

- Use of Newspaper/Magazine cuttings.
- Use of genuine CVs, Business Letters, and Advertisements.

- Group Discussion.
- Paper Reading in the classroom on given topic or question by students.
- Distribution of notes.
- Informal conversation (not related with the topic directly) to build trust and to create self-confidence.
- Brief reporting of some past lectures or completed topic by students in the classroom.
- Preparation of question bank by students.

Note : Such details are there in the Faculty profile and self appraisals given at the end of this part.

- 3. How is learning made student-centred? Give a list of the participatory learning activities adopted by the college, which contribute to self-management of knowledge development and skill formation?**

The institution has been trying to make learning student-centred. Most of the committees consist of five to six students along with the lecturers. They actively work as committee members. The NSS unit has a nice group of the students who work effectively over any task they have been assigned. Sincere students have been appointed to represent their class who take care of the Presence Muster.

- 4. What modern teaching aids are used in classroom instruction as well as other student learning experiences?**

Some of the faculty members have started using OHP to teach some topics to the students from this year.

- 5. Is there a practice of having tutorial classes for the students? If yes, for what courses?**

No, there are no tutorial classes for the students.

**6. How is the academic process of each student monitored by the teacher in charge?**

Faculties take note of the academic process of the students by observing their assignments, results of the tests, participation in the classroom activities etc. No record is made or kept on paper except the result of the terminal examinations.

**7. Give details of the course by sessions of work assigned and implemented in the tutorial session.**

Not Applicable

**8. How do the students and faculty keep pace with the recent developments in the subjects?**

Library is the main source for the students and the faculties to keep pace with the recent developments in the subjects. Furthermore, faculties keep in touch with other faculties from other institutions. The members of BoS attend the meetings.

**9. Are there departmental libraries for the use of faculty and students? If yes, give details.**

No, there are no departmental libraries in our college because we have not departmental structure, we have subject structure.

**10. Has the library working hours been scheduled to enable the students for maximum utilization of the library facility? Give details.**

No, the library working hours has not been scheduled to enable the students for maximum utilization of the library facility but the students are free to take any book of their choice to their home or hostel.

## **2.4 Teacher Quality**

- 1. How are the members of the faculty selected? Does the college have the required number of qualified and competent teachers to handle all the courses? If not, how do you cope with the requirements?**

The members of the faculty are selected as per the rules and regulations of the University, the State Government and the UGC. Including the visiting lecturers, the college has enough number of the qualified and competent teachers to handle all the subjects.

In the subjects like English and Psychology, there are vacancies of part time lecturers but at present the present full time lecturers share the additional work.

- 2. How does the college appoint substitutes/ additional faculty to teach existing and new programmes? How many such appointments were made during the last year?**

The college appoints additional faculties keeping in view their qualification and merit along with their sincerity. One appointment was made during the last year.

- 3. What efforts are made by the management to promote teacher development? (eg: research grants, study leave, deputation to national/ international conferences/ seminars, in service training, organizing of national/ international conferences etc)**

Except organizing national/international conferences and providing research grants, all the above-mentioned efforts are made by the management to promote teacher development.

- 4. What are the teaching innovations made in the last five years? How are innovations rewarded?**

Some faculty members are always trying to teach their subjects through new ideas and experiments which may attract students

towards doing something solid. Sometimes some responsibilities regarding teaching points are given to students which make them work hard. Some activities are done with a view to helping students to get rid of the fear of some difficult topics. Sometimes assignments are evaluated in the classroom so that every student may come to know about the mistakes that might have been committed by them. But such innovations depend on the faculty members, topics, and situations.

For such innovative teachers, honour for the teacher in the eyes and the satisfaction on the face of students is a great reward.

**5. Does the institution have any policy to ensure representation of women among the staff? Give details?**

The institute prefers a female staff member as ours is a women's college. 8 female staff members work as lecturers out of 18 lecturers. 4 female members are there in non-teaching staff.

**6. List the faculties who have been recognized for excellence in teaching during the last five years?**

There is no such system in this field here as far as our knowledge is concerned.

**7. Has the faculty been introduced and trained in the use of (a) Computers, (b) Internet, (c) Information Technology, (d) Audio Visual Aids and (e) Computer Aided Packages?**

No, the faculty members have not been introduced and trained in the use of such modern teaching devices so far.

## **2.5 Evaluation of Teaching**

- 1. Does the institution/ management evaluate teachers on teaching and research performance? How does the evaluation help in the improvement of teaching and research?**

No, the institution or the management doesn't evaluate teachers on teaching and research performance.

- 2. Has the institution introduced evaluation of the teachers by the students? If yes, how is the feedback analysed and implemented for the improvement of teaching learning?**

Yes, the institution has introduced evaluation of the teachers by students from the academic year 2006-2007. The format of the evaluation has been kept unchanged as it is suggested by the NAAC. Students are suggested to give their fair responses for each of their teachers. Afterwards every teacher is evaluated separately. The analysis shows teachers' performance standard, aspectwise. If any teacher found to be below average performer, he/she is told to perform better by the principal of the college.

The Internal Quality Assurance Cell looks after all this. It is pre-decided that every year the best performer teacher from both the faculties – Arts and Commerce would be automatically the members of the Cell.

- 3. Does the institution promote self-appraisal of teachers?**

Yes, the institution promotes self-appraisal of teachers.

- 4. Is the appraisal by the teachers reviewed by the Head of the Institution and used for improving the quality of teaching?**

No, the head of the institution doesn't review the appraisal.

**5. Does the institution conduct academic audit of the departments?**

No, the institution doesn't conduct academic audit of the departments.

**6. Based on the recommendations of the academic audit what specific measures have been taken by the institution to improve the teaching, learning and evaluation?**

The institution doesn't conduct academic audit of the departments.

**7. What significant innovations in teaching and learning are introduced after the last accreditation by the institution?**

Our institute has not been accredited before, hence whatever innovations done are now to be shown for the accreditation.

## **2.6 Evaluation of Learning**

**1. How does the institution monitor the performance of the students? (Annual/ Semester exam, Trimester Exam, Midterm Exam, Continuous assessment, Final exam, etc.,)**

The institute monitors the performance of the students by arranging the first terminal examinations, the second terminal examinations (preliminary examinations) and assignments.

**2. Are the evaluation methods communicated to the students at the beginning of the year? If yes, how?**

The students are informed about this at the beginning of the year in the conversations with them during the prayer and by giving them the calendar of the college.

**3. What is the method of evaluation followed? (Central, Door, Double evaluation, etc.,)**

Annual exams are based on Central method. But if any student is not satisfied with the result, he/she can re-asses the papers according to the rules and regulations of the university. In this way, in some cases, it is Double Evaluation also.

**4. How frequently are the class tests conducted?**

Class tests are conducted at random as per the needs of the topic and a faculty member of the various subjects.

**5. What is the mechanism for redressal of grievances regarding evaluation?**

The college is ready to show the answer book to the student who feels some injustice, but fortunately nobody has come forward till today.

If a student is not satisfied with the result he/she obtained in the annual examination conducted by the university, he/she can either re-check or re-assess some papers under some rules and regulations of the university.

**6. How does the institution prepare the students for final exams?**

The institution prepares the students for final examinations by doing the following activities:

- Arrangement of the first Terminal Test.
- Arrangement of the Preliminary Examination.
- Arrangement of the Extra Lectures in some subjects.
- Provision of personal guidance and solution regarding any topic or difficulty respectively.



**7. Does the institution communicate the evaluation outcome to the parents?**

No, the institution doesn't communicate the evaluation outcome to the parents.

<b>2.6 Evaluation Reforms</b>
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**1. Has the institution carried out any evaluation reforms?**

Yes, to attend the terminal test and the preliminary examinations is made compulsory for the students.

**2. What are some of the reforms made with reference to evaluation?**

**(Double evaluation, Question Bank, Moderation etc.)**

As far as the final examinations are concerned, there are provisions for double evaluation and moderation. A moderator is appointed for each subject at the time of the paper assessment. Students have right for re-checking and re-assessment of their papers under some rules and regulations decided by the university.

**3. How does the institution make the evaluation process transparent?**

The college is ready to show the answer book to the student who feels some injustice but fortunately nobody has come forward till today.

**4. Do you have continuous assessment? If yes, please specify the weightage.**

No, we don't have continuous assessment.

**Criterion III**  
**Research, Consultancy &**  
**Extension**

## **Criterion III: Research, Consultancy & Extension**

### **3.1 Promotion of Research**

- 1. Is there a Research Committee to facilitate and monitor research activity?**

No, there is not a Research Committee in the institution.

- 2. How does the institution promote faculty participation in research?**

The institution promotes faculty participation in research in the following ways:

- By giving financial aids (TA, DA, Registration Fees etc.) for research projects, for attending conferences, Seminars, Workshops etc.,
- By providing duty leaves for attending conferences, Seminars, Workshops etc...
- By adjusting in teaching schedule.
- By providing infrastructure support like computers etc.

- 3. What provision is made in the budget for research and development?**

No any special provision is made in the budget for research and development except the budget provided by the UGC.

- 4. Does the institution promote participation of the students in research through the academic programme?**

Hence the college is for UG students of Arts and Commerce, no such activities are done in this field.

**5. What are the major research facilities developed and available on the campus?**

The following are the major research facilities developed and available on the campus:

- Library facilities with reference books, Journals etc.
- Internet facilities for researchers and students.

**6. Does the institution subscribe to research journals for reference as per the different departmental requirements?**

Yes, the institution does so.

<b>3.2 Research Output</b>
----------------------------

**1. Is the college a recognized centre for Ph. D?**

Yes, the college is a recognized centre for Ph. D. There are four lecturers having the degree of Ph.D. in our college. One of them, Dr. T. L. Zalavadiya, works as a Ph.D. guide.

**2. Do you have research students currently registered for Ph. D?**

Yes, we have one research student currently registered for Ph. D. and three students have already submitted their proposals to the authority in the subject of Psychology, under the guidance of Dr. T. L. Zalavadiya.

Dr. D. P. Parmar has applied for being a guide. At present, two students are registered for M.Phil. under her guidance.

Dr. S. B. Asodariya is to be applied for being a guide. At present, one student is registered for M.Phil. under his guidance.

**3. Do you provide fellowship/scholarship to research scholars?**

No, we don't provide fellowship or scholarship to research scholars.

**4. Give details of the ongoing minor projects and major projects.**

There is one minor project for Ph.D. is going on at present. Prof. J. N. Bhalala, a lecturer in Psychology, works on 'A Comparative Study of Self-concept and Security- Insecurity among Adolescents in Relation to Sex, Habitat and Caste.'

**5. Does the institution have research funding from the Government, Industry, NGO or International agencies? Give details.**

No, the institution doesn't have such funding.

**6. Give the highlights of the collaborative research done by the faculty.**

No any collaborative research has been done.

**7. What research awards and patents were received by the faculty during the last five year?**

No research awards and patents were received by the faculty during the last five years.

### **3.3 Publication Output**

**1. Are there research papers published in refereed journals periodically, by the faculty? If yes, give details.**

Yes, there are some research papers published by some of the faculty members. The information regarding this is furnished in individual faculty profiles given at the end of the report in section 'C'.

**2. Give list of publications of the books, abstracts, proceedings and theses etc.**

Yes, there are some research papers published by some of the faculty members. The information regarding this is furnished in individual faculty profiles given at the end of the report in section 'C'.

### **3.4 Consultancy**

**1. List the broad areas of consultancy services provided by the Institution during the last 5 years (free of cost and remunerative)**

The institution doesn't provide such services.

**2. Does the institution publish the expertise available for consultancy services?**

No, the institution doesn't publish the expertise available for consultancy services.

**3. Give details regarding the nature of consultancy services and revenue generated.**

There are many committees existing in the institution. The members of the committee do their level best to guide students in various fields. Prof. K. J. Suvagiya serves the students by arranging the educational purchases of the students. Prof. P. M. Sakhiya and Librarian M. M. Patel help the teachers in the calculation of the Income-tax. Prof. D. K. Kariya looks after any correspondence and communication in English. Prof. B. G. Patel and Dr. D. P. Parmar serve the students by counselling about the scholarships. But all this is a kind of local services provided by the faculty members honorary and no revenue is generated.

### **3.5 Extension Activities**

- 1. What outreach programmes are organized by the institution? How are they integrated with the academic curricula?**

Every year our college students sincerely take part in such activities under NSS banner. They do many activities in the rural area and thus they become helpful to the community. They try hard to bring awareness cleanliness, health, education, environment etc. among the villagers. Various programmes like tree plantation, blood donation, general health check-up and activities regarding anti-addiction, upbringing of children, women's empowerment and communal harmony have a nice effect not only on the villagers but on the students also.

The visits of some NGOs add to the feelings of the responsibility towards the fellowmen and the nation as well.

- 2. How does the institution promote college-neighbourhood network in which students acquire service training contributively to a sustained community development?**

The institute promote college-neighbourhood network by undertaking ten days Annual Camp of the NSS unit in the nearby villages.

### **3.6 Participation in Extension**

- 1. How does the institution promote the participation of the students and faculty in extension activities of NSS, NCC, YRC and other NGOs? How often and in what roles are they involved?**

The institution promotes the participation of the students and faculty members in extension activities of NSS, NCC and other NGOs by giving leaves and manpower whenever needed. Necessary financial assistance is also given according to the rules of the UGC. The programme officer and students are given all possible help.

- 2. Is there any research or extension work to ensure social justice and to empower under-privileged sections in particular, women and children?**

No, there is no such research or extension work.

- 3. What is the impact of extension on the community? Specify.**

The impact of extension activities, especially of NSS, is very positive and noteworthy. Such activities have brought the following major positive impact on the community:

- Awareness of Cleanliness.
- Consciousness for Health.
- Thrust for Education.
- Love for the Nation.
- Feelings of Brotherhood.
- Freedom from Superstitions.

### **3.7 Linkages**

- 1. What are the linkages the institutions have with University / Research institutions / Industries / NGOs for research and extension?**

The institution is affiliated to the Saurashtra University. The institution is bound to act according to the rules and regulation of the university. It runs the syllabi prescribed by the university. It completes any work assigned by the university. Most of the research works have been registered under this university. This can be called a formal linkage with the university if at all.

The institution, especially the NSS unit is linked up informally with the LIFE, an NGO. With the help of this, the unit arranges Blood Donation Camp, Thallesemia Test, General Health Check-up Camp for the villagers etc.



The institution often promotes the students to visit 'Dikra nu Ghar', a place for abandoned, aged parents and 'Mother Teresa Ashram', an orphanage. Students pay a visit to such places and try to console the miserable people who badly need the feelings.

Once in a year, a group of the students pay a visit to the processing unit of The Rajkot Dudh Utpadak Sahkari Mandali.

In this way, the institution has some formal and some informal linkages with the above mentioned agencies and institutions.

**2. How does the linkage promote (a) Curriculum development, (b) Internship, (c) On-the-job training, (d) Faculty exchange and development, (e) Research, (f) Consultancy, (g) Extension, (h) Publication and (i) Student Placement?**

The linkages promote *curriculum development* as the faculty members participate in various seminars, workshops and conferences where they share their views and reviews with others. The member of the BOS contributes to the curriculum development.

Some of the faculty members go for the PG teaching also. Some of the faculty members go to other similar institution as a resource person on some particular topics. Every permanent teacher is bound to attend an Orientation Course and three Refresher Courses. Participation in such activities adds to the *faculty development*.

Linkages with the university and the UGC provide wide area in the field of *researches* on various subjects.

Linkages with NGOs and other institutions create space for *consultancy*.

The linkage with the university provides chance for *publication* also. Some of the faculties have the credit of the publication of their work published by the university.

**3. What measures have been taken by the institution to enhance the quality of Research, Consultancy and Extension during the last five years?**

The following measures have been taken by the institution to enhance the quality of Research, Consultancy and Extension during the last five years.

- Financial assistance is given to the faculty member from the grant of the UGC.
- Ph.D. degree holder faculty members are honoured by the trust.

**CRITERION IV**  
**Infrastructure and Learning**  
**Resources**

## Criterion IV: Infrastructure and Learning Resources

### 4.1 Physical Facilities

1. How well endowed is the college in terms of physical infrastructure (classrooms, administrative buildings, transport, water and power supply, etc., to run the academic programme) Enclose the master plan of the college campus indicating the existing building and the projected expansion in future.

The details regarding the college in terms of physical infrastructure are furnished below:

- **Classrooms:**

No. of Classrooms:	2 (18×33)	594 Sq. ft.
	2 (18.3×30.9)	561.18 Sq. ft.
	2 (18.3×29.10)	544.39 Sq. ft.
	2 (28.10×24.3)	700 Sq. ft.
	2 (23.9×31.7)	751.18 Sq. ft.

Total Classrooms : 10

- **Note** : Except the above mentioned classroom, we use other classrooms of the building also.
- **Store Rooms** :  
A General Store Room  
A Store Room for Psychology Department.
- **Wash Rooms:**  
Four Wash Rooms for Students.  
A Wash Room for Female Staff Members.
- A Separate Wash Room for Gents.

- **Administrative Rooms:**

Principal's Chamber:	(13×12)	156 Sq. ft.
Administrative Off. :	(18×10)	180 Sq. ft.
Staff Room:	(30×12)	360 Sq. ft.

- **Library:** 480 Sq. ft.  
Sitting Capacity: 15  
Computer and Internet Facility
- **Water:** U.G. Water Tank, Purified drinking water for the faculty members.
- **Power Supply:** Enough power supply everywhere.

**2. What are the infrastructure facilities available for (a) Academic activities (b) Co-curricular activities (c) Sports**

All the Class-rooms, Ground, Hall belongs to the hostel, Terrace and a big underground classroom are used for various academic activities, co-curricular activities and sports.

**3. Has the institution augmented the infrastructure to keep pace with academic growth? If yes, specify the facilities and the amount spent during the last five years.**

During the last five years, no infrastructure facility has been augmented as there is no need for that. The present facilities are enough to keep pace with the academic growth.

**4. Does the institution provide facilities like common room, wash / rest rooms for women students and women staff?**

The institute provides a common room for the faculties.

## 4.2 Maintenance of Infrastructure

**1. What is the budget allocation for the maintenance of - (a) Land, (b) Building, (c) Furniture, (d) Equipment, (e) Computers, (f) Transport**

There is no expenditure for the maintenance of items in the last Academic Year (2005-06).

**2. How optimally is the budget allocated and utilized?**

The institution utilizes the allocated amount in the budget whenever and wherever necessary.

**3. Does the institution appoint the staff for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained?**

The institution has appointed peons who, generally, take care of the maintenance of the infrastructure facilities. Besides this, the institution hires technicians and other skilled workers for various maintenance and repair of the infrastructure facilities time to time whenever needed.

**4. How is the infrastructure optimally used?**

The infrastructure is optimally used during the working hours of the college. The hostel students can use the space for their reading purpose in the evening.

<b>4.3 Library as Learning Resources</b>
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**1. Does the library have an advisory committee? What are its functions?**

Yes, we have a Library Advisory Committee. The functions of the committee members are as under:

- They make arrangement for the purchase of the books.
- They keep in touch with the various publication houses to get information.
- They provide information of the books to the students.
- They run a Book Bank.
- They organize some activities related to reading books.

**2. How does the library ensure access, use and security of materials?**

There is an open access system in the library. Most of the books, journals, magazines etc are preserved safely in the cupboards. Most of the cupboards are with the glass-doors. It helps the reader to choose the book comfortably. Text books are given to the students for the whole year till the time of the completion of their final examinations. The reference books, other books of literature and magazines are to be used during the library hours. Such books also are given to carry with but for a limited time period.

**3. What are the facilities available in the library? (computers, internet, reprographic facilities etc.,)**

Computer and Internet facilities are there in the Library.

**4. How does the library ensure purchase and use of current titles, important journals and other reading materials**

The library ensures purchase and use of the books according to the suggestions made by the Library Advisory Committee, other staff members and the budget allotted by the office.

**5. If the library has an archives section, to what extent is it used by the readers and researchers?**

The library doesn't have an archives section.

**6. How are on-line and Internet services in the library used by students and faculty? Specify the hours and frequency of use.**

The students and the faculties don't use Internet services at the college.

7. **Are the library services computerized? Does the institution make use of INFLIBNET / DELNET/IUC facilities? If yes, give details.**

No, the library services are not fully computerised. SOUL prepared by INFLIBNET (college network version) is to be applied.

8. **How many days is the library kept open in an academic year? How many hours is the library open per day?**

The library is kept open every working day. In an academic year, the library is kept open for about 290 days .The library remains open for four and a half hour. The time is 8am to 12.30pm.

9. **Specify the amount spent on new books and journals during the last five years?**

Rs. 3,51,057/- is the total amount spent on new books and journals during the last five years (from 2001 to 2006). The distribution of the amount spent year-wise is given below:

<b>Academic Year</b>	<b>Amount spent</b>
2001-2002	75,000
2002-2003	---
2003-2004	71,782
2004-2005	2,04,275
2005-2006	---
<b>Total Amount</b>	<b>3,51,057</b>

10. **How does the library motivate students/ teachers to read existing and new arrivals?**

The library motivates the students and teachers to read existing and new arrivals by displaying them time-to-time. Furthermore, the Library Advisory Committee informs the students about various books. The committee also arranges various activities with a view to tempting students towards reading of good books.



- 11. What are the special facilities offered by the library to the visually disabled and physically challenged persons? How are they used?**

The library allows the students to carry the books of their choice to their home.

- 12. List the infrastructure development of the library over the last five years?**

No infrastructure development of the library has been done over the last five years.

- 13. What are the information services provided by the library to the users?**

The librarian informs the students about new arrivals orally. Furthermore, the members of the Library Advisory Committee inform the students about various books. A lot of recommendable books are displayed in the library.

#### **4.4 Computers as Learning Resources**

- 1. How is the computer facility extended to all faculty and students?**

The computer facility is there in the library that can be used by any faculty member.

- 2. How are the faculty facilitated to prepare computer aided teaching/ learning materials? What are the facilities available in the college for such efforts?**

The faculties are free to use the computer, printer, laptop and OHP for the purpose of teaching-learning.

- 3. Is there a central computing facility? If yes, how favourable are its timings, access and cost to both students and faculty.**

No, there is not a central computing facility.

- 4. How does the library collection meet the requirements of the users?**

Before the purchase of the books, the Library Advisory Committee asks all the teachers for their suggestions, selection and need of their subjects. Therefore the library collection meets the requirements of the users to a large extent.

- 5. How are the computers and its accessories maintained in the Departments?**

We don't have Department Structure; we have Subject Structure.

- 6. What is the output of the various Departments in developing packages for their discipline?**

We don't have Department Structure; we have Subject Structure.

#### **4.5 Other Facilities**

- 1. How many students stay in the hostel? How many rooms are there in the hostel? Is the accommodation sufficient to meet the demand?**

The information regarding hostel is furnished below: (Year 06-07)

Number of college students staying in the hostel: 262

Number of Rooms for College Students: 15

In fact, the accommodation is not sufficient to meet the demand but the students bear with the institution and adjust themselves as much as possible with a view to providing such facilities to a large number of the students coming from the rural area.

\* Please note that the Hostel facility is only for the students belongs to the Leuva Patel Caste.

**2. What facilities are provided in the hostel?**

The following facilities are provided in the hostel:

- Food:  
Breakfast, Lunch and Dinner.
- Water:  
There is a facility of water purifier in the hostel.
- Entertainment:  
Students are provided audio-visual entertainment on some special occasions.
- Reading Rooms:  
The building of the college is used as 'Reading Place' by the students after working hours of the school and the college.

**3. What are the health care facilities available in the health centre?**

There is no health centre in the institution. If needed, the arrangement of the medical treatment is done at a time.

**4. Does the institution have a placement centre? What are its functions and how does it facilitate students for getting employment and self-employment?**

No, the institute doesn't have a placement centre.

**5. What are the physical and infrastructure facilities available for the sports and physical education centre?**

There are no any special physical and infrastructure facilities available for the sports and physical education except the ground in the premises of the institution. The related faculty member is free to use the hall in the hostel and the terrace of the college building for this purpose.

**6. How does the institution ensure participation of women in intra and inter institution sports competitions?**

Ms. B. P. Parekh, the PTI of the college is very enthusiastic and live person. She has enough guts to find out the students who can do something in the field of sports. She provides training to the students and promotes them to participate in the competitions. In spite of some limitations, our students have got many achievements in the sports competitions at the University the state and the National level.

**7. Does the institution have a workshop / instrumentation centre? If yes, what are the physical and infrastructure facilities available in the centre?**

No, in true sense, the institution doesn't have a workshop or instrumentation centre. But the whole educational unit (including the hostel) is enough big for such purposes. In fact, a few workshops have been arranged by the high-school in the same premises.

**CRITERION V**  
**Student Support and Progression**

## Criterion V: Student Support and Progression

### 5.1 Student Profile

1. What is the student strength of the institution for the current academic year? Give the data gender-wise, state-wise and nationality-wise along with analysis and comment.

Information regarding the students studying in the college in the academic year 2006-2007 is given below:

No. of Stu.	SC	ST	OBC	Others	Total
F.Y.B.A.	1	--	10	158	169
S.Y.B.A.	2	--	8	118	128
T.Y.B.A.	1	--	5	115	121
					418
F.Y.B.Com.	--	--	--	39	39
S.Y.B.Com.	1	--	6	27	34
T.Y.B.Com.	2	--	2	48	52
					125

*Total strength of the college in the current year is 543.*

Since ours is a women's college, all the students are obviously female students. Because of some limitations regarding infrastructure and other facilities, the trust never thought to expand the divisions, courses, subjects in any faculty in past when the strength was no problem at all. Nowadays, students are attracted towards the self finance colleges and the colleges that offer education in English medium. Furthermore, the trust and its sister concerned trusts in Rajkot district have established many colleges in the various towns in Rajkot district therefore the students coming from rural area have been distributed and it affect the strength of the college.

2. Give details of the last two batches of students and their socio-economic profile (General, BC, OBC etc.,).

The details of the last two batches of students and their socio-economic profile:

**Academic year 2005-2006 (Arts)**

No. of Stu.	SC	ST	OBC	Others	Total
F.Y.B.A.	2	--	10	198	210
S.Y.B.A.	1	--	4	133	138
T.Y.B.A.	--	--	--	134	134
					482

**Academic year 2005-2006 (Commerce)**

	SC	ST	OBC	Others	Total
F.Y.B.Com.	1	--	5	44	50
S.Y.B.Com.	2	--	1	59	62
T.Y.B.Com.	---	--	--	55	55
					167

**Academic year 2004-2005 (Arts)**

No. of Stu.	SC	ST	OBC	Others	Total
F.Y.B.A.	3	--	6	178	187
S.Y.B.A.	--	1	--	142	143
T.Y.B.A.	2	--	7	168	177
					507

**Academic year 2004-2005 (Commerce)**

No. of Stu.	BC	OBC	OBC	Others	TOTAL
F.Y.B.Com.	2	--	1	68	71
S.Y.B.Com.	--	--	1	62	63
T.Y.B.Com.	2	--	1	63	66
					200

## **5.2 Student Progression**

- 1. What percentage of the students on an average progress to further studies? Give details for the last three years.**

- The percentage of the students on an average progress to further studies for the Academic Year 2003-04 is 11%
- The percentage of the students on an average progress to further studies for the Academic Year 2004-05 is 22%
- The percentage of the students on an average progress to further studies for the Academic Year 2005-06 is 25%

The above mentioned information is based on the strength of the third year students.

- 2. What proportions of the graduating students have been employed for the last five years. Provide placement record for the last three years.**

There are many students have been employed for the last five years. Some of them have been recruited in government and semi government sectors. Many have been employed in private sectors also.

- 3. How many students appeared/ qualified in UGC-CSIR-NET, SLET, ICS, GATE, CAT, GRE, TOFEL, GMAT, Central/State services through Competitive Examinations (last two years)?**

No student has appeared or qualified in any of such examinations according to the information given by the office.

## **5.3 Student Support System**

- 1. Does the institution publish its updated prospectus and handbooks annually? If yes, what are the information contents disseminated to students?**

Yes, the institution has started publishing its calendar cum prospectus from the academic year 2006-2007. The following are its information contents:



1. A brief introduction of the institution.
2. Courses and subjects run by the institution with subjects group information.
3. Academic Calendar.
4. A brief introduction of the teaching and non-teaching staff members.
5. Information regarding the results of the students and their achievements.
6. Information regarding the various activities done by and for the students.
7. Information regarding the various services provided by the faculty members.

**2. Does the institution provide financial aid to students? If yes, specify the type and number of scholarships/ free ships given to the students last year.**

No, the institution doesn't provide any financial aid to students. Since the college is a women's college, the girls' education is free.

**3. What types of support services are available to overseas students?**

We don't have overseas students, so there is no any support system for them.

**4. What support services are available to SC/ST students?**

No any other support services are available to SC/ST students except to help them in getting the regular scholarship given by the government.

**5. Does the institution offer placement and counselling services to students?**

We don't offer any placement services and to students, but Educational Information Committee provides information to students if needed.

**6. Does the faculty participate in academic and personal counselling? If yes, how many have participated last year? Is there counselling centre for women students?**

Most of the faculty members participate in academic and personal counselling. They try to become helpful to students in selecting the stream, subjects. They also guide them about the proper way for the preparation for the examinations and writing answer book. Please note that all these activities are done informally and depend on the faculties.

We don't have a special counselling centre for women.

**7. Has the employment cell encouraged students to be self-employed during the last five years? If yes, what are its activities?**

There is no employment cell in the college.

**8. Does the institution have an alumni association? If yes, what are its activities?**

Yes, alumni association of our institution is established in 2006. The following are its activities:

- The members meet once in a year at the college campus.
- They introduce themselves to the present students.
- They give information regarding their present status and activities.
- They guide the students on their level, if asked.
- They provide feedback for the faculties and college activities orally.

**9. List the names of top 10 most renowned alumni of the Institution along with their designation.**

<b>No.</b>	<b>Top 10 Students of the College</b>	<b>Designation</b>
1	Ranpariya Neeta	Lecturer, Arts & Com. College, Jam-Kandorana.
2	Borad Manisha R.	Lecturer, Kamdar PTC College, Rajkot.
3	Vaghasiya Ramila V.	Lecturer, Arts & Com. College, Rajula.
4	Thummar Neeta G.	Principal-in-charge, Highschool, Chandali.
5	Savalia Dharmistha V.	Principal-in-charge, Smt. Vajiba Madhyamic School, Kamlapur.
6	Pipaliya Hansa N.	Lecturer (part time), A. K. Doshi Mahila College, Jamnagar.
7	Savaliya Jignasa V.	Principal – in charge Gayatri Vidya Mandir, Metoda
8	Tadhani Hansa B.	Project Assistant, Medical Support Unit, B. J. Medical College, A'bad.
9	Vadaliya Meera H.	Personal Manager, Youngstar Blood Bank, Rajkot.
10	Virani Bhavna G.	Jr. Clerk, Sales-tax, Rajkot.

**10. How does the alumni contribute to the development of the institution?**

The trust is sound economically, and the trustees are there to help the students therefore the management doesn't believe in receiving the economical help of the students. Even though, the alumni contribute to the development of the institution indirectly in the form of its activities.

**11. Does the institution have a grievance redress cell? If yes, what are its functions? List the number of grievances redressed during the last 2 years.**

The institution has formed a Grievance Redress Cell in the academic year 2006-2007.

**12. Is there a provision for welfare schemes for students? If yes, specify.**

Yes, we do the following for the welfare of the students:

- Most of the Textbooks are provided to the most of the students from the library. The students can keep the books till their examinations.
- Prizes and rewards are given to the students every year who perform well in their examinations and extra-curricular activities, NSS, sports and games etc.
- Most of the students in the college are hostel-girls. Generally, they cannot go out anytime. Their educational needs are fulfilled by some faculty members from the market. The purchase of such goods is done at discounted rate. This is absolutely honorary services provided to students including city-girls.
- Educational tour, visits and Industrial visits are arranged in such a way that students have to bear least economically. The faculty members also contribute to such activities. Nobody think to get profit out of it.
- Rs. 50,000/- *Accidental Insurance Scheme* has been launched by the University for students who are registered with affiliated colleges and P.G. Departments.
- After registration each student will have *Thalassaemia Test* free of cost.

**13. What specific measures has the institution taken to enhance the quality of education with reference to student support and progression?**

From the academic year 2006-2007, the institution has started to get feedbacks for the faculty members from the students. The Internal Quality Assurance Cell looks after these activities. The feedback form and evaluation scheme are the same as NAAC has suggested. Feedbacks are invited from the students twice a year. The result sheets are prepared and handed over to the concerning faculty members. In the case of need, particular faculty member is given suggestions for the academic betterment by the Cell. It is pre-decided that apart from the principal, the best faculty member from Commerce and the best faculty member from Arts, selected by the students, will automatically be the members of the Cell next year. The coordination will report the UGC every year.

**14. Is there a cell to prevent sexual harassment? How effective is the cell?**

No, there is no any cell to prevent sexual harassment.

**15. What efforts are made to provide legal literacy to women?**

Some lectures are arranged to provide legal literacy to women.

**16. What support services are made available to differently able students?**

The following support services are made available to differently able students:

- The differently able students are not forced to attend the lectures regularly.
- At the time of examinations, they are provided room on the ground-floor.

## 5.4 Student Activities

1. **What incentives are given to students who are proficient in sports?**

The incentives are given to students who are proficient in sports in the form of Study Leaves, Certificates, and Prizes etc.

2. **Give details of the participation of the students in sports and its outcome, at the state, regional, national and international levels, during the last five years?**

The inquired information is furnished below:

**Academic Year: 2001-2002**

The office doesn't have any record for this.

**Academic Year: 2002-2003**

The office doesn't have any record for this.

**Academic Year: 2003-2004**

Year	No.	Sports/Games	Level	No. of Stu.	Prize
03-04	1	Yoga Shibir	University	6	--
04-05	1	Yoga Shibir	University	6	3 <sup>rd</sup>
	2	Swimming Competition	University	1	3 <sup>rd</sup> (50 mtr. Free)
					3 <sup>rd</sup> (100 mtr. Free)
					3 <sup>rd</sup> (200 mtr. Free)

	3	Yoga Shibir (Prathama)	University (Palitana)	7	1 <sup>st</sup>
	4	Swimming Competition	National (Bangalore)	1	
	5	Cycling Tour(RJT-Dalia)	University	3	--
05-06	1	Yoga Shibir (PDM)	University	6	2 <sup>nd</sup>
	2	Tracking Camp (Panchm)	National	58	--
	3	Athletics Meet (RMC)	Int.- College	6	
		Relay Run		4	3 <sup>rd</sup> (4*400)
	4	Yoga Shibir (Dwitiya)	State (Kayav.)	7	2 <sup>nd</sup>
	5	Swimming Competition	National	1	--
	6	Cycling Tour (RJT-JND)	University	2	--
06-07	1	Yoga Shibir (PDM)	University	3	--
	2	Athletics Meet (RMC)	Int.- College	5	
		400 mtr. Disk Throw	"	1	1 <sup>st</sup>
		200 mtr. Long Jump	"	1	2 <sup>nd</sup>
		200 mtr. High Jump	"	1	2 <sup>nd</sup>
	3	Uni. Athletics Meet	University	6	
		400 mtr. Disk Throw	"	1	3 <sup>rd</sup>
		Relay Run	"	4	3 <sup>rd</sup> (4*400)

**3. Does the institution collect feedback from students for improving the support services?**

No, the institution doesn't collect feedback from students for improving the support services.

**4. Does the institution collect feedback from employers? If yes, how is the feedback used? Illustrate the outcome.**

No, the institution doesn't collect feedback from employers.

**5. Furnish information regarding the participation of students in extra curricular activities and recreational activities?**

The inquired information is furnished below:

**Academic Year: 2000-2001**

No.	Activities	Level	Date	Stu.	Prize
1	Hindi Week	Inter-College	9/9/2000	13	NA
2	Sulekhan Competition	Inter-College	9/9/2000	4	--
3	Story Writing Compet.	Inter-College	9/9/2000	4	--
4	GK Competition	Inter-College	9/9/2000	5	3 <sup>rd</sup> Prize
5	Pre R D Camp	Inter-College	23/11/2000	1	NA
6	R D Camp, Delhi	National (Delhi)	29/12/00 to 31/1/2001	1	NA



**Academic Year: 2001-2002**

<b>No.</b>	<b>Activities</b>	<b>Level</b>	<b>Date</b>	<b>Stu.</b>	<b>Prize</b>
1	Uva Asmita Samaroh	University	24/8/2001 to 25/8/2001	11	NA
2	Dance Competition	University	25/8/2001	1	1 <sup>st</sup> Prize
3	AIDS Awareness Pro.	College (Pal)	8/1/2001	50	NA
4	Speech on AIDS	Local	8/1/2001	6	NA

**Academic Year: 2002-2003**

<b>No.</b>	<b>Activities</b>	<b>Level</b>	<b>Date</b>	<b>Stu.</b>	<b>Prize</b>
1	Uva Asmita Samaroh	University	6/9/2002 to 7/9/2002	6	NA
2	NSS One Day Camp	College (Pal)	21/1/2002	50	NA
3	Tree Plantation Camp	College (Pal)	10/2/2002	50	NA
4	Children's Day Celeb.	College (Pal)	14/11/2002	30	NA
5	Elocution Competition	College	24/9/2002		NA
6	Essay Writing Compe.	College	24/9/2002		NA
7	Drawing Competition	College	24/9/2002		NA

**Academic Year: 2003-2004**

<b>No.</b>	<b>Activities</b>	<b>Level</b>	<b>Date</b>	<b>Stu.</b>	<b>Prize</b>
1	Quiz Competition	Inter-College	23/5/2003	4	2 <sup>nd</sup> Prize
2	Essay Writing	Inter-College	23/5/2003	1	2 <sup>nd</sup> Prize
3	NSS One Day Camp	Local (Pal)	6/1/2004	100	NA
4	University Talks: AIDS A Seminar	Inter-College (PDM-RJT)	13/9/2004 to 14/9/2004	9	NA

**Academic Year: 2004-2005**

<b>No.</b>	<b>Activities</b>	<b>Level</b>	<b>Date</b>	<b>Stu.</b>	<b>Prize</b>
1	NSS One Day Camp	College	7/1/004	60	NA
2	Uva Asmita Samaroh	University	13/8/2004 to 14/8/2004	9	NA
3	Pre R D Camp	Mavli	24/9/2004	2	NA
4	AIDS Awareness	University	14/12/2004	4	NA
5	Cattle Diagnosis Camp	Local (Pal)	9/1/2005	100	NA
6	Speeches on AIDS	College	5/2/2005		NA
7	NSS Day	State (A'bad)	22/9/2005 to 24/9/2005	2	NA

**Academic Year: 2005-2006**

<b>No.</b>	<b>Activities</b>	<b>Level</b>	<b>Date</b>	<b>Stu.</b>	<b>Prize</b>
1	Uva Asmita Samaroh	University	10/8/2005 to 11/8/2005	8	NA
2	Group Dance Compet.	University	10/8/2005	6	3 <sup>rd</sup> Prize
3	Elocution	University	11/8/2005	1	1 <sup>st</sup> Prize
4	National Integra. Camp	National (G'bad)	20/1/2006 to 28/2/2006	3	NA
5	Mehadi Competition	National (G'bad)	"	1	1 <sup>st</sup> Prize
6	Rangoli Competition	National (G'bad)	"	3	1 <sup>st</sup> Prize
7	Cooking Competition	National (G'bad)	"	1	--
8	Singing Songs Program	College	27/9/2006		--
9	Speeches Program	College	27/9/2006		--
10	Sports Day Celeb.	University	9/12/2006	25	--

**CRITERION VI**  
**Organization and Management**

## **Criterion VI: Organization and Management**

### **6.1 Leadership, Goal Orientation and Decision Making**

**1. What are the leadership functions of the Head of the Institution?**

The following are the leadership function of the head of the Institution:

- To look after teaching learning process.
- To look after evaluation process.
- To look after the administrative work.
- To follow the instructions of the management.
- To supervise the activities done by various committees.

**2. Does the institution have a mission statement and goals reflecting quality?**

Yes, the mission statement and goals reflect in the following quality activities:

- Completion of the syllabus of every subject properly and in time.
- Regular terminal and preliminary examinations.
- Various cultural, curricular and extra-curricular activities.
- NSS activities.

**3. What measures has the institution taken to translate quality to its various administrative and academic units?**

The institution has taken some measures to translate quality to its various administrative and academic units by forming various committees. The principal of the college is the chair person of all the committees and he looks after all the activities. Besides this, the following measures have been taken to translate quality to its various administrative and academic units:

- Administrative work is being computerised.

- Library work is going to be fully computerised.
- Feedbacks for all the faculty members are invited from students.
- Establishment of Internal Quality Assurance Cell.
- Introduction of Faculty Profile and Self Appraisal Report.
- 'Best Teacher-Arts' and 'Best Teacher-Commerce' awards to promote the members faculty.

**4. Is the faculty involved in decision-making process? If yes, how?**

Yes, the faculty members are involved in decision-making process to some extent. The ultimate decision is of the principal of the college.

**6.2 Organization Structure, Powers and Functions of the Functionaries**

**1. Give the organizational structure and the details of various statutory bodies.**

*The Organizational Structure:*

Shri Jagabhai P. Khunt, the president of the trust.

Shri Babubahi G. Pipaliya, the vice-president of the trust.

Shri Govindbhai P. Khunt, the secretary of the trust.

Shri Nathabhai J. Malani, the co-secretary of the trust.

Shri Tejabhai M. Akabari, the treasurer of the trust.

Apart from the above mentioned dignitaries, other ten gentlemen give their services as trustees.

*The Steering Committee:*

I/c principal Dr. S. B. Asodariya, the chairman.

Prof. M. L. Baldha, the vice chairman.

Prof. Dhimant Kariya, co-ordinator.

Head Clerk Shri M. L. Rank, member.

*The Steering Committee works as a link between the management and the staff members.*

- 2. Give details of the meetings held, and the decisions made, regarding finance, infrastructure, faculty, academic research, extension and linkages and examinations during the last year.**

Ours is a local management. Majority of the trustees live within a km. from the institution. The most active person in the management Shri Govindbhai Khunt's residence is in the street just opposite to the institution. Every day he comes to the trust office, stays there for a couple of hours and looks after the work. All the trustees are like a family and therefore hardly formal meetings are called. Most of the decisions are taken collectively and implemented at earliest. No record is kept for such matters.

- 3. How frequently are the meetings of the different statutory bodies held?**

Whenever there is a need, the meeting is held.

- 4. How many of the management council resolutions are implemented?**

No formal council is there. At the same time, most of the resolutions are implemented.

- 5. How is the administration decentralized? Illustrate the organization chart.**

Various committees are formed to decentralise the administration. The following is the list of the committees working on various aspects at present:

Steering Committee.

Internal Quality Assurance Committee.

Library Advisory Committee.

Grievances Redress Cell

Committee for Prayer & Discipline.

Committee to arrange for Wall-magazine & Notice-board.

Committee to promote Arts & Literature.

Committee to promote Music, Singing and Dance.  
Committee to plan Educational Tour & Visits.  
Committee to prepare Time-table & Annual Calendar.  
Committee for Educational & Professional Guidance.  
Committee for Disadvantaged Students.  
Committee to look after Alumni Association.  
Committee to arrange Functions.  
Committee for Sports, Games & Yoga.

Most of the committees consist of a couple of faculty members and four to six student representatives.

The principal of the college is the chair person of all the committees and the ultimate decision is his/hers.

**6. Does the institution have an effective internal coordination monitoring mechanism? If yes, specify.**

Yes, there is Steering Committee that coordinates different activities.

**7. How many times does the management meet the staff in an academic year?**

The management meets the staff twice a year at random.

**8. What are the major issues discussed in the last meeting?**

The Steering Committee has been formed recently as a part of the process of the accreditation of the college by NAAC. The management approved the proposal to join in the process of the evaluation of the college by NAAC in an informal meeting with the principal of the college in the month of September. In the succeeding informal meetings of the Steering Committee with the management, some decisions regarding this process were taken.



## **6.3 Perspective Planning**

- 1. Does the institution have a perspective plan for institutional development? How the various constituencies are involved in the process of planning?**

Smt. A. P. Patel Educational and Charitable Trust looks after three institutions – Shri Amrutben Popatbhai Patel Kanya Chhatralay (girls' hostel), Shri M. G. and S. G. Bardanwala Kanya Vidyalay (girls' high-school) and Smt. R. R. Patel Mahila Arts and Commerce College (women's college) running in the same premises. There is a common building for the high school and the college. The trust needs and wishes to expand the building and other facilities. For that purpose, the trust has made some efforts to get @ 8357 sq.mtr. land from the Rajkot Municipal Corporation. The said piece of land is reserved only for the academic purpose. If the proposal is granted, there will not be delay in the process of the expansion of the institution.

- 2. Does the institution follow an academic calendar? How effectively is it prepared?**

The institution has started to prepare the academic calendar in the year 2006-2007. It sincerely tries to follow the calendar.

- 3. Specify the number of plan proposals (a.) initiated (b.) implemented during the last five years.**

During the last five years, a number of plan proposals have been put forward before the trust and many of them have been implemented. But because of the informal organisation structure, no record is available. Please note that most of the plans are initiated and implemented by the management and there is a little role of the outsiders.

## **6.4 Manpower Planning and Recruitment**

### **1. How is the staff recruited? Illustrate the process.**

The staff is recruited according to the workload and as per the norms of the Saurashtra University, the state government and the guidelines given by the UGC. The process has been furnished below:

- 1) The NOC for the vacancy is obtained from the state govt.
- 2) Advertisement for the vacancy.
- 3) To take consent of Selection Committee Members for their presence in interview. (The committee consists of the principal of the college, a representative of the management, a VC nominee, a State government nominee, two subject experts.)
- 4) Interview Process.
- 5) Declaration of the result on the spot.
- 6) To take Education and Administrative consent from the Uni. And the DE office of the state respectively.
- 7) To send the letter of appointment.
- 8) To receive Acceptance letter and Presence Report.

### **2. How is the need for staff recruitment assessed?**

The need for staff recruitment is assessed as per the strength of the students and the rules and regulations of the university, the state government and the UGC.

According to the guidelines given by the UGC, the institution can demand for another division if the number of students in a particular class is above 80. But as per the rules and regulations of the Saurashtra University, we can have another division over 130 students.

The posts of part-time faculty members are assessed according to the work-load. Three lectures of 55 minutes are there for each subject.

**3. What percentage of faculty who are qualified from other institutions and other states are recruited?**

The percentage of faculty who are qualified from other institutions (here, 'institution' means 'college') and recruited is 100%

The percentage of faculty who are qualified from other institutions (universities) and recruited is 31.25%

The percentage of faculty who are qualified from other states and recruited is 6.25%

**4. What is the ratio of teachers to non-teaching staff?**

The ratio of teachers to non-teaching staff is 8:3

**6.5 Performance appraisal**

**1. Does the college have a 'self-appraisal method' to evaluate the performance of the faculty in teaching, research and extension programmes? How far has it motivated the teachers?**

Yes, the college has a 'self appraisal method' to evaluate the performance of the faculty in teaching, research and extension programmes. The Self Appraisal Report has been prepared along with the faculty profile.

The principal of the college observes the contribution of the faculty members in various fields; he/she discusses about it with the faculty members and gives some appropriate suggestions and permission for any activity if asked by any faculty member.

**2. Does the institution appraise the performance of the teaching staff? If yes, specify.**

Yes, sometimes the trust appraises the performance of the teaching staff by awarding some gifts or prizes.

From the academic year 2006-2007, 'Best Teacher Award' is to be given to the best teacher from both the courses. Best teacher is decided by students through feedbacks.

- 3. Does the institution appraise the performance of the non-teaching staff? If yes, specify.**

Yes, sometimes the trust appraises the performance of the non-teaching staff also by awarding some gifts or prizes.

- 4. Has there been any study conducted during the last five years by the institution or by any other external agency on the functioning of any aspect of academic and administrative management? If yes, give the details and enclose a copy of the report.**

No any study has been conducted during the last five years by the institution or by any other external agency on the functioning of any aspect of academic and administrative management so far.

## **6.6 Staff Development Programmes**

- 1. Has the institution conducted any programme for skill up-gradation and training of the non-teaching staff, based on the performance appraisal? Give details**

No, the institution has no conducted any programme for skill up-gradation and training of the non-teaching staff, based on the performance appraisal.

- 2. Does the institution conduct staff development programme for the teaching staff & non-teaching staff? Illustrate.**

No, the institution doesn't conduct staff development programme for the teaching staff and non-teaching staff.

- 3. How are the faculty encouraged to use computers, internet, audio-visual aids, computer-aided packages etc.?**

The faculty members are free to use computers and Internet facilities available in the library. They are also free to use other audio-visual aids like OHP and tape recorder for educational purpose.

## 6.7 Resource Mobilization

### 1. What are the current tuition and other fees?

The fees structure for the current year (2006-07) is as under:

#### Arts:

<b>1<sup>st</sup> Term</b>	<b>Entrance Fees</b>	<b>Tuition Fees</b>	<b>Library Fees</b>	<b>Enrolment Fees</b>	<b>Uni. Dev. Fund</b>	<b>Sports &amp; Games</b>	<b>Students Activities Fees</b>	<b>TOTAL</b>
F.Y.B.A.	30	---	05	55	100	10	95	<b>295</b>
S.Y.B.A.	30	---	05	---	---	10	85	<b>130</b>
T.Y.B.A.	30	---	05	---	---	10	85	<b>130</b>
<b>2<sup>nd</sup> Term</b>								
F.Y.B.A.	---	---	05	---	---	---	85	<b>90</b>
S.Y.B.A.	---	---	05	---	---	---	85	<b>90</b>
T.Y.B.A.	---	---	05	---	---	---	85	<b>90</b>

**Commerce:**

<b>1<sup>st</sup> Term</b>	<b>Entrance Fees</b>	<b>Tuition Fees</b>	<b>Library Fees</b>	<b>Enrolment Fees</b>	<b>Uni. Dev. Fund</b>	<b>Sports &amp; Games</b>	<b>Students Activities Fees</b>	<b>TOTAL</b>
F.Y.B.Com.	30	---	05	55	100	10	95	<b>295</b>
S.Y.B.Com.	30	---	05	---	---	10	85	<b>130</b>
T.Y.B.Com.	30	---	05	---	---	10	85	<b>130</b>
<b>2<sup>nd</sup> Term</b>								
F.Y.B.Com.	---	---	05	---	---	---	85	<b>90</b>
S.Y.B.Com.	---	---	05	---	---	---	85	<b>90</b>
T.Y.B.Com.	---	---	05	---	---	---	85	<b>90</b>

<b>Standard</b>	<b>1<sup>st</sup> Term Fees</b>	<b>2<sup>nd</sup> Terms Fees</b>	<b>Total Fees</b>
<b>F.Y.B.A.</b>	295	90	<b>385</b>
<b>S.Y.B.A.</b>	130	90	<b>220</b>
<b>T.Y.B.A.</b>	130	90	<b>220</b>
<b>F.Y.B.Com.</b>	295	90	<b>385</b>
<b>S.Y.B.Com.</b>	130	90	<b>220</b>
<b>T.Y.B.Com.</b>	130	90	<b>220</b>

**2. How often is the fee revised?**

The fees have not been revised anytime by the college. But from the academic year 2000-01, the university has added Development Fund only for the first year students.

**3. What is the quantum of resources mobilized through donations. (other than block grants) ? Give details.**

We don't receive any donation.

## **6.8 Finance Management**

- 1. Provide Income / Expenditure statement of the last financial year.**

The copy of the statement is enclosed.

- 2. Is the operating budget of the institution adequate to cover the day-to-day expenses? If not, how is it managed?**

Yes, the operating budget of the institution is adequate to cover the day-to-day expenses.

- 3. Is the maintenance budget of the institution adequate with reference to its infrastructure and learning resources?**

Yes, the maintenance budget of the institution is adequate with the reference to its infrastructure and learning resources.

- 4. Does the institution have a mechanism for internal and external audit?**

Yes, the institution has an external audit mechanism. Every year accounts are audited by a firm of CA.

- 5. Have the accounts been audited regularly?**

Yes, the accounts have been audited regularly.

- 6. What are major audit objections? How are they complied with? Give details.**

According to the office resources, there is no any audit objection.

# **CRITERION VII**

## **Healthy Practices**



## **Criterion VII : Healthy Practices**

### **7.1 Total Quality Management**

**1. How does the institution gear itself to achieve the specific goals and objectives?**

The institution gears itself to achieve the specific goals and objectives by taking the following steps:

- At the beginning of new academic year, imparting 'Quality Education' is the only goal. We see that all the teachers are well versed and updated with teaching resources.
- We seek out talented students and harness their talents in NSS / Cultural Activities and Sports.
- Students are motivated in extension activities.
- Students are made aware of the 'Evaluation Methodology' of our college to improve and enhance quality education and other support services.

Thus, step by step, we move ahead, keeping students together, to gear our institute to achieve its specific goals and objectives.

**2. Has the institution adopted any mechanism/ process for internal quality checks? Give details?**

Yes, the institute has formed Internal Quality Assurance Cell and '*Feedback Mechanism*' for internal quality checks. We take feedbacks from Students twice a year. These feedbacks are analyzed and a brief report is prepared. The authorised body takes the 'Findings and Suggestions' of the report seriously. Necessary steps are implemented from next academic term.

**3. How does the institution ensure the quality of its academic programmes?**

Quality is such a thing that it is never permanent. It is transit. It needs to be revised at regular intervals of time. We have adopted

the process of 'Evaluation' by the stakeholders to ensure the quality of academic programmes. The following evaluations help us ensure quality of academic programmes:

- SET – Students' Evaluation of Teacher
- Evaluation of Course / Programme / Syllabus (it is going to be started from the next academic year- 2007-08).
- Self Appraisal of Faculty members

#### **4. How does the institution ensure the quality of its administration?**

The quality of the administration will be improved by the computerisation. At present, the administrative work is computerised partially.

## **7.2 Innovations**

### **1. What are the innovative courses planned during the last five years? How do you promote innovations in the curriculum?**

As our institute is affiliated with Saurashtra University, we have not implemented any new course during last five years. As per the rules of affiliation, we are supposed to teach the course planned by the University. The following are the steps the institution intends to promote innovations in the curriculum from the next year:

- The faculty members will be encouraged to use audio-visual aids for teaching.
- 'Best Teacher Award' will be given to the best teacher of both the courses on the base of the feedbacks provided by the students.

**2. Describe the strategies evolved in promoting innovations in teaching, learning and evaluation.**

There is no particular strategy to promote innovations in teaching, learning and evaluation. Sincere and honest faculty member hardly needs any order, instruction or invitation.

**3. Elucidate some of the innovations in research and extension initiatives taken by the institution to give a significant thrust to research and development in the programmes.**

No innovation in research and extension initiatives is taken by the institution so far.

**4. What strategies have been adopted in governance?**

The following strategies have been adopted in the college governance:

- The head of the institution will look after all the activities of the institution.
- The Head Clerk will look after the office work.
- Various committees are formed for various activities. All the faculty members are given responsibilities for the activities of their committees.
- Internal Quality Assurance Cell will try for 'quality' in any activity of the institution.

In most of the committees, students are given representation. It will prove beneficial for both- the students and the institution.

### **7.3 Value Based Education**

**1. What are the practices of the institution to impart value based education?**

To impart value based education, the institution arranges lectures on 'Importance of Value Education' etc. Elocution/essay competition on National Integration etc, are arranged. Environment Subject is taught in F.Y.B.A/B.Com classes which also give value education.

**2. What are the exclusive courses on value education? Or is it integrated into the existing courses appropriately?**

We don't have exclusive courses on value education. But value education is integrated in the curriculum as well as in the extension activities carried on by NSS unit. Even in Sports and cultural participation, emphasize is always on the value education.

In the existing courses, we have units/modules on:

- Ethics in Business
- Value based Total Quality Management
- Labour Welfare Laws
- Ethics and Economic Development

### **7.4 Social Responsibilities and Citizenship Roles**

**1. How does the institution promote social responsibilities and citizenship roles among the students?**

The institution promotes social responsibilities and citizenship roles among the students in various possible ways. The following are some of the examples:

- Our student pays a one day visit to 'Dikranu Ghar', a home for the aged and abandoned parents where they share

their feelings with the parent-like people and try to console them.

- Our students pay a one day visit to 'Mother Teresa Ashram' a home for the deadly diseased, the mentally retarded, the disabled, the HIV affected and the orphan children. They go there with some food and gifts and try to make them happy.
- Some of our students reach the place whenever the manpower is needed. At the time of the earth-quack, they went to the 'Ram-Krishna Ashram' to prepare food-packets and all sorts of the things. Some of the students went to the Civil Hospital to participate in the project of the MSW Deptt. of the uni. to clean up the hospital.
- The NSS volunteers and other students also are always ready to donate the blood.
- The NSS volunteers provide their services in 'Special Olympics', competitions for mentally retarded children, organised by the government of Gujarat.
- Our students willingly participate in any ceremony of the national day by the university.
- Various routine NSS activities, one day camp activities, annual camp activities are there for building and performing social responsibilities and citizenship.

## **2. What are the institutional efforts to bring in 'Community Orientation' in its activities?**

A number of works have been done in this aspect. Our NSS unit works for it. The following are the activities that show the efforts of the institution to bring 'Community Orientation'.

- Tree plantation.
- Blood Donation Camp.
- General Medical Check-up Camp.
- Ayurved Nidan Camp.

Various Programmes like Street Play, Lectures etc. on AIDS.

**3. Does the institution have any exclusive programme under extra-mural / enrichment wing, to promote social responsibilities and citizenship roles?**

No, our institute does not have any exclusive programme under extra-mural/ enrichment wing.

## **7.5 Overall Development**

**1. How does the institution involve all its stakeholders in planning, implementing and evaluating the academic programmes?**

Our institute believes that management, faculty, administrative staff, students, parents and society are all stakeholders in quality education. They all have equal rights and responsibilities in planning, implementing and evaluating the academic programmes. We have governing bodies which include management to plan new strategies and innovations in imparting quality education. The administrative and teaching staffs are always on war-footings to implement the planned innovation and strategies. The Alumni Association, and present Students give their feedback and valuable suggestions, which are welcomed with open mind by management and faculty. The feedback mechanism is very effectively utilized in this involvement of all stakeholders.

**2. What strategies are adopted for the effective management of human, financial, and other learning resources for the overall development of the students?**

Following strategies are adopted for the effective management of human, financial and other learning resources for the overall development of the students:

- Motivating people to *work not only hard but also smartly*
- Keep the best people and leave the rest to his responsibilities

- Rewards and recognition for developing innovative learning resources
- Not shifting focus from 'Teacher-centered' to 'Learner-Centered' but adopting a *golden mean* between 'TC & LC'. By that way, managing both the teacher talent and overall development of students.
- Decentralization of faculty into various committees.

**3. How does the institution ensure overall development of the students considering the curricular and co-curricular activities, research-development, community orientation, and the personal and spiritual development of the students?**

The institute ensures overall development of the students by creating conducive environment and motivating them to participate in curricular and co-curricular activities, research-development, community orientation, and the personal and spiritual development programmes.

Various Units of our college work out their annual programmes in such a way that they fulfil the need of overall development of the students. Say for instance,

- The NSS unit work out yearly programmes of community orientation
- Physical Education Department prepares physical fitness programme for students.
- Value based education lectures are arranged.
- Various classroom assignments and projects help students in developing 'presentation skills'.

<b>7.6 Institutional Ambience and Initiatives</b>
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**1. What measures have been taken by the institution to create the institutional ambience for teaching and learning?**

Following measures have been taken by the institute to create the institutional ambience for teaching and learning:

- Motivating teachers and students to think in an innovative way to enhance quality in teaching-learning process
- Purchased equipments like projector, OHP, Computer, etc for teaching and learning.
- Purchased library management software for easy mechanism of books.
- Purchased other soft wares for clerical woks.

**2. Has the institution made any initiative to have a technologically advanced infrastructure to make 'learning' an effective process?**

No, Not yet

**3. Has the institution done a gender audit and / or any gender related sensitizing courses for the staff/students?**

Yes, the institution has arranged lectures on 'Legal Literacy', 'Women's Rights'.

**4. Are there any other measures taken by the institution to make it a learner friendly system?**

The major measure taken is change in the attitude. We have shifted our attitude or 'I' attitude to 'You' attitude. We have started believing that 'We cannot spell SUCCESS without U'. This 'U' stands for students. We have transformed all our services to 'learner – centred'. Students are being actively involved in all the activities of college. Students have become the centre of all our thinking-teaching-learning process. Students' voice is given respectable importance in planning, implementing and executing all innovations for quality education. Now students are not only the major part but pivot of college activities.



**C.**  
**FACULTY PROFILE & SELF**  
**APPRAISAL 2006-07**

**SMT. R. R. PATEL MAHILA ARTS & COM. COLLEGE, ASTRON SOCIETY,**  
**RAJKOT.**

**NAME -- DR. SANJAY BABUBHAI ASODARIYA**

**I/C. PRINCIPAL, LECTURER IN HINDI**

**RESIDENT -- A-66 , AALAP HERITAGE ,**

**SATYA SAI HEART HOSPITAL ROAD,**

**ADDESS KALAWAD ROAD AREA – RAJKOT-360005**

**PHONE -- RESI – (0281) 2332231**

**OFFICE –(0281) 2571487**

**DATE OF BIRTH**

**BLOOD GROUP**

19-11-1966

AB+

**EDUCATIONAL QUALIFICATION --**

<b>NO</b>	<b>NAME OF DEGREE</b>	<b>YEARS OF PASSING</b>	<b>UNIVERSITY</b>	<b>SUBJECT</b>	<b>CLASS</b>
1	B.A.	MAY-1989	SAURASHTRA UNIVERSITY- RAJKOT	HINDI	SECOND
2	M.A.	MAY-1991	GUJRAT VIDYAPITH- A'BAD	HINDI	FIRST
3	B.ED.	APRIL-1992	GUJRAT VIDYAPITH- A'BAD	HINDI	FIRST
4	M.PHIL.	SEPT.-1993	GUJRAT VIDYAPITH- A'BAD	HINDI	FIRST
5	PH.D.	SEPT.-2001	SAURASHTRA UNIVERSITY- RAJKOT	HINDI	---

**RECOGNITION NO -- (UNI) – 3/293/94 DT. 22-2-1994**

**(GANDHI ) 3/FT/NOC/19/94 DT. 6/1/1994**

**P.G.RECO NO -- PG /A /234 /1786 / 1998 DT.-05-11-1998**

**P.G. TEACHER EXPERIENCE** - DT.- 01-08-2001 ON WORD CONTINUE,  
 DEPARTMENT OF HINDI,  
 SAURASHTRA UNIVERSITY, RAJKOT.  
 \* RESEARCH GUIDE FOR M.A. AND M. PHIL. STUDENTS.

**PARTICIPATION IN FACULTY DEVELOPMENT PROGRAMMES –**

NO	PROGRAMME	DATE	VENUE
1	ORIENTATION COURSE	28-2-95 TO 25-3-95	SAU.UNI. - RAJKOT
2	REFRESHER COURSE	17-8-98 TO 5-9-98	SAU. UNI. -RAJKOT
3	REFRESHER COURSE	11-2-02 TO 3-3-02	SAU. UNI. –RAJKOT
4	REFRESHER COURSE	24-5-04 TO 12-6-04	HIMACHAL UNI.SIMALA
5	TRAINING FOR VALUE EDU.	30-8-04 TO 3-9-04	ANAND NIKETAN TRUST, (UNDER AKVE PROJECT), RAJKOT.

**PARTICIPATION IN SEMINARS, CONFERENCES & WORKSHOPS –**

**SEMINARS –**

- (1) AADHUNIK BHARTIYA SAHITYA AUR MAHATMA GANDHI (NATIONAL LEVEL)  
 ORG. BY.-MAHATMA GANDHI ANTAR RASHTRIYA HINDI VISHVIDYALAYA-VARDHA (MAHARASHTRA) AUR SAURASHTRA UNIVERSITY –RAJKOT.  
 PAPER PRESENTED –“HINDI SAHITYA PAR GANDHI KA PARBHAV.”  
 DT.- NOVEMBER 27 /28, 2005
- (2) RASHTRABHASHA HINDI KSHETRA ME GUJARAT KA PRADEY. ( NATIONAL LEVEL)  
 ORG.BY- HINDI SAHITYA ACADAMI –GANDINAGAR AUR SAU. UNI.- RAJKOT  
 PAPER PRESENTED –“ GUJARAT KI MAHILA ANUVADIKAO KA HINDI ME YOGDAN.” DATE : MARCH 24/ 25, 2006.

(3) MEERA KI BHAKTI BHAVNA AUR SAHITYA SADHNA.(NATIONAL LEVEL)  
ORG.BY- HINDI SAHITYA ACADAMI –GANDINAGAR AUR KHIJDA MANDIR  
– JAMNAGAR  
PAPER PRESENTED –“MEERA KI VIRAH VEDNA.”  
DATE : MARCH 30 /31 ,2006.

**CONFERENCES –**

(4) PATHYAKRAM SANGOSHTHI (STATE LEAVE)  
ORG.BY.- GUJARAT HINDI PRADHYAPAK PARISHAD AUR SAU. UNI. –  
RAJKOT.  
PAPER PRESENTED –“NIBANDH SAHITYA”.  
DATE : MARCH 15 /16 ,1997.

(5) PATHYAKRAM SANGOSHTHI (STATE LEAVE)  
ORG.BY.- GUJARAT HINDI PRADHYAPAK PARISHAD AUR SAU. UNI. –  
RAJKOT.  
PAPER PRESENTED –“PRAYOJANMULAK HINDI : ADHYAPAN KI  
SAMASYA.”  
DATE : FEBUARY 26/27 , 2005.

(6) ROLE OF HIGHER EDUCATION IN DEVELOPMENT OF WORLD VIEW AND  
VALUES AMONG YOUTH”.  
ORG. BY. –SAURASHTRA UNIVERSITY – RAJKOT (NATIONAL LEVEL)  
DATE : JANUARY 6 /7 /8 / ,2006.

(7) PATHYAKRAM SANGOSHTHI (STATE LEAVE)  
ORG.BY.- GUJARAT HINDI PRADHYAPAK PARISHAD AUR CHOKSI  
COLLEGE –VERAVAL(SOMANATH)  
PAPER PRESENTED –“GODAN”  
DATE : FEBUARY 11/12 , 2006.

---

**WORKSHOPS –**

(8) PATHYAKRAM PARIVARTAN SAMBANDHI KRUTILAKSHI KARYASHALA  
(STATE LEAVE).  
ORG. BY. – HINDI BHAVAN SAURASHTRA UNIVERSITY –RAJKOT.  
DATE : JANUARY 1 /2 /3/ ,1999.

- (9) NAVLEKHAK KARYA SHIBIR (STATE LEVEL)  
ORG.BY- HINDI SAHITYA ACADAMI –GANDINAGAR AUR SAU. UNI.-  
RAJKOT  
DATE : FEBRUARU 5/6/7 , 2000.
- (10) PATHYA KRUTI KARYASHALA (STATE LEVEL).  
ORG. BY – HINDI BHAVAN SAURASHTRA UNIVERSITY – RAJKOT.  
PAPER PRESENTED –“NACHYO BAHUT GOPAL”.  
DATE : FEBRUARU 9/ 10 / , 2002.
- (11) NAVPATHYAKRAM PUNRVICHARNA AUR TATSAMBANDHIT ADHYAPAN  
PRAVIDHI KARYASHIBIR.  
ORG. BY – HINDI BHAVAN SAURASHTRA UNIVERSITY – RAJKOT.  
DATE : FEBRUARY 15, 2004.
- 

**PUBLICATION –**

- (1) MANNU BHANDARI AUR VARSHA ADALJA KI KAHANIO ME SAMAJ  
NIRUPAN  
PUBLISHERS : DARPAN PARKASHAN –NADIYAD. (2006)
- (2) DRASHYA SHRAVYA MADHYAM.  
PUBLICATION DEPARTMENT , SAURASHTRA UNIVERSITY –RAJKOT.
- (3)PRAYOJANMULAK HINDI.  
PUBLICATION DEPARTMENT , SAURASHTRA UNIVERSITY –RAJKOT.
- (4) ANTIM DASHAK KI KAVITA  
RACHNAKARM (TRIMASIK) JULY, 2004 –AANAND.
- (5) JANSANCHAR MADHYAM AUR HINDI.  
RACHNAKARM (TRIMASIK) APRIL ,2005-AANAND.
- (6)AAJ KE PARIPEKSHAY ME NAI PIDHI KI KAHANIYA  
GURJAR RASHATRVINA (MASIK) APRIL, 2005. (AHMEDABAD)
- (7) LILADHAR JAGUDI KI KAVITA ME VYANG.  
TAPTILOK (PAKSHIK) NOVEMBER ,2005 –SURAT.
- (8) MIRA: VIRHANUBHUTI KI VASTVIK ABHIVYAKTI.  
SHODHARNAV (TRIMASIK) OCTOBER ,2006 – URAE (U.P.)

**RESEARCH --**

(1) M.PHIL. (DESSERTATION)

“RAJENDAR YADAV KI KAHANIO KA TATVIK ADHYAYAN”

(2) PH.D. (THESIS)

“MANNU BHANDARI AUR VARSHA ADALJA KI KAHANIO ME  
SAMAJ NIRUPAN”

**MEMBER OF PROFESSIONAL BODIES :**

MEMBER: BOARD OF STUDIES IN HINDI , SAURASHTRA UNIVERSITY –  
RAJKOT.

**TEACHING METHODS/DEVICES APPLIED IN CLASS-ROOMS**

UNIT TEST.

REVISION WITH UPDATED INFORMATION.

GROUP DISCUSSION.

TEACHING OF BASICS NOT INCLUDED IN SYLLABUS.

ENCOURAGING QUESTIONS.

**MR. SUVAGIYA KARSHAN JKERAMBHAI**  
**LECTURER IN HINDI**

**RESIDENTIAL ADDRESS AND CONTACT NUMBERS**

'EITI', 3-JYOTI NAGAR, IOC COLONY ROAD, KALAWAD ROAD, RAJKOT.  
PHONE: RESI. 0281 – 2561086

**DATE OF BIRTH**

**BLOOD GROUP**

11-11-1965

B+

**EDUCATIONAL QUALIFICATION**

NO.	NAME OF DEGREE	YEAR OF PASSING	UNIVERSITY	SUBJECT OFFERED	CLASS
1	B.A.	1989	SAURASHTRA UNIVERSITY	HINDI	SECOND
2.	M.A.	1991	GUJARAT VIDYAPITH, AHMEDABAD	HINDI	FIRST

**OTHER QUALIFICATION**

P.G. DIPLOMA IN TRANSLATION – 'ANUVAD VISHARAD' – HINDI BHAVAN,  
GUJARAT VIDYAPITH, AMDAVAD

**JOINING DATE**

15-12-94

**P.G. TEACHING RECOGNITION NUMBER**

**YEAR**

3669

2000

<b>TEACHING EXPERIENCE</b>			
NO.	LEVEL	COLLEGE/ UNI.	YEAR
1	U.G. LEVEL	SMT. R.R. PATEL COLLEGE, RAJKOT	1995 TO CONT..
2.	P.G.LEVEL	DEPT. OF HINDI, SAU. UNI. RAJ.	2002-03
3.	P.G.LEVEL	SMT. K.S.N. KANSAGARA COLLEG, RAJKOT	2003-04
4.	P.G.LEVEL	DEPT. OF HINDI SAU. UNI, RJT	2006-07

<b>PARTICIPATION IN FACULTY SEMINAR, WORKSHOP, CONFERENCE</b>
<p><b>1. WORKSHOP</b></p> <p>(A) 'PERSONALITY DEVELOPMENT', FROM 7-1-91 TO 11-1-91, AT AMDAVAD, BY ELLISBRIDGE JUNIOR CHAMBER A'BAD.</p> <p>(B) 'A ROLL OF PRINT-MEDIA IN PEOPLE AVERENESS FOR TOTAL LITURECY MOVEMENT' FROM 12-9 TO 14-9-92. BY CONTINUE EDUCATION CENTRE, SAURASHTRA UNIVERSITY, RAJKOT</p> <p>(C) 'HINDI BHASHA – SHIKSHAN AUR ANUVAD', FROM 24-3- TO 25-3-96</p> <p>(D) 'KRITILAKSHI KARYASHALA' FROM 1-2-3 JANUARY 1999. BY HINDI BHAVAN, SAU. UNI. RJT.</p> <p>(E) PATHYAKRITI KARYASHALA FROM 9-2 TO 10-2-2002, PAPER READING ON – 'RASHMIRATHI' (KHANDKAVYA) – BY HINDI BHAVAN, SAURASHTRA UNI. RAJKOT</p> <p><b>2. SEMINAR</b></p> <p>(A) 'HINDI BHASHA – SAHITYA KE ADHYAPAN KI SAMASYAYEN', FROM 28-29 MARCH – 1998, AT SHARDAGRAM COLLEGE, MANGROL.</p> <p><b>3. SEMINAR (NATIONAL LEVEL)</b></p> <p>(A) 'KABIR SANGOSHTHI' FROM 11-12 MARCH 2000, JAMNAGAR</p>



**PARTICIPATION IN DEVELOPMENT PROGRAM**

1. ORIENTATION PROGRAMME, 28-2-95 – 25-3-95, ASC. SAURASHTRA UNI. RAJ.,
2. REFRESHER COURSE, 28-2-2000 TO 19-3-2000, ASC. SAURASHTRA UNI. RAJ.,
3. REFRESHER COURSE, 11-2-02 TO 3-3-02, ASC. SAURASHTRA UNI. RAJ.,
4. REFRESHER COURSE, 24-5-04 TO 12-6-04, ASC. H. P. UNI. SHIMLA, 'A' GRADE

**MEMBER OF PROFESSIONAL & LOCAL BODIES**

LIBRARY ADVISORY COMMITTEE, CHAIRMAN  
ART AND LITERATURE COMMITTEE, VICE CHAIRMAN

**THEACHING METHODS/DEVICES APPLIED IN CLASS-ROOMS**

- LECTURER
- DISTRIBUTING NOTES
- CLASS ROOM SEMINAR
- MAKING OF QUESTION BANK
- USING OF CHARTS AND GRAPH
- DICTATION
- MAKING OF CHARTS BY STUDENTS

**DR. DIPTI BABUBHAI PARMAR**

**LECTURER IN HINDI**

**RESIDENTIAL ADDRESS AND CONTACT NUMBERS**

'PRAMUKH DRISHTY', 3/5 GULAB VATIKA,  
AMIN MARG – KALAWAD ROAD, RAJKOT-5  
CELL: 94269 64965

<b>DATE OF BIRTH</b>	<b>FIELD OF INTEREST</b>	<b>BLOOD GROUP</b>
21-05-1971	READING, WRITING, SOCIAL WORKS, ETC.	B

**EDUCATIONAL QUALIFICATION**

<b>NO.</b>	<b>NAME OF DEGREE</b>	<b>YEAR OF PASSING</b>	<b>UNIVERSITY</b>	<b>SUBJECT OFFERED</b>	<b>CLASS</b>
1.	B.A.	1993	SAU. UNI	HINDI	FIRST
2.	M.A.	1995	SAU. UNI	HINDI	SECOND
3.	PH.D.	MAY, 2005	SAU. UNI	HINDI	

**PH.D. TOPIC FOR RESEARCH**

NAYI KAHANI KE PRIPREKSHY ME MOHAN RAKESH KI KAHANIYO ME YUG-CHETNA.

**JOB EXPERIENCE**

LECTURER IN HINDI R.R.PATEL MAHILA ARTS AND COMMERCE COLLEGE,  
RAJKOT FROM JULY 1ST 1987 TILL THE DATE

**P.G. TRAINING RECOGNITION NO.** 159/2003 [HINDI]

- VISITING LECTURER IN HINDI DEPT. SAU. UNI. RAJKOT FROM JULY  
2003 TILL THE DATE

- RESEARCH GUIDE IN M.A. AND M.PHIL.

## **PARTICIPATION IN FACULTY DEVELOPMENT PROGRAMMES**

### **ORIENTATION COURSE :**

DT. 20-4-98 TO 16-5-98. IN SAU. UNI. ACADEMIC STAFF COLLEGE,  
RAJKOT

### **REFRESHER COURSE (1) :**

DT. 11-2-02 TO 03-03-02. IN SAU. UNI. ACADEMIC STAFF COLLEGE,  
RAJKOT

### **REFRESHER COURSE (2) :**

DT. 17-01-05 TO 06-02-05. IN SAU. UNI. C. R. GARDI ACADEMIC STAFF  
COLLEGE, RAJKOT

### **TRAINING FOR VALUE EDUCATION:**

ORG. BY ANAND NIKETAN TRUST UNDER AKVK PROJECT, DT. 30-8-  
2004 TO 3-9-04.

## **PARTICIPATION IN SEMINARS, WORKSHOPS, CONFERENCES**

### **WORKSHOP**

- 1) PATHYA KRITI KARYASHALA, 9 AND 10 FEB. 2002  
HINDI BHAVAN, SAU. UNI. RAJKOT (STATE LEVEL)
- 2) PATHYAKRAM PARIVARTAN KARYASHALA 1,2,3 JUNE 1999  
HINDI BHAVAN SAU. UNI. RAJKOT (STATE LEVEL)

### **SEMINAR**

- 1) SHRI C.P.CHOKSI ARTS AND SHRI P.L.CHOKSI COMMERCE COLLEGE  
VERAVAL, "GUJARAT HINDI PRADHYAPAK PARISHAD KA 16TH VA  
ADHIVESHAN.  
DATE : 11,12 FEB. 2003 (STATE LEVEL)  
TITLE OF PAPER :  
"BOOND AUR SAMUNDAR EK ALOCHNATMAK ADHYAYAN"
- 2) LATE MINABEN KUNDALIYA ARTS AND COMMERCE COLLEGE,  
RAJKOT, ADHUNIK HINDI GADHYA  
DATE : 28TH DEC. 2006 (STATE LEVEL)  
TITLE OF PAPER :  
"HINDI ANCHLIK UPANYASH AUR MAILA ANCHAL"
- 3) HINDI SAHITYA AKADAMI GANDHINAGAR & HINDI BHAVAN SAU. UNI.

RAJKOT DVARA AYOJIT RASTRABHASHA SANGOSHTHI “RASHTRABHASHA HINDI SAHTRA ME GUJARAT KA PRADAN”

DATE : 24, 25 MAR. 2006 (NATIONAL LEVEL)

TITLE OF PAPER :

“GUJARAT KE SWAMINARAYAN SAMPRADAY KE PREMANAND SWAMI KE HINDI PADO KA HINDI KE VIKASH ME YOGDAN”

4) HINDI SAHITYA AKADAMI GANDHINAGAR & 5, NAVTANPURI DHAM JAMNAGAR DVARA AAYOJIT MIRA PANCH SHATI SAMAROH,

DATE : 30-31 MAR. 2006 (NATIONAL LEVEL)

TITLE OF PAPER :

“SABSE UNCHI PREM SAGAY” (MIRA KI BHAKTI BHAVNA)

5) CHATURTH VISHVA TULSI SAMMEPAN, VARANASHI MAHATMA GANDHI VIDYAPITH KE SAHYOG SE AAYOJIT SANGOSTHI ME RESEARCH PAPER “RAMACHARITMANASH ME SAMANVAYAVADI BHAVNA” KE LIYE “SHRI TULSI SAMMAN”

DATE : 25, 26 DEC. 2005 (INTERNATIONAL LEVEL)

#### **PUBLICATIONS ARTICALS AND RESEARCH PAPERS**

- ‘TAPTILOK’ HINDI MAGAZINE 16TH DEC. 2005  
TOPIC OF ARTICLE : MOHAN RAKESH EK ANTRVIRODHI VYAKTITVA
- RACHNAKARM HINDI MAGAZINE JAN. FEB. 2006  
**TOPIC OF RESEARCH PAPER :**  
RAMCHARIT MANASH ME SAMANVAYVADI BHAVNA
- ‘SHODHARNAV’ : HINDI INTERNATIONAL PATRIKA JULY, 2006  
**TOPIC OF RESEARCH PAPER :**  
MANOOBHANDARI KI KAHANIYOME VYAKTIK NARI CHARITR
- ‘TAPTILOK’ HINDI MAGAZINE : 16<sup>TH</sup> NOV, 2006  
**TOPIC OF RESEARCH PAPER :**  
RAMCHARIT MANASH ME SAMANVAYANADI BHAVNA

#### **MEMBER OF PROFESSIONAL & LOCAL BODIES**

VICE CHAIRMAN : COMMITTEE TO ARRANGE FUNCTIONS

MEMBER: COMMITTEE FOR DISADVANTAGED STUDENTS.

<b>THEACHING METHODS/DEVICES APPLIED IN CLASS-ROOMS</b>
<input checked="" type="checkbox"/> LECTURE
<input checked="" type="checkbox"/> ENCOURAGING QUESTIONS
<input checked="" type="checkbox"/> GROUP DISCUSSION
<input checked="" type="checkbox"/> UNIT TEST
<input checked="" type="checkbox"/> DICTATION
<input checked="" type="checkbox"/> REVISION WITH UPDATED INFORMATION
<input checked="" type="checkbox"/> CLASSROOM SEMINAR
<input checked="" type="checkbox"/> DISTRIBUTION NOTES

**DR. TARALIKA LALITBHAI ZALAWADIA**  
**LECTURER IN PSYCHOLOGY**

**RESIDENTIAL ADDRESS AND CONTACT NUMBERS**

3, GULAB VATIKA, KALAWAD ROAD, RAJKOT-5  
PHONE: RESI. (0281) 2572812                      CELL: 94277 24004

**DATE OF BIRTH**

**BLOOD GROUP**

04-09-1969

A+

**EDUCATIONAL QUALIFICATION**

<b>NO.</b>	<b>NAME OF DEGREE</b>	<b>YEAR OF PASSING</b>	<b>UNIVERSITY</b>	<b>SUBJECT OFFERED</b>	<b>CLASS</b>
1	B.A.	APRIL – 1989	SAURASHTRA UNI.	PSYCHOLOGY	SECOND
2	M.A.	APRIL – 1991	SAURASHTRA UNI.	PSYCHOLOGY	SECOND
3.	M. PHIL.	MAY-1995	SAURASHTRA UNI.	PSYCHOLOGY	FIRST
4.	PH.D.	DEC-2002	SAURASHTRA UNI.	PSYCHOLOGY	

**JOB EXPERIENCE**

PART TIME : 01-08-92 TO 30-04-93 (ACADEMIC YEARS)

FULL TIME : 13-12-94 TO CONTINUE SERVICE

**PARTICIPATION IN FACULTY DEVELOPMENT PROGRAMMES**

ORIENTATION COURSE : 07-04-1997 TO 03-05-1997

REFRESHER COURSE (1) : 07-12-1999 TO 27-12-1998

REFRESHER COURSE (2) : 06-11-2000 TO 26-11-2000

<b>PARTICIPATION IN SEMINARS, WORKSHOPS, CONFERENCES</b>
<b>PUBLICATIONS</b>
“A STUDY OF THE EFFECT OF AGE ON WORK VALUES OF WORKERS”, , PUBLISHED IN APPLIED PSYCHOLOGY, NATIONAL 2006
<b>PAPER PRESENTED</b>
<ol style="list-style-type: none"> <li>1. “A STUDY ON THE WORK VALUES OF MANAGERS AND WORKERS”, INTERNATIONAL MAY 27-29-199, 4TH INT/ 35TH NAT / IND. ACADEMY APPL. PSY., CONF.</li> <li>2. “A STUDY OF THE EFFECT OF AGE ON WORK VALUES OF WORKERS”, INTERNATIONAL OCT. 11-13-2003, 7TH INT. / 38TH NAT / IND. ACADEMY APPL. PSY. CONF.</li> <li>3. “THE EFFECT OCCUPATIONAL STRESS ON THEIR JOB SATISFACTION OF EMPLOYERS ”, NATIONAL SEPT. 21-22-2002, NAT./ CONF. “EMERGING TRENDS IN COMMERCE, ECONOMIC AND STRESS MANAGEMENT.</li> <li>4. “A STUDY OF OCCUPATIONAL STRESS OF MANAGERS WITH REFERENCE TO THE SIZE OF AN ORGANIZATION.”, NATIONAL FEB. 19-20-05, NAT. / CONF. STRESS AND HEALTH</li> <li>5. “A STUDY OF THE EFFECT OF AGE ON THE WORK VALUES OF MANAGERS”, NATIONAL JAN. 03-07-2001, IND. SCIENCE CONGRESS, 88TH SESSION,</li> <li>6. “A STUDY OF THE EFFECT OF MARTIAL STATUS ON THE WORK VALUES OF MANAGERS”, STATE APRIL 02-2000, 1ST ANNUAL CONFERENCE.</li> <li>7. “A STUDY OF THE EFFECTS OF TYPES OF FAMILY ON THE WORK VALUES OF EMPLOYERS”, STATE MARCH 16-17, 2002, SEMINAR ON MENTAL HYGIENE AND PSYCHO-SOMATIC DISORDERS</li> </ol>
<b>PAPER ABSTRACT</b>
<ul style="list-style-type: none"> <li>• INTERNATIONAL – 03</li> <li>• NATIONAL – 03</li> </ul>
<b>BOOKS</b>
<ol style="list-style-type: none"> <li>1. COUNSELLING PSYCHOLOGY</li> <li>2. NEURO – PSYCHOLOGY</li> <li>3. PSYCHO-DIAGNOSTIC</li> </ol>

**PARTICIPATIONS CONF./ SEM/WORKSHOP**

1. IND. ACADEMY APPLI. PSYCHOLOGY, NATIONAL DEC. 19-21, 1994  
STATE
2. 9TH ANNUAL CONF. GUJ. PSY., NOV. 6-8, 1992
3. X'TH ANNUAL CONF. GUJ. PSY. ASSO., STATE JAN 8-9, 1994.
4. 11TH ANNUAL CONF. GUJ. PSY. ASSO. STATE JAN 21-22.
5. 1995 SEMINAR ON MANTEL HYGIENE AND MENTAL DISORDERS.,  
STATE MAR. 13-14, 1997.
6. 14TH ANNUAL CONF. GUJ. PSY. ASSO, STATE DEC. 20-21, 1997
7. SEM. RESEARCH REPORT WRITING, STATE MAR, 24-25, 1998
8. SEMI. ON THE ISSUES AND PROBLEMS OF UNDER POST-GRADUATE  
SYLLABUS OF PSY. DISCIPLINE., STATE MARCH 9-10, 1999.
9. SEMI. ON THE ISSUES AND PROBLEMS OF POST-GRADUATE  
SYLLABUS OF PSY. DISCIPLINE. MARCH 13-14, 2000.
10. CONF. 3RD ANNUAL SPA, RAJKOT, DEC. 19, 2004
11. WORKSHOP, A ROLL OF PRINT MEDIA IN PEOPLE AWARENESS FOR  
TOTAL LITERACY, SEPT. 12-14, 1992.
12. MOVEMENT WORKSHOP, PARTICIPATION VALUES EDUCATION OF  
HUMAN RESOURCE DEPT. NEW DELHI. NATIONAL AUG, 30-3, 2004
13. WORKSHOP, PSYCHOLOGICAL EXPERIMENTAL – 2005, SEPT. 18,  
2005
14. WORKSHOP, THE APPLICATION OF NONPARAMETRIC STATISTICS IN  
PSY. AND BEHAVIOURAL SCIENCE RESEARCH. OCT. 2-3, 1998.
15. SEMI. DRAW – A – FLOWER INTELLIGENCE MEASUREMENT TEST,  
DEPT. PSY. S. UNI. RAJ., SEPT. 10, 2006

**THESIS**

01

PUBLISHER : SAURASHTRA UNIVERSITY

**OTHERS**

1. 4-RESEARCH STUDENT UNDER MY PH.D. GUIDENCE.
2. LECTURE GIVEN, GUJ. ADMINISTRATIVE DEV. TRAINING CENTRE,  
RAJKOT
  - (1) “EFFECT OF STRESS AND DEALING WITH STRESS”
  - (2) “STRESS MANAGEMENT”



**MEMBER OF PROFESSIONAL & LOCAL BODIES**

MEMBER: SAURASHTRA PSYCHOLOGY ASSOCIATION,  
RAJKOT - 1

CHAIRMAN: IQAC IN OUR COLLEGE

CHAIRMAN: DANCE, MUSIC, SONG COMMITTEE IN COLLEGE

**THEACHING METHODS/DEVICES APPLIED IN CLASS-ROOMS**

ENCOURAGING QUESTIONS     PAPER READING BY STUD.     GROUP  
DISCUSSION

ERROR AND EFFORT METHOD     UNIT TEST     USE OF GENUINE  
CUTTINGS/PAPERS     SEMINAR AND ASSIGNMENTS

**MR. BHALALA JAYESHCHANDRA NANALAL**

**LECTURER IN PSYCHOLOGY**

**RESIDENTIAL ADDRESS AND CONTACT NUMBERS**

3, PUJA PARK, BLOCK NO. 21

NR. MAYANI CHOWK, NR. JAMUNA PARK, RAJKOT-4

PHONE: RESI. (0281) 2376050                      CELL: 98242 67650

**DATE OF BIRTH**

**BLOOD GROUP**

27-05-1965

A-

**EDUCATIONAL QUALIFICATION**

NO.	NAME OF DEGREE	YEAR OF PASSING	UNIVERSITY	SUBJECT OFFERED	CLASS
1.	B.A.	1989	SAU. UNI.	PSYCHOLOGY	FIRST *
2.	M.A.	1991	SAU. UNI.	PSYCHOLOGY	SECOND
3.	B.ED.	1993	SAU. UNI.	GEOG & HISTORY	DISTINCTION

\* COLLEGE FIRST IN T.Y.B.A. (PSYCHOLOGY)

<b>DATE OF JOINING</b>	10-01-1994
<b>RECOGNITION NO. (UNI.)</b>	<b>10/3/293/94 DT. 21/1/1994</b>
<b>RECOGNITION NO. (GANDHINAGAR)</b>	<b>729/93-94 DT. 25-2-1994</b>
<b>P.F. NO.</b>	<b>24045</b>
<b>PAN NO.</b>	<b>ABQPB 6392K</b>

**OTHER QUALIFICATION**

1. PH.D. : "A COMPARATIVE STUDY OF SELF-CONCEPT AND SECURITY INSECURITY AMONG ADOLESCENTS IN RELATION TO SEX, HABITAT AND CASTE" YEAR 2005 TO IN PROGRESS
2. P.G.TEACHING RECOGNITION NO :PG / A/PG/241/2648/99  
DT. 22-3-1999  
SUBJECT : PSYCHOLOGY EXPERIENCE YEAR : 2000 ONWORD

**PARTICIPATION IN FACULTY DEVELOPMENT PROGRAMMES**

ORIENTATION COURSE	: 06-11-1995 TO 02-12-1995, RAJKOT
REFRESHER COURSE (1)	: 06-09-1999 TO 26-09-1999, RAJKOT
REFRESHER COURSE (2)	: 11-02-2002 TO 03-03-2002, RAJKOT
REFRESHER COURSE (3)	: 27-11-2003 TO 17-12-2003, V.V.NAGAR

**PARTICIPATION IN SEMINARS, WORKSHOPS, CONFERENCES****STATE LEVEL SEMINAR:**

- 1) MENTAL HYGIENE AND MENTAL DISORDERS. IN MARCH 1997
- 2) THE ISSUES AND PROBLEMS OF UNDER POST GRADUATE SYLLABUS OF PSYCHOLOG IN MARCH 1999
- 3) RESEARCH METHODOLOGY IN NOVEMBER - 2001
- 4) MENTAL HYGIENE AND PSYCHO-SEMATIC DISORDERS IN MARCH 2002
- 5) DRAW A - FLOWER INTELLIGENCE MEASUREMENT TEST IN SEPTEMBER 2006

**WORKSHOP [STATE LEVEL]**

- 1) M.A. LEVEL PRACTICAL IN MARCH-1996
- 2) THE APPLICATION OF NON PARAMETRIC STATISTICS IN PSY. AND BEHAVIOURAL SCIENCES RESEARCH IN OCT. 1998
- 3) NEW MODEL COURSE OF POST-GRADUATE FOR PSYCHOLOGY DISCIPLINE ON FEBRUARY 2004.
- 4) PSYCHOLOGICAL EXPERIMENTAL WORKSHOP IN SEPT. 2005.

**CONFERENCE [STATE LEVEL]**

- 1) 11TH CONF. BY GUJARAT PSYCHOLOGY ASSOCIATION, IN JAN. 1995
- 2) 14TH CONF. BY GUJARAT PSYCHOLOGY ASSOCIATION, IN DEC. 1997
- 3) 15TH CONF. BY GUJARAT PSYCHOLOGY ASSOCIATION, IN NOV. 1998
- 4) 17TH CONF. BY GUJARAT PSYCHOLOGY ASSOCIATION, IN DEC. 2000
- 5) 1ST CONF. BY SAURASHTRA PSYCHOLOGY ASSOCIATION, IN APRIL. 1995
- \*6) 3RD CONF. BY SAURASHTRA PSYCHOLOGY ASSOCIATION, IN DEC. 2004

**PAPER PRESENTED**

- \*1) A STUDY OF MENTAL HEALTH AND ANXIETY.
- 2) 4TH CON. BY SAURASHTRA PSYCHOLOGY ASSOCIATION, IN FEB. 2006.

**PAPER PRESENTED**

- 1) A COMPAR : STUDY OF SELF-SATISFACTION CONCEPT IN STUDENTS.
- 2) A STUDENTS AS LIFE-SATISFACTION IN HIS RESIDENT AREA AND HIS FACULTY.

**CONFERENCE [NATIONAL LEVEL]**

- \*1) DEPARTMENT OF PSYCHOLOGY – SAURASHTRA UNIVERSITY, RAJKOT IN FEB. 2005.

**PAPER PRESENTED**

- 1) PAPER PRESENTED, A STUDY OF ADJUSTMENT AND MENTAL HYGIENE OF DIABETES PATIENTS OF RAJKOT CITY.
- 2) N.I.I.T.T.R. – 41 NATIONAL CONF. CHENNAI – 2006.
- 3) A COMPARISON OF STRESS OF THE TEACHERS TEACHING VARIOUS SUBJECTS.

**CONFERENCE [INTERNATIONAL LEVEL]**

- 1) NATIONAL INSTITUTE OF T.T.T.A.R. IN CHENNAI, FEB. 2006

**PAPER PRESENTED**

- 1) A STUDY OF SELF-CONCEPT OF COLLEGE LEVEL STUDENTS FROM DIFFERENT CATEGORIES OF THE SOCIETY.

**MEMBER OF PROFESSIONAL & LOCAL BODIES**

1. MEMBER OF BOARD OF STUDY PSYCHOLOGY – SAURASHTRA UNIVESRITY, RAJKOT.
2. TREASURER OF SAURASHTRA PSYCHOLOGY ASSOCIATION, RAJKOT.
3. MEMBER OF EDUCATION INFORMATION COMMITTEE, RRPMC, RAJKOT
4. MEMBER OF EDUCATION TOUR AND VISIT COMMITTEE, RRPMC, RAJKOT
5. MEMBER OF PRAYAR COMMITTEE, RRPMC, RAJKOT
6. MEMBER OF ALUMNI ASSOCIATION RRPMC, RAJKOT

**THEACHING METHODS/DEVICES APPLIED IN CLASS-ROOMS**

- ENCOURAGING QUESTIONS
- PAPER READING BY STUDENT
- GROUP DISCUSSION
- UNIVERSITY TEST
- USE OF GENUINE CUTTINGS/PAPERS
- USE OF O.H.P. / POWER PRESENTATION.

**OTHER EXPERIENCE**

UNDER THE GUIDANCE IN PAPER PREPARATION AS A THREE STUDENT.

1. A COMPARATIVE STUDY IN SELF-ASSESSMENT IN STUDENT OF GUJARATI AND ENGLISH MEDIUM TO COLLEGE STUDENT IN RAJKOT, RESEARCH BY. GOHEL MAHISHA V. (M.A.)
2. A STUDY OF WORKING AND NON WORKING WOMAN IN MEASUREMENT OF RESEARCH BY : AMBASANA ARTI B. (M.A.)
3. A PSYCHOLOGY COMPARATIVE STUDY OF SOCIAL ADJUSTMENT IN RESEARCH BY : GOVANI PINTU R. (M.A.)

**MR. VALLABH GOKALBHAI VAGHASIYA**

**LECTURER IN GUJARATI**

**RESIDENTIAL ADDRESS AND CONTACT NUMBERS**

'VADHAYAKUNJ', APPRMENT, 3RD FLOOR,  
NEAR STAR APPA., AMIN MARG, RAJKOT-1  
PHONE: RESI. (0281) 2479309

**DATE OF BIRTH**

**FIELD OF INTEREST**

**BLOOD GROUP**

MAY 3, 1965

READING

AB POSITIVE

**EDUCATIONAL QUALIFICATION**

NO.	NAME OF DEGREE	YEAR OF PASSING	UNIVERSITY	SUBJECT OFFERED	CLASS
1	B.A.	1989	SAU. UNI.	GUJARATI	SECOND
2.	M.A.	1991	SAU. UNI.	GUJARATI	FIRST

**JOB EXPERIENCE**

1. LECTURER IN GUJARATI, SMT. R. R. PATEL, MAHILA ARTS AND COMMERCE COLLEGE, RAJKOT. FROM JAN. 10, 1994 TILL THE DATE.

**PARTICIPATION IN FACULTY DEVELOPMENT PROGRAMMES**

ORIENTATION COURSE : 5-12-1994 TO 31-12-1994  
REFRESHER COURSE (1) : 16-11-2000 TO 6-12-2000  
REFRESHER COURSE (2) :16-9-2002 TO 6-10-2002  
REFRESHER COURSE (3) : 17-11-2003 TO 7-12-2003

**PARTICIPATION IN SEMINARS, WORKSHOPS, CONFERENCES**

**STATE LEVEL WORKSHOP**

'SAMPURN SASHATA ZUMBESH MA LOKJAGRUTI KELAVANI MATE PRACHAR MADHYMO NU UPADAN". VISHAYAK KARY SHIBIR, SAURASHTRA UNIVERSITY. RAJKOT.  
SEPTEMBER 12, 13, 14 /1992

**STATE LEVEL WORKSHOP**

'MULAY AND SANSKRUTI SHISHAN SHIBIR' MANAV SANSADHAN  
MANTRALAY NEW DELHI PRAPTANUDAN FROM , A.P.PATEL KANYA  
CHHATRALAYA, RAJKOT, DATE 30-8-2004 TO 3-9-04 TILL.

**NATIONAL SEMINAR**

'LITERECTUR OR SANSKRUTIC RASTRAVAD' AKHIL BHARTIY LITRECTUR  
PARISHAD – RAJKOT, JANUARY 7,8,9/2005

**STATE LEVEL SEMINAR**

'GUJARATI NO ADHYAPAK SANGH CHOPANMU ADHIVESATION', FEBRUARY  
26,27 / 2005. SMT. J.A.PATEL MAHILA ARTS, COMMERCE AND HOME  
SCIENCE COLLEGE – MORBI.

**NATIONAL WORKSHOP**

SAURASHTRA UNI. GUJARATI ADHYAPAK SANGH OR NATIONAL MISSION  
FOR MENUSCRIPT, SANSKRUTIC – AND PRAVAS MANTRALAY DELHI NA  
SAUKT UPAKARAME AOJIT "HAS TRATVIDYAKARAY SHALA", RAJKOT  
JANUARY - 9/2006

**STATE LEVEL SEMINAR**

"ADHYAPAK SAJATA SHIBIR"  
SAURASHTRA UNIVERSITY GUJARATI ADHYAPAK SANGH, A.V.D. SAVJANI  
ARTS AND COMMERCE COLLEGE JAMJODHPUR, FEBRUARY, 28/2006,  
MARCH, 1/2006.

**NATIONAL SEMINAR**

'CHARNI LITERECTURE : SANSKRUTI SANDHARBHE'  
AKHIL BHARTIYA LITERECTURE PARISHAD – GUJARAT PRADESH AND  
RAJASTHANI LANGUAGE, LECTURER AND SANSKRUTI AKADAMI, BIKANER  
– AOJIT  
'RASTRIYA PARISHAD', OCTOBER, 6,7,/ 2006, RAJKOT

**MEMBER OF PROFESSIONAL & LOCAL BODIES**

MEMBER: BOARD OF STUDIES IN GUJARATI, SAURSHTRA UNI.  
RAJKOT

VICE CHAIRMAN: BUILT SLOGEN AND NOTICE BOARD – CUTTINGS  
COMMITTEE, R.R.P. M.C. RAJKOT

<b>THEACHING METHODS/DEVICES APPLIED IN CLASS-ROOMS</b>
<input checked="" type="checkbox"/> ENCOURAGING QUESTIONS
<input checked="" type="checkbox"/> GROUP DISCUSSION
<input checked="" type="checkbox"/> UNIT TEST
<input checked="" type="checkbox"/> DICTATION
<input checked="" type="checkbox"/> USE OF GENUINE CUTTINGS/PAPERS
<input checked="" type="checkbox"/> REVISION WITH UPDATED INFORMATION



**PATEL BHAVNABEN GULABBHAI**

**LECTURER IN GUJARATI**

**RESIDENTIAL ADDRESS AND CONTACT NUMBERS**

SAURABH BANGLOWS, '21 A',  
NR. ALAP HERITAGE, SATYA SAI HEART HOSPITAL ROAD,  
NANA MAVVA, RAJKOT-5  
CELL: 9825681516

<b>DATE OF BIRTH</b>	<b>FIELD OF INTEREST</b>	<b>BLOOD GROUP</b>
30-07-1972	READING	A+

**EDUCATIONAL QUALIFICATION**

<b>NO.</b>	<b>NAME OF DEGREE</b>	<b>YEAR OF PASSING</b>	<b>UNIVERSITY</b>	<b>SUBJECT OFFERED</b>	<b>CLASS</b>
1	B.A.	1993	S.G. UNI, SURAT	GUJARATI	SECOND
2.	M.A.	1996	GUJARAT VIDYAPITH, AHMEDABAD	GUJARATI	SECOND

**JOINING DATE : 1-7-1997**

**P.G. TEACHING RECO. NO. & YEAR : PG/A/1164/2004/11-9-2004**

**TEACHING EXPERIENCE : U.G. LEVEL : 9 YEARS**

**PARTICIPATION IN FACULTY DEVELOPMENT PROGRAMMES**

- 1) ORIENTATION COURSE : 20-4-1998 TO 16-5-1998, RAJKOT
- 2) REFRESHER COURSE (1) : 1-10-2001 TO 21-10-2001, RAJKOT
- 3) REFRESHER COURSE (2) : 20-12-04 TO 9-1-05, RAJKOT  
"B GRADE"

**PARTICIPATION IN SEMINARS, WORKSHOPS, CONFERENCES****STATE LEVEL SEMINAR**

- 1) "DHUMKETU SAHITYA PARISANVAD", DATE: 11, 12 MARCH - 2000
- 2) "GUJARATINO ADHYAPAK SANGH", DT. 26-27, FEB. 2005
- 3) "GUNVANTRAI ACHRAYA VYAKTIMATTA ANE SARJAKTA",  
DT. 22,23 JAN. 2001

**NATIONAL LEVEL SEMINAR**

- 1) "AKHIL BHARATIYA SAHITYA PARISHAD", AKADASH RASHTRIYA  
ADHIVATION, DT. 7,8,9 JANUARY - 2005  
"SAHITYA AUR SANSKRUTIK RASHTRAVAD"
- 2) "RASHTRIY PARISHAD"  
"CHARNI SAHITYA – SANSKRUTIK SANDARBHE"  
DT. 6,7 OCTOBER - 2006
- 3) "RASHTRIYA SEMINAR"  
"AKHO BHAGAT – JIVAN ANE RACHANAD"  
RESEARCH PAPER – "AKHEGITANU TATVADARSHAN"  
DT. 4,5,6 JANUARY 2007.

**MEMBER OF PROFESSIONAL & LOCAL BODIES**

RESERVE SEAT COMMITTEE : SMT. R. R. PATEL MAHILA COLLEGE

**THEACHING METHODS/DEVICES APPLIED IN CLASS-ROOMS**

- ENCOURAGING QUESTIONS
- UNIT TEST
- USE OF GENUINE CUTTINGS/PAPERS
- REVISION WITH UPDATED INFORMATION

**SUMITABEN KANTIBHAI CHOTHANI**

**LECTURER IN SOCIOLOGY**

**RESIDENTIAL ADDRESS AND CONTACT NUMBERS**

BHAITIDHAM SOCIETY, STREET NO. 1  
BLOCK NO. 16, "MAA", 150 FEET RING ROAD,  
NEAR AMRUT SAGAR PARTY PLOT, KALAWAD ROAD, RAJKOT  
PHONE: RESI. (0281) 2587405

<b>DATE OF BIRTH</b>	<b>FIELD OF INTEREST</b>	<b>BLOOD GROUP</b>
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DEC. 3, 1968	READING	O POSITIVE
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**EDUCATIONAL QUALIFICATION**

NO.	NAME OF DEGREE	YEAR OF PASSING	UNIVERSITY	SUBJECT OFFERED	CLASS
1	B.A.	1990	SAU. UNI	SOCIOLOGY	FIRST
2	M.A.	1992	SAU. UNI	SOCIOLOGY	SECOND

**JOB EXPERIENCE**

LECTURER IN SOCIOLOGY SMT. R.R.P.M.C. RAJKOT FROM JAN. 10, 1994  
TILL THE DATE

**PARTICIPATION IN FACULTY DEVELOPMENT PROGRAMMES**

ORIENTATION COURSE	: 6-11-95 TO 2-12-95
REFRESHER COURSE (1)	: 1-7-2002 TO 21-7-2002
REFRESHER COURSE (2)	: 6-2-2003 TO 26-2-2003
REFRESHER COURSE (3)	: 24-3-2004 TO 17-4-2004

## **PARTICIPAION IN SEMINARS, WORKSHOPS, CONFERENCES**

### **WORKSHOP**

“ABHAYASKRAM PUMAH VICHARANA”,

DT. 01-02-2004, JUNAGADH

### **STATE LEVEL SEMINAR**

1) “GUJARAT SAMAJSHASTRA PARISHAD 5TH ADHIVESHAN”

DT. 6-7-APRIL-1996,

PLACE : SAMAJ VIDYABHAVAN GUJARAT UNI., AHMEDABAD

PAPER : “SVADHYAY PRAVRUTI JANSANUIDAYNA PARIVARTANA

PARIBAL TARIKE”

2) “GENDER ISSUE”, DT. 1-2-03

PLACE : DEPT. OF SOCIOLOGY, SAURASHTRA UNIVERSITY, RAJKOT

### **NATIONAL LEVEL SEMINAR**

1) “SOCIAL MOVEMENT IN INDIA”

DT. 21,22 JAN. 2006

PLACE : DEPT. OF SOCIOLOGY, SAURASHTRA UNIVERSITY, RAJKOT

## **MEMBER OF PROFESSIONAL & LOCAL BODIES**

- VICE CHAIRMAN, GRIEVANCE REDRESSAL CELE, SMT RRPMC, RAJKOT
- VICE CHAIRMAN, COMMITTEE FOR TIME TABLE AND ACADEMIC CALENDAR, SMT RRPMC, RAJKOT
- MEMBER, COMMITTEE FOR EDUCATIONAL TOUR AND VISITS.

## **THEACHING METHODS/DEVICES APPLIED IN CLASS-ROOMS**

- GROUP DISCUSSION
- UNIT TEST
- DICTATION
- USE OF GENUINE CUTTINGS/PAPERS
- REVISION WITH UPDATED INFORMATION

**MR. AGHERA NIRMLA DEVSHIBHAI**  
**PART TIME LECTURER IN SOCIOLOGY**

**RESIDENTIAL ADDRESS AND CONTACT NUMBERS**

“VRINDAVAN”, 6, ARCHANA PARK,  
UNIVERSITY ROAD, RAJKOT.  
PHONE: RESI. (0281) 2570361

<b>DATE OF BIRTH</b>	<b>FIELD OF INTEREST</b>	<b>BLOOD GROUP</b>
13-10-1968		B+VE

**EDUCATIONAL QUALIFICATION**

<b>NO.</b>	<b>NAME OF DEGREE</b>	<b>YEAR OF PASSING</b>	<b>UNIVERSITY</b>	<b>SUBJECT OFFERED</b>	<b>CLASS</b>
1	B.A.	1989	SAURASUTRA UNIVERSITY	SOCIOLOGY	FIRST
2	M.A.	1991	S.N.D.T. UNIVERSITY	SOCIOLOGY	FIRST

**JOINING DATE : 11-2-1994**

**PARTICIPATION IN SEMINARS, WORKSHOPS, CONFERENCES**

**NATIONAL SEMINAR : 1**  
**STATE LEVEL SEMINAR : 2**

**MEMBER OF PROFESSIONAL & LOCAL BODIES**

MANAGEMENT COMMITTEE : SMT. R.R.PATEL MAHILA COLLEGE,  
RAJKOT

**THEACHING METHODS/DEVICES APPLIED IN CLASS-ROOMS**

GROUP DISCUSSION     UNIT TEST     TEACHING OF BASICS NOT INCLUDED IN SYLLABUS     REVISION WITH UPDATED INFORMATION

**DR. TULJASHANKAR LAXMILALJI SHRIMALI**  
**LECTURER IN SANSKRIT**

**RESIDENTIAL ADDRESS AND CONTACT NUMBERS**

BLOCK NO. 201, PRASHIL PARK, NR. SAURSHTRA UNI., RAJKOT-5  
CELL: 9426942531

DATE OF BIRTH	FIELD OF INTEREST	BLOOD GROUP
12-06-1969	WRITING, READING, SOCIAL SERVICE	B

**EDUCATIONAL QUALIFICATION**

NO.	NAME OF DEGREE	YEAR OF PASSING	UNIVERSITY	SUBJECT OFFERED	CLASS
1	B.A.	1989	M.L.SUKHADIYA UNI.UDAIPUR (RAJ)		FIRST *
2.	M.A.	1992	M.L.SUKHADIYA UNI.UDAIPUR (RAJ)	SANSKRIT	FIRST *
3.	B.ED.	1991	M.L.SUKHADIYA UNI.UDAIPUR (RAJ)	SANSKRIT	SECOND

\* FIRST POSITION IN UNIVERSITY GOLDMEDALIST.

\* FIRST POSITION IN "SAHITYA GROUP"

**OTHER QUALIFICATION**

1. NET QUALIFIED 1993
2. PH.D. TOPIC OF RESEARCH "A STUDY OF FOLKMIND AS DEPICTED IN POPULAR SANSKRIT TALES."  
YEAR : MAY 2002
3. P.G. TEACHING RECOGNITION NO. 47/2593/2001  
SUBJECT : SANSKRIT  
YEAR : 2001

**JOB EXPERIENCE**

DATE OF JOINING : 15-12-1993

1. LECTURER IN SANSKRIT ARTS AND COMMERCE, COLLEGE, BHILODA FROM 15-12-1993 TO 4-12-2003
2. LECTURER IN SANSKRIT, SMT. R. R. PATEL MAHILA COLLEGE, RAJKOT, FROM 5-12-03 TILL THE DATE,
3. P.G. TEACHING FROM JULY 2004, TILL THE DATE [DEPARTMENT OF SANSKRIT, SAU. UNI, RAJKOT]

**PARTICIPATION IN FACULTY DEVELOPMENT PROGRAMMES**

ORIENTATION COURSE	18-11-96 TO 14-12-96	SAU. UNI., RAJKOT
REFRESHER COURSE (1)	2-11-2000 TO 19-11-2000	GUJ. UNI. AHMEDABAD
REFRESHER COURSE (2)	8-5-2002 TO 28-05-2002	M. L. SUKHADIYA UNI. UDAIPUR

**PARTICIPATION IN SEMINARS, WORKSHOPS, CONFERENCES****WORKSHOP :**

UNDER "AKVE" PROJECT, "MULYA ANE SANSKRIT SIKSHANA SHIBIR", DATE 30-8-2004 TO 3-9-2004.

**NATIONAL SEMINAR**

IMPACT OF THE RAMAYANA AND MAHABHARAT ON SANSKRIT LITERATURE, SAU. UNI. RAJKOT

DATE : 24-2-2005 – 25-2-2005.

"RAMAYANA AUM UTTARAMCHARIT ME VARNIT SITA PARITYAG KA TULANATMAK ADHYAYAN".

**STATE LEVEL SEMINAR**

GUJARAT RAJYA UNIVESITY COLLEGE, ADHYAPAK MANADAL, APRIL 1994.

"VETAL IN AMBAJI PAHCHVISHTI ME DHARMA AVM TANTRA – MANTRA VIVECHAN"

**CONFERENCE (NATIONAL LEVEL)**

39TH SESSION OF ALL-INDIA ORIENTAL CONFERENCE VADODARA, 13TH TO 15TH OCT. 1998.

42ND ALL INDIA ORIENTAL CONFERENCE, VARANASI, DATE : 4-11-2004 TO 6-11-2004.

“VARTMAN SANDARBH ME NITISHTAK KI UPADEYATA”

ADHUNIK BHARIYA SAHITYA AUR MAHATMA GANDHI, SAU. UNI. RAJKOT

**SEMINAR [STATE LEVEL]**

GUJARAT RAJYA UNIVERSITY COLLEGE SANSKRIT ADHYAPAK MANDAL,  
DATE – 24/12/2004 TO 26/12/2004 AT JUNAGADH

“KATHA SARIT SAGAR ME VARNIT ALOKIK VEDHYAYE AUR UNKA  
PARBHAV”

**SEMINAR [STATE LEVEL]**

SAURASHTRA VISTAR NU SANSKRIT SAHITYA ME PARDAN

DATE : 4/2/2006 TO 5/2/2006 IN RAJKOT

**SEMINAR [NATIONAL LEVEL]**

SANSKRIT SATRA – 7 PRADESHIK RAMAYANA AT MAHUVA (BHAVNAGAR)

DATE 26-8-2006 TO 28-8-2006

**SEMINAR [STATE LEVEL]**

SAURASHTRA UNIVESITY AND COLLEGE AREA SANSKRIT TEACHERS  
ASSOCIATION.

HELD AT KHORASA[TIRU[PATI]

DATE : 8-12-2006 TO 10-12-2006

**PAPER PRESENTED**

“UPNISHAD ME KARMA AUM PUNARJAM (AK VINHANGAVLOKAN)”

**PUBLICATIONS**

**ARTICLES**

‘BHARATIYA GRAMINA PARIVESH ME SHIKSH KA VIKAS’

‘SHIKSH CHETNA’ VIDYAPITH SANGRIYA (RAJ), 1995-96



## RESEARCH PAPERS

1. 'UPNISHAD ME PRANAV SARVRUP AUM MAHIMA',  
**PRANLOK-10 RIVA (M.P.)**  
APRIL, MAY, JUNE, 2000
2. 'KALIDAS KA HIMALAYA DARSHAN', KUMARSAMBHAVA KE SANDARBH  
ME, TAPTILOK, APRIL, 2006, SURAT (GUJ)
3. 'RAMAYANA AUM UTTARAMCHARITRA ME VARNIT SITA PARITYAG KA  
TULNATMAK ADHYAYAN' **SHODHARANAV**, JULY-SEPT. 2006

## ABSTRACTS

1. "SHAKUNDTAL SUKTIYO JKE SAMAJIT SANDHARBH", A.I.O.C. – 41 PURI  
2002.
2. "RTMAN SANDARBH ME NITISHATAK KI UPDEYTA" A.I.O.C., VARANASI -  
2004
3. "KATHA SARITSAGAR ME VARNIT VIVIDH ALOKIKA VEDYAYER AUM  
UNKA PRABHAV", SANSKRIT ADHYAPAKMANDAL JUNAGARH, DEC. 04
4. "UPNISHAD ME KARMA AVM PUNARJANM [AK VIHANGAVALOKAN]",  
SANSKRIT ADHYAPAKMANDAL KHORSA, DEC. 06

## POEMS

1. 'VISVAS' (MAGAZINE) L.I.C. OF INDIA, 2000
2. AAJADI PCHAS VARSH [BOOK], NORTH GUJARAT UNI. PATAN, 1998

## MEMBER OF PROFESSIONAL & LOCAL BODIES

### MEMBER:

SAURASHTRA UNIVERSITY AND COLLEGE AREA SANSKRIT TEACHERS  
ASSOCIATION, RAJKOT

SPORTS AND YOGA COMMITTEE, R.R.P.M.C., RAJKOT

### VICE CHAIRMAN:

ART AND LITERATURE COMMITTEE, R.R.P.M.C., RAJKOT

## AS A RESOURCE PERSON

- SANSKRIT TEACHER TRAINING, MAY 2004.
- VIDYABHAVAN, B.ED. COLLEGE, UDAIPUR (RAJ.)

### **THEACHING METHODS/DEVICES APPLIED IN CLASS-ROOMS**

- GROUP DISCUSSION
- UNIT TEST
- REPORTING OF TAUGHT TOPIC BY STUDENT IN CLASSROOM.
- OUTSIDE THE CLASSROOM TEACHING
- REVISION WITH UPDATE INFORMATION
- PAPER READING BY STUD.
- ENCOURAGING QUESTIONS.

### **OTHER DETAILS**

- BROADCASTING OF INSPIRING THOUGHTS FROM AKASHVANI KENDRA, UDAIPUR AND RAJKOT ON VARIOUS SUBJECTS.
- AWARD FROM BHARTYA SHIKSHA PRACHAR SAMITI, UDAIPUR
- SELECTION IN NATIONAL MERIT SCHOLARSHIP
- PRESIDENT OF SANSKRIT PARISHAD, SUKHADIYA UNIVERSITY, UDAIPUR – 1992.

### **HONORARY SERVICES**

- GENERAL SECRETARY OF KENDRIYA VIDYALAYA PARENTS ASSOCIATION [K.V.P.A.], RAJKOT. FROM AUG. 2006.
- COMMITTEE MEMBER OF SPECIAL OLYMPICS, GUJARAT (RAJKOT CHAPTER)
- MANAGEMENT COMMITTEE MEMBER OF SANT SHREE ASHRMJI PUBLIC SCHOOL, RAJKOT
- HANDLING OF 'VIDYARTHI UJVAL BHAVISHYA NIRMAN SHIVIR', ORGANIZED BY SANT SHREE ASARAMJI ASHRAM RAJKOT. MAY-JUNE 2006.

**MR. DHIMANT KANTILAL KARIYA**

***LECTURER IN ENGLISH***

**RESIDENTIAL ADDRESS AND CONTACT NUMBERS**

'TATHYARSH', 5 GULAB VIHAR SOCIETY, B/H BIG BAZAAR, 150 FT. RING ROAD, RAJKOT.

PHONE: RESI. (0281) 6532291 CELL: 94272 23372

**DATE OF BIRTH**

**FIELD OF INTEREST**

JULY 21,1967

READING, WRITING, TRANSLATION, ELT

**EDUCATIONAL QUALIFICATION**

1. B.A. (ENGLISH), SAURASHTRA UNIVERSITY, 1992, 2ND CLASS
2. M.A. (ENGLISH), SAURASHTRA UNIVERSITY, 1994, 2ND CLASS

**JOB EXPERIENCE**

1. LECTURER IN ENGLISH, MAHILA ARTS AND COMMERCE COLLEGE-VERAVAL. FROM MARCH 1, 1994 TO FEBRUARY 25, 1996.
2. LECTURER IN ENGLISH, SMT. R. R. PATEL MAHILA ARTS AND COMMERCE COLLEGE- RAJKOT. FROM MARCH 26, 1996 TILL THE DATE.

**PARTICIPATION IN FACULTY DEVELOPMENT PROGRAMMES**

ORIENTATION COURSE : 5/5/1997 TO 31/5/1997  
REFRESHER COURSE (1) : 28/8/2000 TO 17/9/2000  
REFRESHER COURSE (2) : 10/3/2003 TO 30/3/003  
REFRESHER COURSE (3) : 17/1/2005 TO 6/2/2005  
TRAINING FOR VALUE EDUCATION: 30/8/2004 TO 3/9/2004

## **PARTICIPATION IN SEMINARS, WORKSHOPS, CONFERENCES**

### **WORKSHOP**

“MATERIALS DEVELOPMENT FOR ENGLISH LANGUAGE TEACHING AT THE UG LEVELS.”

DEPARTMENT OF ENGLISH, SAU. UNI., RAJKOT. JANUARY 28/29/30/31, 1997

### **NATIONAL SEMINAR**

“LITERARY CRITICISM AND INDIA: ISSUES AND APPROACHES”

DEPARTMENT OF ENGLISH, SAU. UNI., RAJKOT. MARCH 27/28/29, 2000

### **STATE LEVEL SEMINAR**

“TEACHING OF ENGLISH LANGUAGE, LITERATURE AND COMMUNICATION”

SHRI P. D. MALAVIYA COLLEGE OF COMMERCE, RAJKOT.

AUGUST 20/21, 2001

### **WORKSHOP**

“TRANSLATING RENAISSANCE LITERATURES FROM GUJARATI AND HINDI INTO ENGLISH.”

DEPARTMENT OF ENGLISH, SAU. UNI., RAJKOT. MARCH 24/25/26, 2003

## **PUBLICATIONS**

### **1. ‘A TEXT BOOK OF ENGLISH GRAMMAR & COMPOSITION’**

ENGLISH COMPULSORY-F.Y.B.COM., SAU.UNI. PUBLISHERS: C. JAMNADAS & CO., A’BAD.

### **2. ‘A TEXT BOOK OF ENGLISH GRAMMAR & COMPOSITION’**

ENGLISH COMPULSORY-S.Y.B.COM., SAU.UNI. PUBLISHERS: C. JAMNADAS & CO., A’BAD.

### **3. ‘A TEXT BOOK OF ENGLISH GRAMMAR & COMPOSITION’**

ENGLISH COMPULSORY-T.Y.B.COM., SAU.UNI. PUBLISHERS: C. JAMNADAS & CO., A’BAD.

### **4. ‘A TEXT BOOK OF BUSINESS COMMUNICATION’**

S.Y.B.COM., SAU. UNI. PUBLISHERS: C. JAMNADAS & CO., AHMEDABAD.

*\* THE FACULTY IS ONE OF THE MAJOR THREE AUTHORS OF THE ABOVE MENTIONED BOOKS SINCE 2002 AND MANY EDITIONS OF THESE BOOKS HAVE BEEN REVISED AND PUBLISHED WITH THE CHANGES IN SYLLABUS AND NEEDS TO REVISE.*

**5. 'DEATH'**

A GUJARATI POEM 'MRUTYU' BY JAYANT PATHAK TRANSLATED INTO ENGLISH.

PUBLISHED IN 'EFFUSIONS' (COLLECTION OF TRANSLATED POEMS) BY SAU. UNI., IN 1993

**6. 'SURPRISE'**

A GUJARATI SHORT STORY, PUBLISHED IN 'GUJARAT SAMACHAR' (NEWS-PAPER).

**7. BROADCASTING OF FIVE POEMS**

'SWAIR-VIHAR', AKASHVANI (RADIO-STATION), RAJKOT.

SOME POEMS ARE PUBLISHED IN VARIOUS NEWSPAPER AND MAGAZINE.

**MEMBER OF PROFESSIONAL & LOCAL BODIES**

MEMBER: BOARD OF STUDIES IN ENGLISH, SAURASHTRA UNIVERSITY, RAJKOT.

COORDINATOR: STEERING COMMITTEE, RRPMC, RAJKOT.

MEMBER: LIBRARY ADVISORY COMMITTEE, RRPMC, RAJKOT.

**AS A RESOURCE PERSON**

BASIC ENGLISH COURSE, SMT M. T. DHAMSANIYA COLLEGE, RAJKOT.

DT. DEC. 05, 2005

GENERAL ENGLISH, DHARMARTH RATRI VIDYALAYA, RAJKOT. 2005

(HONORARY)

**THEACHING METHODS/DEVICES APPLIED IN CLASS-ROOMS**

ENCOURAGING QUESTIONS     PAPER READING BY STUD.     GROUP DISCUSSION     ERROR AND EFFORT METHOD     UNIT TEST     DICTATION     OUTSIDE THE CLASSROOM TEACHING     USE OF GENUINE CUTTINGS/PAPERS     TEACHING OF BASICS NOT INCLUDED IN SYLLABUS     REVISION WITH UPDATED INFORMATION     EXTRA LECTURES IF NEEDED.

**MR. SAKHIYA PARASHOTAM MITHABHAI**

**LECTURER IN COMMERCE**

**RESIDENTIAL ADDRESS AND CONTACT NUMBERS**

JAMUNA PARK, BLOCK NO. 37,

MAYANI CHOWK, NEAR RADHA NAGAR, RAJKOT-4

PHONE: RESI. (0281) 2374528                      M: 9879520432

<b>DATE OF BIRTH</b>	<b>FIELD OF INTEREST</b>	<b>BLOOD GROUP</b>
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05-12-1964

B+

**EDUCATIONAL QUALIFICATION**

NO.	NAME OF DEGREE	YEAR OF PASSING	UNIVERSITY	SUBJECT OFFERED	CLASS
1	B.COM.	1989	SAU. UNI.		SECOND
2	M.COM	1991	SAU. UNI.		SECOND
3.	B.ED.	1993	SAU. UNI.		DIST

**JOINING DATE : 08-01-1994**

**P.G. TEACHING RECOGNITION NO. : PG/A/347/191/99**

**DT. 7-5-99**

**TEACHING EXP. : 13 YEARS**

**PARTICIPATION IN FACULTY DEVELOPMENT PROGRAMMES**

ORIENTATION COURSE : 23-5-94 TO 18-6-94, RAJKOT

REFRESHER COURSE (1) : 28-2-2000 TO 19-3-2000, RAJKOT

REFRESHER COURSE (2) : 3-2-2004 TO 24-2-2004, RAJKOT "C GRADE"

REFRESHER COURSE (3) : 16-9-2002 TO 6-10-2002 "B GRADE"

**PARTICIPAION IN SEMINARS, WORKSHOPS,CONFERENCES****STATE LEVEL SEMINAR**

- 1) "HUMAN RESOURCE DEVELOPMENT" IN 21ST CENTURY  
BY SHRI M.M. GHODASARA COLLEGE, JUNAGADH.  
PAPER READING ' H.R.A.' HELD ON 15,16 OCT. 1999

**NATIONAL LEVEL SEMINAR**

- 1) "CONTEMPARY ISSUE IN MANAGEMENT"  
BY R. D. GARDI DEPARTMENT OF BUSINESS MANAGEMENT, SAU.  
UNI. RAJKOT, ON 25TH MARCH 2002

**CONFERENCE**

- 1) CONTEMPORARY ISSUES IN MANAGEMENT IBY DEPARTMENT OF  
M.B.A., SAU. UNI. RAJKOT, ON 27-9-2003
- 2) "VALUE ADDED TAX AND ACCOUNTING IMPLICATION AND  
EMERGING FINANCE SERVICE"  
PAPER READING ON "VAT & ACCOUNTING HELD ON 21, 22 JAN 2006,  
SAU. UNI. RAJKOT
- 3) INDIAN ACCOUNTING ASSOCIATION STATE CONFERENCE  
SAU. UNI. RAJKOT

**NATIONAL LEVEL**

- 1) "U.G.C. CURRICULUM DEVELOPMENT" BY FACULTY OF COMMERCE  
SAU. UNI. RAJKOT HELD 5TH MARCH 2004.
- 2) "MULYA AND SANSKRUTI SHIKSHAN SHIBIR", BY ANAND NIKETAN  
TRUST – AKVA PROJECT, A.P.PATEL KANYA CHHATRALAYA,  
ASTRON SOCIETY, RAJKOT. HELD 30-8-04 TO 03-09-04.

**PUBLICATIONS****BOOKS CO-WRITER**

- 1) ACCOUNTING & FINANCE PAPER - 2,  
PUBLISARCE BY B.S. SHAH, A'BAD
- 2) ACCOUNTING & FIN. PAPER – 3.  
PUBLISARCE BY C. JAMNADAS

**MEMBER OF PROFESSIONAL & LOCAL BODIES**

- INDIAN ACCOUNTING ASSOCIATION, MEMBER
  - EDUCATIONAL INFORMATION MEMBER, COMMITTEE, MEMBER
  - I.Q.E.S., COMMITTEE, MEMBER
- TIME TABLE AND CALENDAR, COMMITTEE, MEMBER

**THEACHING METHODS/DEVICES APPLIED IN CLASS-ROOMS**

- LECTURERS
- NOTE MAKING
- USE OF CHARTS AND GRAPH
- QUESTION AND ANSWER
- DICTATION
- GROUP DISCUSSION
- TRY AND ERROR METHOD





**PARTICIPATION IN SEMINARS, WORKSHOPS, CONFERENCES****CONFERENCE : NATIONAL LEVEL**

“VALUE ADDED TAX AND ACCOUNTING IMPLICATION AND EMERGING FINANCIAL SERVICE”, ON 21, 22 JANUARY – 2006 SAU. UNI. RAJKOT

**WORKSHOP : STATE LEVEL**

- 1) U.G.C. CURRICULUM DEVELOPMENT BY FACULTY OF COMMERCE, SAU. UNI. RAJKOT, MARCH, 5TH 2004
- 2) “MULYA ANE SANSHKRUTI SHIKSHAN SHIBIR” BY ANAND NIKETAN TRUST, AKVA PROJECT , A.P. PATEL KANYA CHHATRALAYA ASTRON SOCIETY RAJKOT  
DT. 30-05-04 TO 3-9-04

**PUBLICATIONS**

BOOKS (CO-WRITER)

- 1) ACCOUNTING AND FINANCE PAPER – III, PUBLISHED BY B.S.SHAH
- 2) ACCOUNTING AND FINANCE PAPER – I, PUBLISHED BY B.S.SHAH, A'BAD

**MEMBER OF PROFESSIONAL & LOCAL BODIES**

MEMBER OF PROFESSIONAL BODY : INDIAN ACCOUNTING ASSOCIATION

MEMBER: BOARD OF STUDY IN SAURASHTRA UNIVERSITY

**TEACHING METHODS/DEVICES APPLIED IN CLASS-ROOMS**

- LECTURERS
- NOTE MAKING
- QUESTION AND ANSWER
- GROUP DISCUSSION



**PARTICIPAION IN SEMINARS, WORKSHOPS, CONFERENCES****WORKSHOP STATE LEVEL**

- 1) "EXAMINATION REFORMS IN HIGHER EDUCATION", 30-12-06 ONE DAY, BY SHRI R. K. PARIKH ARTS & COMM. COLLEGE, AT, PETLAD,
- 2) "VALUE AND CULTURE EDUCATION WORKSHOP",. FROM 30-08-04 TO 03-09-04 FIVE DAY, SPON BY. H.R.D., NEW DELHI

**NATIONAL SEMINAR**

"IMPACTS OF ECONOMICS REFORMS ON INDIAN ECONOMY" FROM : 5-1-02 TO 6-1-05 AT : JUNAGADH, BY : M. M. GHOASARA ARTS AND COMMERCE COLLEGE, JUNAGADH

**MEMBER OF PROFESSIONAL & LOCAL BODIES**

- BOARD OF STUDING IN ECONOMICS, SAU. UNI. RAJKOT
- "AKHIL GUJARAT ARTHASHASHTRA PARISHAD", AHMEDABAD
- VICE CHAIRMAN, PREYAR COMMITTEE, RRPMC RAJKOT
- VICE CHAIRMAN, ALUMNI ASSOCIATION, RRPMC, RAJKOT
- MEMBER ORGANIZATION COMMITTEE, RRPMC, RAJKOT

**THEACHING METHODS/DEVICES APPLIED IN CLASS-ROOMS**

- GROUP DISCUSSION
- ENCOURAGING QUESTION
- USE OF O.H.P.
- MAKING QUESTION BANK+

**MARU ARTI HARIHARRY**  
**LECTURER [PART-TIME] COMMERCE**

**RESIDENTIAL ADDRESS AND CONTACT NUMBERS**

'BHAKTI' 51, ASTRON SOCIETY,  
AMIN MARG, RAJKOT-1  
PHONE: RESI. 0281 - 2443333

<b>DATE OF BIRTH</b>	<b>FIELD OF INTEREST</b>	<b>BLOOD GROUP</b>
15-08-1968	READING	B

**EDUCATIONAL QUALIFICATION**

<b>NO.</b>	<b>NAME OF DEGREE</b>	<b>YEAR OF PASSING</b>	<b>UNIVERSITY</b>	<b>SUBJECT OFFERED</b>	<b>CLASS</b>
1	B.COM.	1988	SAURASHTRA UNIVERSITY	COMMERCE	SECOND
2.	M.COM.	1990	SAURASHTRA UNIVERSITY	COMMERCE	SECOND

**JOINING DATE** : **13-12-1994**

**TEACHING EXPERIENCE**

1. U.G.LEVEL : 12 YEARS
2. P.G.LEVEL : --

**PARTICIPATION IN FACULTY DEVELOPMENT PROGRAMMES**

ORIENTATION COURSE : 03-03-2003 TO 31-03-2003, SAU. UNI. RJT.

**MEMBER OF PROFESSIONAL & LOCAL BODIES**

1. ALUMNI ASSOCIATION – MEMBER, R.R.P.M.C., RAJKOT

<b>THEACHING METHODS/DEVICES APPLIED IN CLASS-ROOMS</b>
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- |   |
|---|
| <input checked="" type="checkbox"/> ENCOURAGING QUESTIONS             |
| <input checked="" type="checkbox"/> GROUP DISCUSSION                  |
| <input checked="" type="checkbox"/> UNIT TEST                         |
| <input checked="" type="checkbox"/> DICTATION                         |
| <input checked="" type="checkbox"/> REVISION WITH UPDATED INFORMATION |

**PAREKH BHAVNABEN PUNAMBHAI**  
**LECTURER IN A PHYSICAL EDUCATION**

**RESIDENTIAL ADDRESS AND CONTACT NUMBERS**

“PARTH”, 207, PRASHEEL PARK,  
 NEEL CITY CLUB, UNIVERSITY ROAD,  
 NR. A.G. QUARTERS, RAJKOT-5.  
 CELL: 9825349706, 9376030016

<b>DATE OF BIRTH</b>	<b>FIELD OF INTEREST</b>	<b>BLOOD GROUP</b>
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30TH MAY, 1972	SPORTS, YOGA, SOCIAL ACTIVITY	A+
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**EDUCATIONAL QUALIFICATION**

NO.	NAME OF DEGREE	YEAR OF PASSING	UNIVERSITY	CLASS
1	B.SC.	1993	GUJARAT VIDYAPITH	FIRST
2	D.P.ED.	1994	GUJART STATE EXAM.BOARD	FIRST
3	M.P.E.	1996	GUJARAT UNIVERSITY A'BAD	FIRST

**PARTICIPATION IN FACULTY DEVELOPMENT PROGRAMMES**

ORIENTATION COURSE	: 5-3-01 TO 31-3-01, SAU. UNI, RAJKOT
REFRESHER COURSE (1)	: 20-11-01 TO 31-01-01 GUJARAT VIDYAPITH, SADRA
REFRESHER COURSE (2)	: 10-02-2006 TO 2-03-06, GWALIOR, “A GRADE”

## **PARTICIPAION IN SEMINARS, WORKSHOPS, CONFERENCES**

### **NATIONAL SEMINAR**

- NATIONAL SEMINAR 1/2 MARCH 2006, ORGANIZATION OF STATE ATHLETIC CHEMPIONSHIP FOR MENTAL RETARTED.
- UTA TRAINING / WORKSHOP 14 TO 16 SEPTEMBER, 2003, RAJKOT.
- NATIONAL SEMINAR DEMOCRATIC VALUES AND LEADERSHIP IN REFERNCE TO LOCAL STATE GOVERNMENT. (GANDHINAGAR)
- A VISION FOR WISDOM & WORLD PEACE 2007.
- "HUMAN RIGHTS FOR WEAKER SECTION" (DELHI)

## **MEMBER OF PROFESSIONAL & LOCAL BODIES**

- SPECIAL OLYMPICS GUJARAT
- (RAJKOT AND JAMMAGAR DISTRICT) SPORTS DIRECTOR
- PROGRAMME OFFICER : NSS, RRPMC, RAJKOT
- VICE CHAIRPERSON : COMMITTEE FOR SPORTS, RRPMC, RAJKOT

## **ACHIEVEMENTS**

- NATIONAL AWARSD FOR PHYSICAL EDUCATION, UNO 2004 (GANDHINAGAR) BY
  - INTERNATIONAL ASSOCIATION OF EDUCATORS FOR WORLD PEACE (IAEWP), USA
  - COMMONWEALTH ASSOCIATION FOR THE EDUCATION & TRAINING OF ADULTS, (CAETA), UK
  - THE GLOBAL OPEN UNIVERSITY, MILAN CIRCLE FOR SPIRITUAL AID TO LIFE, INDIA.
  - NATIONAL INSTITUTE OF CORRESPONDANCE EDUCATION (NICE)
- PRIYADARSHINI AWARD – 19-11-2006, RAJKOT CITY CONGRESS YUVA GROUP, 2006, UNO 2006
- PRIYADARSHINI NATIONAL AWARD FOR EXCELLENCE IN SPORTS ACTIVITIES AND SOCIAL ACTIVITY (GANDHINAGAR) BY
  - INTERNATIONAL ASSOCIATION OF EDUCATORS OF WORLD PEACE (IAEWP), USA



- COMMONWEALTH ASSOCIATION FOR THE EDUCATION AND TRAINING OF ADULTS (CAETA), UK
- HUMAN RIGHTS AWARD – 2006 (DELHI) BY
- 8TH WORLD HUMAN RIGHTS CONGRESS INDIAN INSTITUTE OF HUMAN RIGHTS (DELHI)

- THE FACULTY MEMBER HAS GIVEN HER SERVICES AS A MANAGER AND COATCH IN VARIOUS SPORTS TEAMS AT THE UNIVERSITY LEVEL. SHE HAS GIVEN HER SERVICES AS A MANAGER IN MANY TRACKING CAMPS ORGANIZED BY SAU. UNI.
- THE FACULTY MEMBER HAS PARTICIPATED IN THE 'PARED' ON 'RAJPATH', DELHI AS A R.D. TEAM MANAGER (NSS) IN JAN. 2001. SHE STAYED THERE FOR A MONTH.

**Smt. R. R. Patel Mahila Arts & Commerce College, Rajkot.**

**Student Feedback on Teachers**

Department ::

Semester/Term/Year ::

**Note : Pl. grant up to 10 marks for each of the following aspects.**

Name of the Teacher:	
Attributes	
<ol style="list-style-type: none"><li>1. Communication Skills (in terms of articulation and comprehensibility)</li><li>2. Interest generated by the teacher</li><li>3. Ability to integrate course material with environment/other issues to provide a broader perspective</li><li>4. Ability to integrate across the courses / draw upon other courses</li><li>5. Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate outside class discussion)</li><li>6. Ability to design quizzes /examinations /assignments / projects to test understanding of the course</li><li>7. Provision of sufficient timely feedback</li><li>8. Knowledge base of the teacher (as perceived by you)</li><li>9. Sincerity / Commitment of the teacher</li><li>10. Overall rating</li></ol>	





**Smt. R. R. Patel Mahila Arts and Commerce College, Rajkot**  
**Third Year B.A.**  
**Time table 2006-2007**

<b>Lectures &amp; Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
7.45 – 8.40	Gujarati Hindi Psychology Sociology	Gujarati Hindi Psychology Sociology	Gujarati Hindi Psychology Sociology	Hindi (c) Eng. (c) Gujarati Sociology	Hindi (c) Eng. (c) Gujarati Sociology	Hindi (c) Eng. (c) Gujarati Sociology
8.40 – 9.35	Gujarati Hindi Psychology Sociology	Gujarati Hindi Psychology Sociology	Gujarati Hindi Psychology Sociology	Gujarati Hindi Psychology Sociology	Gujarati Hindi Psychology Sociology	Gujarati Hindi Psychology Sociology
9.35 – 9.50	<b>BREAK</b>					
9.50 – 10.45	Gujarati Hindi Psychology Sociology	Gujarati Hindi Psychology Sociology	Gujarati Hindi Psychology Sociology	Gujarati Hindi Psychology Sociology	Gujarati Hindi Psychology Sociology	Gujarati Hindi Psychology Sociology
10.45 – 11.40	Hindi Eng. Hindi Psy. (Prac)	Hindi Eng. Hindi Psy. (Prac)	Hindi Eng. Hindi Psy. (Prac)	Hindi (c) Eng. (c) Hindi Psy. (Prac)	Hindi (c) Eng. (c) Hindi Psy. (Prac)	Hindi (c) Eng. (c) Hindi Psy. (Prac)

**Smt. R. R. Patel Mahila Arts and Commerce College, Rajkot**  
**First Year B. Com.**

**Time table 2006-2007**

<b>Lectures &amp; Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
7.45 – 8.40	F.A.	F.A.	F.A.	F.E.	ENG	F.E.
8.40 – 9.35	S.S.P.	S.S.P.	ECO.	F.A.	H.R.M.	H.R.M.
9.35 – 9.50	<b>BREAK</b>					
9.50 – 10.45	ECO.	B.M.	B.M.	ENG.	F.E.	ENG.
10.45 – 11.40	B.M.	ECO.	H.R.M.	C.L.	S.S.P.	C.L.

**Smt. R. R. Patel Mahila Arts and Commerce College, Rajkot**  
**Second Year B. Com.**

**Time table 2006-2007**

<b>Lectures &amp; Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
7.45 – 8.40	ENG.	ENG.	ECO	F.A. – 1	F.A. – 1	B.C.
8.40 – 9.35	ECO.	ECO.	ENG.	CORP. A/C	COST.	F.A. – 1
9.35 – 9.50	<b>BREAK</b>					
9.50 – 10.45	COST	I.T.	I.T.	I.T.	COST	COST
10.45 – 11.40	CORP A/C	CORP A/C	F.A. – 1	B.C.	B.C.	ECO

**Smt. R. R. Patel Mahila Arts and Commerce College, Rajkot**  
**Third Year B. Com.**

**Time table 2006-2007**

<b>Lectures &amp; Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
7.45 – 8.40	STAT.	STAT.	STAT.	F.A. – 3	F.A. – 3	F.A. – 3
8.40 – 9.35	M.A.	M.A.	M.A.	Audit.	F.A. – 2	B.E.
9.35 – 9.50	<b>BREAK</b>					
9.50 – 10.45	ENG.	ENG.	M.A.	ECO.	Audit.	Audit.
10.45 – 11.40	ECO.	STAT.	ENG.	F.A. – 2	ECO.	F.A. – 2



## Smt. R. R. Patel Mahila Arts and Commerce College, Rajkot

### Income – Expenditure for the Year 2005 – 2006

INCOME		EXPENDITURE	
Income from fees	Rs. 41147/-	Expenditure for salaries	Rs. 4990613/-
Income from grants	Rs. 524224/-	Salaries of visiting lecturer	
Excess expenditure more than income brought forward to balance sheet		Other Expenditure	
		AMT. GRANTED	Rs. 30000/-
		DIF. BETWEEN INCOME & EXPENDITURE	Rs. 252206/-
		Library, Gym and Exam expense	NIL
		College Building rent	Rs. 58350/-
		Medical Reimbursement	NIL
		Recurring Expenses	Rs.47222/-
		Non recurring	NIL
		Expenses against P.T.A.C. grant	Rs.4980/-
		U.G.C. 10 <sup>th</sup> plan grant (Equipment purchasing)	NIL
		Library Expenditure	NIL
<b>Total</b>	<b>Rs.52,83,371/-</b>		<b>Rs.52,83,371/-</b>

# Smt. R. R. Patel Mahila Arts and Commerce College, Rajkot

## Computer Center

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### Configuration of Computer and related devices:

- **Projector — 1**  
(Toshiba – s-20, 1400 lumens, 2000:1 contrast ratio)
- **Notebook computer — 1**  
(HCL easybee, Pentium -4, 128 Mb ram, 30 GB, CD-DVD-Combo)
- **Speaker System — 1**  
(Speaker system 6+1 channel, cordless mice)
- **Handy cam — 1**  
(Sony Handy cam)
- **Handy cam stand — 1**
- **Project Screen wall mount — 1**  
(size 108" × 144", 9ft. × 12 ft.)
- **Project screen tripod stand — 1**  
(size 72" × 96", 6 ft. × 8 ft.)
- **Over head projector — 1**  
(Traner series OHP, 24v / 250W Halogen, Projector area 254mm × 2554mn, 2300 lumens)
- **Digital Writing Pen — 1**
- **Scanner — 1**  
(scanner 1200 DPI)
- **Audio all in-one — 1**  
(Mp3, vcd, player and cassette player)
- **DVD player — 1**  
(Philips DVD player)

- **Education cds**  
(Master blaster 41 cdpacks)
- **Computer — 1**  
(Celeron 950 Mhz, Intel 810 chipset, 128 ram, 1.44 fdd, 40 gb hdd, Mercury cabinet, keyboard, mouse, Multimedia kit, Digital line conditioner., Monitor)
- **Computer — 1**  
(P-III 1.0 Ghz, , Intel 810 chipset, 128 ram, 1.44 fdd, 40 gb hdd, Mercury cabinet, keyboard, mouse, Multimedia kit, Digital line conditioner., 500 VA UPS, Monitor)
- **Printer Wipro HQ-5300 — 1**
- **Computer — 2**  
(P-IV 2.4 Ghz, , Intel 845 MB, 256ram, 1.44 fdd, 40 gb hdd, ATX cabiner, TVS keyboard, Logitech mouse, Monitor, 560 modem internal, M.M. kit, Zip drive, )
- **HP printer — 1**
- **Windows XP Home**
- **MS Office (SB)**

# Smt. R. R. Patel Mahila Arts and Commerce College, Rajkot

## Result of Last Past Five years

	Year	% of passes	First	Distinction
FYBA	2001-2002	99.26%	21	-
FYBA	2002-2003	100%	70	
FYBA	2003-2004	100%	19	
FYBA	2004-2005	100%	78	
FYBA	2005-2006	100%	84	
SYBA	2001-2002	100%	35	
SYBA	2002-2003	98.69%	26	
SYBA	2003-2004	99.50%	29	
SYBA	2004-2005	100%	48	
SYBA	2005-2006	100%	59	
TYBA	2001-2002	100%	29	
TYBA	2002-2003	98.13%	49	
TYBA	2003-2004	99.48%	71	
TYBA	2004-2005	99.45%	81	
TYBA	2005-2006	97.69%	53	
FYBCom	2001-2002	97.87%	22	1
FYBCom	2002-2003	100%	22	2
FYBCom	2003-2004	93.33%	2	
FYBCom	2004-2005	100%	20	
FYBCom	2005-2006	97.30%	7	1
SYBCom	2001-2002	96.77%	5	1
SYBCom	2002-2003	96.34%	14	1
SYBCom	2003-2004	88.31%	9	1
SYBCom	2004-2005	96.61%	5	
SYBCom	2005-2006	93.33%	4	
TYBCom	2001-2002	81.48%	12	
TYBCom	2002-2003	78.57%	10	
TYBCom	2003-2004	86.30%	13	
TYBCom	2004-2005	74.19%	12	
TYBCom	2005-2006	81.67%	12	