

**Assessment Report
for
Institutional Accreditation**

of

**SHRI A.P. PATEL EDU. & CHARITABLE
TRUST SANCHALIT SMT. RAMBHABEN
RAVJIBHAI (R.R.) PATEL MAHILA ARTS &
COMMERCE COLLEGE, RAJKOT-360001,
GUJARAT.**

16th and 17th March, 2007

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bangalore - 560 072, INDIA**

**REPORT OF THE PEER TEAM ON THE
INSTITUTIONAL ACCREDITATION OF THE
SHRI A.P. PATEL EDU. & CHARITABLE TRUST
SANCHALIT SMT. RAMBHABEN RAVJIBHAI (R.R.)
PATEL MAHILA ARTS & COMMERCE COLLEGE,
RAJKOT - 360001, GUJARAT**

SECTION 1: INTRODUCTION

Rajkot is an important town of “Kathiawad” region of Gujarat. Smt. A. P. Patel Educational and Charitable Trust was set up in 1972 which runs three Institutions namely Smt. A. P. Patel Kanya Chhatralay, Shri M. G. and S. G. Bardanwala High School and **Smt. Rambhaben Ravjibhai Patel Mahila Arts & Commerce College, Rajkot**. The Trust aims at providing higher education to the rural girls students in and around Rajkot. Presently on campus students from rural area and particularly from Leuva Patel caste are staying in the hostel.

In order to achieve the aims in the field of higher learning **Smt. Rambhaben Ravjibhai Patel Mahila Arts & Commerce College, Rajkot** came to existence in 1992. The College is situated on the periphery of urban area and thus serves both rural and urban population. The Campus area is 1500 Sq. Mtrs, while the built-up area is 1400 Sq. Mtrs. **Smt. Rambhaben Ravjibhai Patel Mahila Arts & Commerce College, Rajkot** is a grant-in-aid institution, affiliated to Saurashtra University, Rajkot. It received recognition from UGC under 2(f) and 12(B) in the year 1999. While the University has provision for granting autonomous status, the College has not applied for the same.

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The College offers two undergraduate programmes namely Bachelor of Arts and Bachelor of Commerce. The College offers undergraduate programme in eight-subjects. As per the requirements of the University College follows annual system.

The total numbers of students enrolled in the College are 584. The recruitment of teachers is as per rules and regulation of Saurashtra University and Government of Gujarat. At the time of Vacancy management appoints teachers with consultation of Principal as per the norms laid down by the University.

There are 14 permanent and 02 temporary teachers in the College; among these 04 have Ph. D., 02 of whom also have M.Phil and 10 have post graduation as the highest qualification. The total number of non-teaches staff is 06.

The unit cost of education is Rs. 8386/- including salary and Rs. 173/- excluding salary. The facilities at the College include Central Library, hostel, sports facility etc. The College functions for 287 days with 183 teaching days. The total number of books in the library are 3484.

Shri A.P. Patel Edu. & Charitable Trust Sanchalit **Smt. Rambhaben Ravjibhai (R.R.) Patel Mahila Arts & Commerce College, Rajkot**, Gujarat volunteered to be assessed by the National Assessment And Accreditation Council (NAAC), Bangalore and submitted its Self-Study Report (SSR) in the month of January, 2007. The NAAC constituted a Peer Team consisting of the following members to visit and to assess the institution and validate the self-study report.

Prof. Vasant M. Chavan - Chairperson
(Former Pro VC, Shivaji University)
Director, Bharati Vidyapeeth's Institute of Management
74, Vaibhav Housing Society
Behind Shahu Naka, Kolhapur - 416004
Maharashtra.

Prof. T.N. Mathur

Professor, Department of Economic
Administration and Financial Management
Faculty of Commerce
University of Rajasthan,
Jaipur-302004, Rajasthan.

Member - Coordinator

Prof. Rajshekhar M.

Former Principal
Dr. Nitte Shankara Adyanthaya Memorial
First Grade College
Nitte - 574110, Udupi Distt.
Karnataka.

- Member

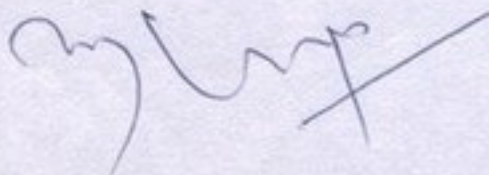
Prior to visit, the Peer Team carefully studied the report submitted by the College and has made a detailed analysis of facts and figures. The Peer Team visited the College on 16th and 17th March 2007. Prior to the visit the members of the Team met on 15th March 2007 at 8.30 P.M. to discuss and exchange notes on the Self-Study Report and formulated modalities for the validation process. The Peer Team had a detailed discussion and interaction with the Management, University Nominee, Principal, Faculty members, Students, Non-teaching Staff, Parents and Alumni. The team also visited various infrastructure facilities and verified documents. Based on the above exercise the Peer Team presents, criterion wise assessment, overall analysis and recommendations as part of this report. At the end it held an exit meeting on 17th March, 2007, in which a copy of the draft report was formally handed over to the Principal.

SECTION 2: CRITERION-WISE ANALYSIS

Criterion-1: Curricular Aspects

The mission of the College is to educate rural girl students particularly from 'Leuva Patel' caste, to provide them value education along with prescribed syllabi and help them for their overall development and help the students by providing scholarships offered by Govt. and social agencies. The College offers the B.A. and B.Com. Courses of Saurashtra University, Gujarat and presently 584 students are enrolled in the College. A guest lecture series is arranged through which they are enlightened as to environment, value education, national demand, global demand etc. This helps the students to select a career having good future prospects.

The syllabi of the programs are framed by Board of Studies (BOS) of Saurashtra University in which a few faculty members of the College are involved as members of BOS. The syllabi are revised by the University on the basis of feedback given by the students, faculty and employers. The staff members are provided with opportunities to frame, restructure and revise the curriculum on the basis of market requirements through BOS. There are wide subject options available for the students. The Arts students have opportunity to go for Gujarati, Hindi, Psychology and Sociology as main subjects. Sanskrit and History are offered as subsidiary subjects. The Commerce students are provided with subject options for SSP and HRM, Accounting and Finance in the College. Hindi and English are offered as compulsory subjects. The examinations of programmes offered are conducted on annual systems. Presently there is no course conducted on 'self finance basis' but in view of the market demand for the computing skills College proposes to start some market oriented courses in the near future on self financing basis. The Institute has obtained feedback from the students at the end of the first and second term of this academic year.



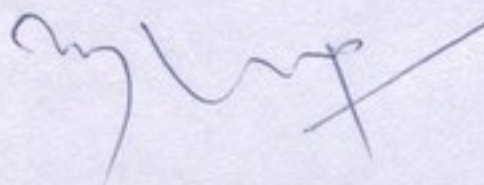
Criterion 2: Teaching, Learning and Evaluation

The College has a transparent admission policy. The students aspiring for admission are notified through local news papers and applications are invited. Generally admission is given on "first come first served basis". Along with meritorious students, candidates from rural area, physically challenged candidates, candidates from economically weaker sections and candidates with sports records are given priority. Due consideration is given to the reservation policy of the Government. Regularity of the students is given importance. The demand ratio of applications received and admission granted is 1:1. The remedial class is a routine feature of the College. The weaker students are provided with an opportunity of remedial classes in vacation period and advanced learners are given challenging assignments, projects which are evaluated by the senior faculty. Informal extra guidance is also provided by the faculty.

An academic calendar is prepared in the beginning of the year involving all teaching staff which gives all details of academic activities to be carried through out the year. The Institution has started evaluation of teachers by students from the academic session 2006-07.

Presently lecture method is used for classroom teaching which is supplemented by motivating students to go through news papers and magazines, group discussions, talks on the topic assigned, distribution of technical notes, training as to developing CVs, business letter writing, advertising, preparation of question bank, etc. The students are encouraged to sit in the library for more time by assigning them library projects. There is also Internet connection available in the library. OHP is used for effective teaching in the class and students are also motivated to use the same for class presentation / seminars. The working days of the College is 287 comprising 183 teaching days.

The evaluation of the students' performance is made through internal examinations conducted by the College and final University examinations. In addition to this the assessment of assignments, periodical test results and classroom activities are

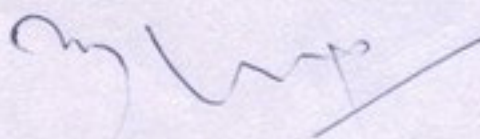


assessed by faculty continuously. The performance of the students is also shared with the parents. The result of University exam is subject to moderation and revaluation ensuring transparency in evaluation.

The appointment of the faculty members is made on the basis of merit and as per the norms stipulated by UGC, University and State Govt. Due consideration is given to reservation policy of the state. There are four faculty members (25%) hold Ph. D. qualification and one faculty is recognized Ph D guide. One Ph D scholar is working under her guidance. Two faculty members are recognized M. Phil guide and few students are doing M. Phil under their guidance. The management always encourages for advancement in qualification, research publication, minor and major research. During the review period four faculty members have attended orientation and refresher programmes, two have attended workshops and ten faculty members have participated in national seminars and two have participated in international seminar with research papers. The classroom teaching of the faculty is evaluated by the students through feedback. The Principal always keep vigil on faculty performance and faculty behavior. The management also gives importance to quality teaching and responsible behavior on the part of teaching staff. Along with the guest lectures for the student, a few lectures for faculty by peers are arranged.

Criterion 3: Research, Consultancy and Extension

There are moderate research and consultancy activities existing in the College. The Institute promotes faculty participation in research by granting financial aid (TA/DA and registration fees) for attending conferences, seminars etc. They are also sanctioned 'duty leaves' by adjusting their teaching work with other faculty members. The faculty members involved in research activities is provided with computing facilities. The library is moderately equipped with Internet and reference books suitable for the research activity. There are four faculty members with Ph. D. qualification, one



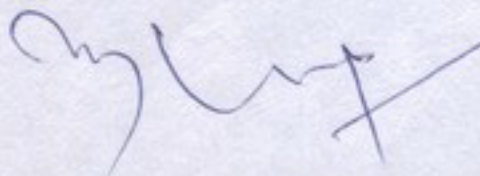
Ph. D. guide and two M. Phil guides. There are four research publications on the credit of the College in review period.

The consultancy activity is absent in the College but a few honorary services are rendered by faculty members in the field of income tax calculation, correspondence in English, advise for purchasing of books without expecting any revenue. The extension activities are vibrant on campus through NSS unit of the College. The College has adopted a near by village called Pal for different NSS activities. The College has been successful in creating awareness as to cleanliness of health, aids, blood donation, drug addiction, communal harmony, women empowerment, thrust of education and freedom from superstition. The College has been successful in initiating students' to visit 'Mother Teresa Ashram' an orphanage, old-age home and The Rajkot Dudh Utpadak Sahakari Mandali etc. as study visits. The College doesn't have a NCC unit for itself but one student of the College join NCC through unit attest to neighbouring institution unit and passed "B" certificate examination. Students celebrate Teachers' day every year to honour their teachers. In the Teachers' day celebration one student act as Principal, some students act as Office Staff as well as Librarian and few teachers takes the responsibility of teaching of different classes. At the end of the day of celebration they organise an academic programme in College premises.

Criterion 4: Infrastructure and Learning Resources

The College is an urban Institution situated on 1500 sq. mts. land with ten spacious class rooms, two store rooms, four wash rooms for students and separate toilets for ladies and gents staff members. There is separate arrangement for administrative rooms, comprising staff room, administrative office and Principal's chamber in a 696 sq. ft. space.

The library is housed in about 200 sq. feet space with computer and internet facility which is kept open for five days in a week during working hours. There is an



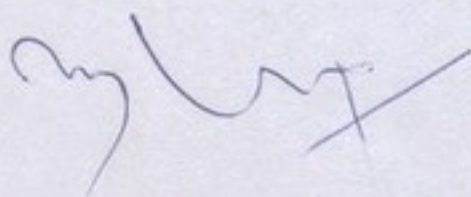
open access for the students in the library and at present there is a total collection of 3484 books on the racks comprising 1123 textbooks, 50 reference books and 2311 general books. The College subscribes 07 periodicals and 02 journals. The total cost incurred in the year 2005-06 is Rs. 2,04,275 for the library. The library expenditure during 2001 to 2006 amounts to Rs. 3,51,057. The automation of the library is just initiated with SOUL software and moderate computing facilities for faculties and students are available at present. The seating capacity of the library is 15. Average number of books issued to the students is 25 and ratio of the library books to the number of students of the College is 4:1. The percentage of library budget in relation to total budget is 40%.

There exists limited computing equipments in the College. Presently College has five computers, two printers, one projector, one notebook computer, one speaker system, two handy cam, one wall mount project screen, one project screen with tripod stand, one digital writing pen, one scanner, educational CDs and a few softwares.

There is a hostel facility available on campus for 350 students with subsidized messing, pure drinking water, entertainment and reading room facilities. The Peer Team observed cordial relationship in hostel among warden staff and students.

Criterion 5: Student Support and Progression

Presently there are 584 girls students learning in **Smt. Rambhaben Ravjibhai Patel Mahila Arts & Commerce College, Rajkot** mainly from economically backward class. Most of the students are from in and around Rajkot. The academic record of the College is satisfactory showing Arts faculty passing rate is in the range of 97.69 percent to 99 percent and in case of Commerce faculty results of different classes in the range of between 74 percent to 82 percent are in the range. Good number of distinction holders is found in Commerce faculty. The percentage of students on progression on an average is 19%. The students of the College have excelled in Swimming, Athletics, Yoga and has reach up to National/International levels. The College provides through Government




general scholarship, BC scholarship, provides SC/ST scholarship and equal chances of going in for education to all classes of society. The faculty provides counselling and guidance to the students. There exist Grievance Redressal Cell and Alumni association in the College with a limited performance.

The College has a prospectus which provides clear information to the students about admission, course requirements, fee structure; refund policies, financial aids available, College and library timings, sports facilities. The prospectus is updated every year. The students are also frequently informed through notices displayed on notice board and circulations in class. The students are motivated to take part in academic competitions, quiz competitions, debating, indoor and outdoor games, and cultural programmes. One student participates in International Swimming Competition. Students taking part are given insurance cover of Rs. 50000/- and Rs. 25000/- at the time of accidental death or and disability respectively. The College also publishes annual magazine which provides platform to the students for their creative writings. The College has also provided photocopying facility, a stationery shop, cycle parking shed for the students.

Criterion 6: Organization and Management

The leadership of the College is vested in the hands of Principal who is responsible to build work culture in the light of vision and mission of the Trust. The teaching and learning, evaluation, general administration and supervision are the basic functions of the Principal in order to achieve the goals through proper implementation. The completion of the curriculum's of the programs offered, conducting tests; preliminary and University exams, controlling extra curricular and co-curricular activities, NSS are important aspects of Principal's responsibility who is answerable to the governing council of the Trust. The head clerk is answerable to Principal. He involves entire staff of his office as supporting staff for learning and evaluation function of the College. The librarian looks after library administration. The Principal conveys his decisions through notices, staff meeting and through directions time-to-time. The



coordination between teaching, non-teaching staff is done by forming good number of committees for different activities involving almost all staff members and a few students. The Principal monitors the performance of the committees and issues direction wherever requires in order to implement academic calendar successfully. Perspective planning is exercised by the management for better results over a long span of time. The Management of the College has introduced "Best Teacher – Arts" and "Best Teacher – Commerce" award to promote quality teacher, from this year.

Non-teaching staff are appointed as per University and State Govt. rules and ad-hoc staff is recruited by the management of Trust. Generally ad-hoc staff are paid through Trust funds and regular staff is paid through State Govt. grants. The non-teaching staff are given opportunity for training and development. The College has self-appraisal method to evaluate faculty and non-teaching staff. The Principal conveys to the management decisions / instructions to the staff with a view to have better performance.

Annual budgeting is done regularly and financial resources are utilized optimally. The purchase procedure, fee-structure, fee-collection is subject to periodical audit. The teaching staff are given opportunities for their academic development. Non-teaching staff are encouraged to learn computing skills enabling them to keep pace with changing times.

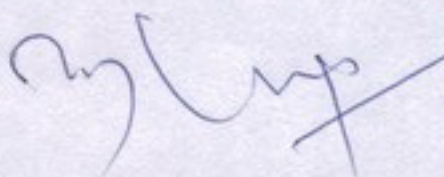
Presently the major source of funds for the College is salary grant from the Govt. to the tune of Rs. 52.42 lacs and fees received from the students is Rs. 0.29 lacs. To the extent of 84% spent on salary of the teaching staff and 15% on salary of the non-teaching staff and 1% on all other expenses. The Peer Team observed smooth conduct of curricular, co-curricular and extra curricular activities.

Criterion 7: Healthy Practices

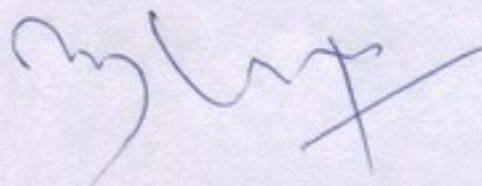
Smt. Rambhaben Ravjibhai Patel Mahila Arts & Commerce College, Rajkot gears itself to achieve their goals and objectives and implement academic calendar with quality teaching and learning and harness the talent of the students. They are also motivated to take part in extension activities in and around Rajkot. To accelerate this process the Institution has adopted feedback mechanism for internal quality checks. The feedback received is analyzed and necessary suggestions and instructions are given for effective performance. Innovative ideas of the faculty and staff are given importance and implemented if found to be fit. The Head clerk looks after the office administration and various committees shoulder the responsibility of different activities assigned. A separate Internal Quality Assurance Cell is taking care of quality enhancements in the College.

Value-based education for the students is on the agenda of the College. Lectures on Yoga, Meditation, Business Ethics, Total Quality Management, Human Welfare, Environment protection, Cleanliness and Hygiene are arranged through NSS. The role of good citizen and responsible persons is played by caring for senior citizens, orphans, hospitalized persons by paying visits to their destinations. The citizens in Rajkot and surrounding area are sensitized by arranging camps on tree plantation, blood donation, medical checkups, Ayurved Nidan etc. for needy public. The Peer Team observed cordial relationship among the management, Principal, staff, students and parents on campus and a good number of healthy practices in the administration of the College which can be stated below:

- The College is striving hard on the path of catering quality educational opportunities by giving maximum scholarships to the needy students including SC/ST students.
- To inculcate spiritual value among the students, The College organizes a Daily Prayer and Yoga exercise for the student



- There exists a counselling cell and a Grievance Redressal Cell and students' feedback for weifare of the students.
- The Teachers prepare lesson plans before they go to the classes and self appraisal system for teaching and non-teaching staff is implemented for quality development.
- In addition to routine lecturing in classes guest lecturers of bank officers, doctors, lawyers and govt. authorities are conducted in College.
- The teachers of the College are invited to the University Department for the Lectures.
- Extra lectures for slow learners and special coaching and counselling for advanced learners are arranged in the College.
- Students are motivated for debating, elocution, sports activities on regular basis and different strategies are adopted for development of students. NSS activities are vibrant on the campus. They are engaged in social activities developing society-College relationship.
- Teacher's day celebration by the students by handling Administration and Teaching on that day.
- A good number of scholarships are given to the students which assists economically and socially disadvantaged and physically challenged students to pursue their studies.



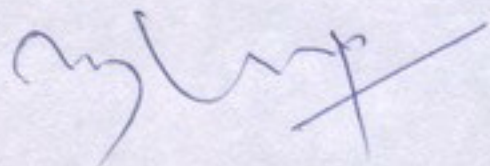
SECTION 3: OVERALL ANALYSIS

Smt. Rambhaben Ravjibhai Patel Mahila Arts & Commerce College, Rajkot is an undergraduate College conducted by Shri A. P. Patel Educational and Charitable Trust Rajkot. It was incepted on 16.06.1992 with a humble beginning of 200 female students and the present count is 584. The College is affiliated to Saurashtra University, Rajkot and offers BA and B.Com. degrees. The College is covered under grants in aid by Govt. of Gujarat and UGC recognizes the same under 2(f) and 12(B). There are 16 teachers out of which 4 teachers have attained Ph. D. qualification to teach 08 subjects in the College. The teacher-student ratio of the College is 1:36. The number of non-teaching staff is 06. The cost of education of the College is Rs. 8368 including salary and Rs. 173 excluding salary.

The academic record of the College is satisfactory. The percentage of students appearing for final University examination is above 90%. A few students have passed the University examination in distinction. The sports record of the College is excellent more particularly in swimming, Athletics and Yoga. They have reached unto National/International level in these events. The present infrastructure is enough to house existing courses. The teachers take extra efforts for slow learners and advanced learners are given challenging assignments.

After having gone through the various records and visiting various academic and physical facilities the Peer Team are of the view that over all performance of the College is satisfactory.

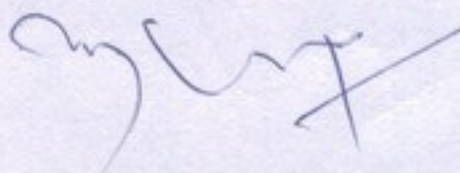
However, in view of the fast changing trends in recent times, the College should make greater and extra efforts to cope up with the situation. With this view in mind the Peer Team suggests the following points for future development of the College.



Suggestions/Recommendations:

While complementing the College for their curricular, co-curricular and extra curricular activities the Peer team is pleased to offer following few suggestions which can help in improving the present functioning.

- The Management, Principal and the teachers need to develop a clear vision for future academic and infrastructure development of the College and make a time frame within which to achieve the same.
- Some of the faculty members be sent according to the convenience of the College for full-fledged faculty development programmes of premier institutes / universities.
- After providing 15 years' of noble services in the field of higher education some market friendly courses like BBA, BCA and Home Science catering to employment and self employment opportunities to the students be started.
- The campus of the College be made more attractive giving emphasis on gardening through sponsorships and alumni contribution.
- A strong mechanism of counselling teachers on the basis of student's feedback and self appraisal of teacher be developed as a regular practice of the College.
- Earn and learn scheme be started in College to help the needy students by assigning maintenance of College, College development work etc. which is otherwise given to some other agencies in the market.
- Special guidance cell in order to give coaching for competitive examinations of state and central government, banks, railways and insurance companies be

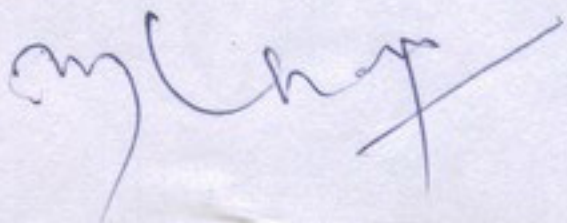


augmented and the results be documented carefully by assigning this activity to some self motivated teachers.

- More use of electronic equipments in class room teaching be initiated by involving education department of the University.
- More computerization in the office, library and academic departments needs to be augmented.
- Students be given opportunity to learn computer rigorously by making more computers available in the College.
- Industry-College interlinking need to be adopted by signing MOUs with industries, banks, co-operative organizations etc. for study visits, short training and industrial experience etc.
- The proportion of female teaching and non-teaching staff members be increased to attend issues of female students.
- Institutional membership of College with Chambers of Commerce, Productivity Council, Commerce Association etc. be developed.
- Teachers of the College be encouraged more to accelerate text book writing, research and publications in reputed journals.
- Faculty be encouraged to organize state level, University level seminars, workshops and conferences with due involvement of staff and students.
- A habit of studying different schemes sponsored by UGC be develop amongst the teachers and avail UGC funds for infrastructure development like library, gymnasium, College building, hostels etc.



- The faculty be motivated more to undertake minor and major research projects through UGC schemes and increase number of Ph.D. holders in the staff.
- Non-teaching staff be given financial assistance to learn computing skills and make use of the same in day to day working of the College.
- Entrepreneurship development efforts be augmented in the College. Efforts towards communication skills and personality development of students be enhanced.
- A Wall magazine may be started to encourage creativity among students. It should also endeavour to bring an issue of College magazine annually.
- The College management should ensure to introduce relevant add-on courses and to provide extra skills to widen the job opportunities.
- For strengthening of English teaching to student from state board or with rural background, a language lab may be established.
- More space to be provided in the library for reading room and reference books. The library should play a pivotal role in providing information to students and teachers. In pursuance of this objective, there is need to increase the number of reference books and academic journals.
- The College may think of providing larger exposure to the students to modern commercial trends and practices. This can be done through assigning projects, fieldwork and practical work.



- Special efforts may be initiated for active support of alumni in the College development and for this alumni association may be registered.

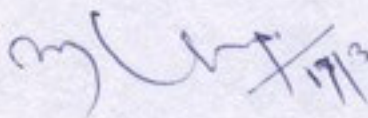
Even with all constraints, the teaching and non-teaching staff under the able and committed leadership of Principal is working hard to not only run but also qualitatively improve and develop the institution.

The Peer Team wishes the College all the best in its forward march to achieve excellence in all spheres of its activities. It also records its deep appreciation for whole hearted cooperation, support and goodwill extended by the commissioner, representatives of Saurashtra University, Rajkot teaching and non-teaching staff, students, parents, alumni for their fruitful interaction and support extended to the Peer Team during the visit.

The Peer team wishes the College all the best in future and sincerely hope that the institution will grow into a great centre of learning with national recognition.

Names and Signatures of the Peer Team Members

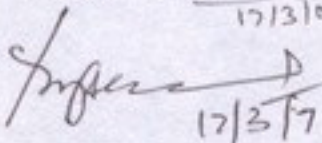
Prof. Vasant M. Chavan
Chairperson



Prof. T. N. Mathur
Member-Coordinator

Prof. T. N. Mathur
17/3/07

Prof. Rajshekhar M.
Member



Principal's Remark and Signature:

I agree with the observations and recommendations made by the Peer Team in this Report.

Date: 17th March, 2007



Name and Signature of the Principal

(Dr. S.B. Asodariya)
Principal,
Smt. R. R. Patel Mahila
Arts & Comm. College
RAJKOT