

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE I.Q.A.C.

Name of the Institution : Shah K.S.Arts & V.M.Parekh Commerce
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Dist.Kheda. (GUJ) Pin : 387620

**Name of the Head of the
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YEAR OF REPORT : 2010-11

PART-A

THE PLAN OF ACTION CHALKED OUT BY THE I.Q.A.C. IN THE BEGINNING OF THE YEAR TOWARDS QUALITY ENHANCEMENT AND THE OUTCOME ACHIVED BY THE END OF THE YEAR:

- In the beginning of the academic year 2010-2011, the following plan of action was chalked out by the I.Q.A.C. Of our institution towards quality enhancement:
- The selection of the College Student's Council (SRC) was held in the month of August 2010, on the merit basis of the students.
- Various committees were formed so as to conduct smoothly the various co-curricular and extra-curricular activities round the year.
- Under S.R.C., the committees for Performing Arts, Debating Committee and the Department of Sports are included.
- Annual Calendar for the year 2010-2011 was prepared.
- It was decided to send college teams for various cultural and sports events at the zonal and university levels on the prescribed time and dates.
- It was decided to conduct at least two National level seminars in the major subject like, Gujarati and Sanskrit.
- It was decided to publish Golden Jubilee Souvenir.
- It was also resolved that the vacant posts in the non-teaching and teaching staff should be filled up.

- It was decided to prepare college website.
- It was decided to felicitate the best teacher or the Student for special achievement during the year.
- To organise annual N.S.S. Camp in the month of November 2010.
- To organise a cycle Rally under the joint Collaboration of N.S.S, N.C.C. & Sport Department.
- To hold Thalassamia Checkup camp in the month of December 2010.
- To organise annual cultural programme Zankar-2011 on 31 Dec. 2010.
- To hold University Extension Lecture in the month of January 2011; Blood Donation Camp; Physical Fitness Test and Annual Day cum prize Distribution.
- To hold sloka Recitation & Poetry Recitation, Quiz Competition.
- To hold first test in October 2010 & Second Test in February 2011.

OUTCOME ACHIEVED BY THE END OF THE YEAR
2010-2011

(A) **RESULTS: March/April-2010**
(Gujarat University Ahmedabad)

FACULTY OF ARTIS:

| | | |
|----------|---|--------|
| F.Y.B.A. | = | 50.30% |
| S.Y.B.A. | = | 65.70% |
| T.Y.B.A. | = | 81.20% |

FACULTY OF COMMERCE:

| | | |
|-------------|---|--------|
| F.Y.B.Com. | = | 37.31% |
| S.Y.B. Com. | = | 74.14% |
| T.Y.B. Com. | = | 74.47% |

| <u>NUMBER OF :</u> | <u>1ST Class</u> | <u>IIND Class</u> |
|---------------------------|------------------------------------|-------------------------------------|
| F.Y.B.A. | = 13 | 78 |
| S.Y.B.A. | = 11 | 67 |
| T.Y.B.A. | = 16 | 53 |
| F.Y.B.Com. | = 02 | 23 |
| S.Y.B. Com. | = 12 | 49 |
| T.Y.B. Com. | = 11 | 28 |

- (B) The Golden Jubilee Celebration of the institution was marked on 19th Dec.2010.
- (C) College Annual Magazine 'Lahar' was released on the Golden Jubilee Function.
- (D) College website was launched on 19th December 2010.
- (E) Organised Blood Donation Camp and a cycle Rally as well as a Blood Donation Camp in December 2010.

- (F) Thalassamia Checkup camp was organised in December 2010.
- (G) Our Students: Sharma Akash D was included in the best three with regard to light vocal music and classical vocal music in the Gujarat University South Zone II. Youth Festival. Patel Nehal also achieved the same place in Poetry Recitation.
- (H) Various cultural events were held in “Zankar”-2011 by our students on 13th January 2011.
- (I) Athlete Parmar Jagdish A. participated in the Inter University Sports Events held at Pantnagar University, Uttarakhand on 22nd December 2010.
- (J) Tarun Dattani delivered a lecture on ‘The Role of Media in the changing Social Perspective’ on 11th January 2011.
- (K) Hindi-Day was celebrated on 14th Septemebr 2010, wherein Dr. Sri Ram Tripathi delevired a lecture on “The Importance of Hindi in National Integration.”
- (L) S.U.O. Priti R. Thakor was selected for R.D.C. Parade held in Delhi. Similarly cdt. Heena Panchal represented Gujarat State in the Thal Sainik Camp held at Delhi.
- (M) Shri J.B. Bodat and J.M.Patel Jointly presented their papers on “Corporate-Governace” and “Business Ethics” at the 33rd All Indian Accounting Conference held at Thiruvanthpuram (Kerala) in the month of November 2010.
- (N) Ritaben Rana of the Economics Department presented her paper at the 33rd All Indian Accounting Conference held at Thiruvanthpuram on 13-14 Novemeber 2010.

- (O) a. Meenaben P. Raja of the Home Science Department attended one State Level Workshop and presented a paper in National level Seminar held at Nadiad. She also participated in International Seminar held at Changa.
- b. Neetaben Shah of the same department presented two papers in U.G.C. sponsored State Level Seminars held at Nadiad during the year 2010-2011
- (P) Aditiben Manjarawala of the Psychology department attended two State Level Seminars and one National level Seminar during the months of November-December 2010 and January 2011. Dr. J. S. Seth off the same department presented a paper in National level Seminar.
- (Q) Shri P.B.Bhabhor (DPE) served as referee at Two inter zonal compitions i.e. one each in Athletics and the other in vallyball during 2010-11.
- (R) In the department of Gujarati, Hitendra Joshi and L.P.Vankar presented their respective papers at State level Seminars on different aspects of Gujarati literature.
- (S) Dr. Gopal Sharma; Yashwant Mahale and Jitendra Brahmhbhatt of the department of Sanskrit presented their respective papers at the All India Oriental Conference held at Tirupathi (Andhra Pradesh) from June 2, 2010 to June 4, 2010.
- (T) Dr. Gopal Sharma participated in the workshop related to MMI Trainers conducted by knowledge consortium of Gujarat, held at Nadiad during 4 to 5 January 2011. In the same year Dr. Gopal Sharma served as Referee for Ph. D. Thesis to be submitted in Rajasthan Vidyapeeth (deemed University) Udaipur.
- (U) An educational tour for the students of Sanskrit department was conducted at Somnath Sanskrit University Veraval (Gujarat).

- (V) (i) Kundan Mali of English Department presented his paper entitled *A complex Tragic Tale: Three Plays, Three Languages and Three Shades* at the International Conference held at Rajkot, Jointly sponsored by English Deptt. S.U., Sahitya Akademi, New Delhi ; CLAI and CIIL, Mysore on 29-31 March 2010.
- (ii) He also attended MMI Training Programme for Master Trainers workshop held at Nadiad on 4-5 January 2011.
- (iii) Similarly, he also presented a paper entitled: "The Need of Modern Technology for Teaching English In Tribble Areas" in the U.G.C. Sponsored State level Seminar held at Bhiloda 10-01-2011.
- (iv) **Kundan Mali :**
- Delivered a Lecture at the Bank of Maharashtra, Udaipur on 24- 09-2010. The Subject of his lecture was "Banking and Hindi."
 - Served as expert for Sahitya Akademi (New Delhi) Rajasthani Award 2010 as well as expert for Sahitya Akademi (New Delhi) Tagore Literature Award 2010.
 - Served as a member of jury for newly initiated Bal Sahitya Puraskar 2010 of the Sahitya Akademi (New Delhi).
 - Served as a member of the editorial Board of Rajasthan Sahitya Academy, Udaipur's monthly literary magazine 'Madhumati' Dalit Literature Special Number April- May 2010.
 - Published a couple of articles, poems, reviews etc. in literary magazines of repute.
 - Published his Collection of Rajasthani Poetry *Anjal Paani* in December 2010.

- (W) Ambarish Panda of the English department attended a one day Seminar held at Arts & Commerce College, Miagam Karjan.
- (X) (i) One day workshop in E-Banking and Mobile Banking was held on 5th October 2010.
- (ii) State level Seminar on the poetical Contribution of Gnanpeeth Awardee Gujarati Poet Rajendra Shah was held on 4th and 5th December 2010.
- (iii) National level Seminar on Contemporary relevance of Kalidasa's plays was held on 5th and 6th February 2011.
- (iv) National level Seminar on Comparative Study of Gnanpeeth Awardee Poets Agneya and Uma Shankar Joshi was held on 15th March 2011.

PART-B

1. ACTIVITIES REFLECTING THE GOALS AND OBJECTIVES OF THE INSTITUTION:

During the academic year 2010-2011, a number of activities of the institution were carried out in order to achieve the goals and objectives of the institution, as mentioned below:

- For the year 2010-2011, a regular calendar for academic activities, extra-curricular and co-curricular activities/programmes was prepared in the meeting of the faculty members.
- Various committees were formed in the institution for the smooth functioning of different activities in a decentralized manner.
- All the subject departments held their regular meetings for the transparent functioning, as well as to achieve the objectives towards effective teaching and evaluation.
- Our faculty members participated and presented their papers in respective subjects at various Seminars, Conferences and Workshops of State, National and International level.
- Our regular students participated in different cultural and sports events on Zonal, University and State levels and did well under the guidance of respective conveners.
- The institution observed a 'Praveshotsava' for the newly admitted students in the month of June 2010.
- A Quiz competition was conducted for the students by the College Creative Committee during the year 2010-2011.

- The institution organised “Poem of the year” Prize programme during 2010-11 on Taluka Level.
- College Debating Committee organized Essay Competition and Debate Competition on September 25, 2010.
- Tarun Dattani Joint Editor of Gujarati daily ‘Jansatta’ delivered his lecture on “The Role of Media in the Changing Social Perspective” by our University Extension Lecture Committee on January 11, 2011.
- College Career Corner organized a one day workshop for the preparation of various competitive examinations for the benefit of students in the first term of the academic year 2010-2011.
- Under our Sports Committee, Parmar Jagdish A. represented Gujarat University at the Inter University Cross Country events held at Pantnagar University, Nainital, Uttarakhand on 12th, December 2010.
- Mohsin M. Khokhar represented our institution in the event of Long Jump at the Inter-Zonal level and stood in the second place in the same.
- Our Creative Corner Committee observed Hindi Day on 14th September 2010, Wherein Dr. Sriram Tripathi delivered a lecture “On the Importance of Hindi”. Besides, it also organised poetry recitation, General knowledge and sloka recitation competitions for the students during the year 2010-2011.

- Our N.S.S. Unit organised a lecture on Adult education which was delivered by Dr. Laxman Avaiya, while it also had a lecture on “Anti Rigging Law” in the joint collaboration of Taluka Legal Service Cell during the year 2010-11. Besides, Shri R.R. Parmar spoke on the “Importance of Plantation” The unit also organized a one day camp at its adopted village Navagam. A fire safety Show was also organized by the unit on 4th October 2010. In the same way the unit very successfully undertook various social service activities like village cleanliness drive; mass consciousness de-addictions etc. round the year.
- N.C.C. Unit of our institution organized various activities and programmes such as Blood Donation Camp; Plantation and Fire Safety Show.
- Our collegiate Womens’ Development Cell (C.W.D.C.) conducted various activities such as chocklate Making, a lecture on “Anti-Rigging Law” and “Legal Literacy” delivered by different experts, from time to time. The cell also organized a Thalassamia checkup camp in which 387 girls students were benefitted. The camp was jointly organised with Red Cross Society of Gujarat and C.R. Pareekh Blood Bank, Kapadwanj.
- Our College Magazine Committee published annual magazine ‘Lahar’.
- Especial subject lectures were conducted in all the principal subjects taught in the institution, such as Sanskrit, Gujarati, Psychology and Commerce during the academic year 2010-2011.
- Institution’s Grievance and Redressal cell as well as Students’ Counseling Cell remained active to perform their respective duties.
- College Students Welfare Committee provided financial assistance to the poor students belonging to general category

2. NEW ACADEMIC PROGRAMMES INITIATED (UG & PG)

Being an affiliated college of the Gujarat University, Ahmedabad, our institution does not enjoy any kind of autonomy and hence, no new academic programmes at U.G. and P.G. levels were initiated during the academic year 2010-2011.

3. INNOVATION IN CURRICULAR DESIGN AND TRANSACTION:

With regard to innovations in curricular design and transaction, the subject as such falls under the authority of the affiliating university, i.e. Gujarat University, Ahmedabad.

4. INTER-DESCIPLINARY PROGRAMMES STARTED:

During the academic year 2010-2011, no inter-disciplinary programmes were started in the institutions for the simple reason that all the academic programmes are decided by respective boards of studies constituted by the University to which our institution is affiliated.

5. EXAMINATION REFORMATION IMPLEMENTED:

As a regular system of examination, the institution conducts two internal examinations plus one additional internal examination every year. The institution observed the same during 2010-2011, according to the rules, regulations and guidelines issued by the Gujarat University, including examination reforms pertaining to it.

6. EXAMINATION QUALIFIED: NET/SLET/GATE etc.

Our institution is a degree college, which imparts instruction for B.A. and B.Com. Students, so the issue of candidate qualified at NET/SLET/GATE etc. does not apply to this institution.

7. INITIATIVE TOWARDS FACILITY DEVELOPMENT PROGRAMME:

- (A) Bhargav Mehta of the department of Economics attended Refresher course organised by the Academic Staff College, Gujarat University, Ahmedabad from 26th June, 2010 to 11th July 2010 and that he obtained “B” Grade in the same.
- (B) During 2010-2011, our faculty members participated and presented their papers at various workshops; conferences and Seminars held in the subjects like English, Economics, Commerce, Gujarati, Psychology and Home Science. These Workshops Seminars and Conferences were that of State, National and International Levels.

8. TOTAL NUMBER OF SEMINARS/WORKSHOPS CONDUCTED:

During the academic year 2010-2011, our institution conducted the following workshops and Seminars:

- (i) One Day State Level Workshop conducted on “E-Banking and Mobile Banking” on 5th October 2010.
- (ii) A two Day State Level Seminar was organised on “The Poetical Contribution of Gyanpeeth Awardee Poet Rajendra Shah” with the financial assistance of Gujarat Sahitya Academy, Gandhinagar on 4th and 5th December 2010.
- (iii) Our Sanskrit department conducted a National Seminar on “Contemporary Relevance of Kalidasa’s Literature” on 5th and 6th February 2011, with the financial assistance of Gujarat Sanskrit Sahitya Academy, Gandhinagar.
- (iv) A one day National Seminar on “Comperative Study of the poetry of Gnanpeeth Awardee Poets Agneya and Uma Shankar Joshi” was held on, 15th March 2011, with the financial assistance of Gujarat Hindi Sahitya Academy Gandhinagar.

9. RESEARCH PROJECTS:

(a) NEWLY IMPLEMENTED:

During the year 2010-2011, no Research Projects were taken up by our faculty members.

(b) During the year 2010-2011, no research project were going on in our institution.

10. PATENTS GENERATED, IF ANY:

Since our institution is purely academic one, therefore any inquiry pertaining to patents etc., remains out of implication

11. NEW COLLABORATIVE RESEARCH PROGRAMMES:

During the year 2010-2011, no new or existing research programmes were conducted in our institution.

12. RESEARCH GRANTS RECEIVED FROM VARIOUS AGENCIES:

The institutions did not receive any research grants from any agencies during the academic year 2010-2011.

13. DETAILES OF RESEARCH SCHOLARS:

Out of total 16 faculty members, four members hold Ph.D. Degrees. During 2010-2011, R. R. Rana in the department of Economics and J. B. Bodat in Commerce-Accountancy got registered for Ph.D. work.

14. CITATION INDEX OF FACULTY MEMBERS AND IMPACT FACTOR:

For the academic year 2010-2011, the institution has nothing to report with regard to citation index and its impact factor as such.

15. HONORS/AWARDS TO THE FACULTY:

During the academic year 2010-2011, no faculty member was honoured or awarded by an academy or educational body.

16. INTERNAL RESOURCES GENERATED:

Being a grant-in-aid institution, our college received State Government Grants as well as grants from the U.G.C. during 2010-2011 on regular basis.

17. DETAILS OF DEPARTMENTS GETTING SAP, CONSIST (ASSIST) DST/FOST ETC.:

During 2010-2011, no department of our institution was getting SAP/CONSIST/FIST, etc. assistance/recognition.

18. COMMUNITY SERVICE:

We have one N.C.C. unit, one N.S.S. unit and a Collegiate Woman's Development Cell. During 2010-2011, all these units undertook various programmes and activities towards community services.

- The N.S.C. unit conducted lectures on Adult Literary; Anti Rigging Law and Youth Consciousness by different experts.
- It also organized a one day camp in its adopted village Navagam on 4th Oct. 2010. The annual camp of the unit was also organized in the same Village.
- N.C.C. Unit observed plantation programme; Fire Safety and Disaster Management Show; Blood Donation Camp etc. during the year.
- C.W.D.C. organized Thalassamia Checkup camp in the campus as a part of our Golden Jubilee Celebration. In which 387 girls were benifited. The camp was jointly organized by Red Cross Society and the local C. R. Pareekh Blood Bank.

19. THEACHERS AND OFFICERS NEWLY RECRUITED:

During 2010-2011, no new staff member was recruited in teaching and non-teaching sections.

20. TEACHING, NON TEACHGING STAFF RATIO:

During 2010-2011, the total strength of students was 1207. Total members of teaching staff were 23. (16 regular, permanent and 07 visiting faculty) and members of non-teaching staff were (08 regular, permanent and 03 management appointee).

Teaching Staff Ratio : 52.47

Non-Teaching Staff Ratio : 109.72

21. IMPROVEMENT IN THE LIBRARY SERVICES:

The post of a regular librarian remains vacant for the last so many years. The institution had applied to the state Government to fill up the same. Therefore, during 2010-2011, our library work was carried out by a management appointee librarian on Ad-hoc basis.

22. NEW BOOKS/JOURNALS SUBSCRIBED AND THEIR COST:

During 2010-2011, total number of **455** books were purchased in the college library at the cost of **Rs. 2,17,776/-**. A total number of **10** Journals were subscribed, costing **Rs. 22682/-**(Including Magazines).

23. COURSES IN WHICH STUDENT ASSESSMENT OF TEACHERS IS INTRODUCED AND THE ACTION TAKEN ON STUDENT FEEDBACK:

No such courses were introduced in the institution during 2010-2011. The institution however, receives verbal feedback from the students about teaches. Such feedbacks are, as a regular practice discoursed by the teachers for their individual consideration and further improvement.

**24. UNIT COST OF (EDUCATION)
(DURING YEAR 2010-2011)**

| | | |
|---|---|--------------------|
| Total number of Students | = | 1207 |
| Total expenditure(with Salary component) | = | Rs. 1,78,52,593.47 |
| Unit Cost | = | Rs. 14,790.10 |

**25. COMPUTERIZATION OF ADMINISTRATION AND THE PROCESS OF
ADMISSION AND EXAMINATION RESULT, ISSUE OF CERTIFICATE:**

In our administrative office, there are three computer systems with printers. The entire process of administration, admission, preparation of examination results, and the issuing of certificates were executed through computer technology during 2010-2011.

26. INCREASE IN THE INFRASTRUCTURAL FACILITIES:

During 2010-2011, various infrastructural facilities were added in the institution with a total grants of **Rs. 2,76,448/-** from the State government and the U.G.C.

27. TECHNOLOGY UPGRADATION:

The technological upgradation was implemented in the following manner:

- Institutional Website started in Dec. 2010.
- 10 UPS Installed.
- 02 LCD Projectors Installed.
- 01 Laser Printer purchased.
- 01 Dot Matrix printer purchased.
- 01 HP printer cum copier purchased.

28. COMPUTER AND INTERNET ACCESS AND TRAINING TO TEACHERS AND STUDENTS:

- During 2010-2011, 20 Broadband Internet Connections were made available.
- 08 computers for various departments were purchased.
- E-mail accounts for every faculty member were opened.

29. FINANCIAL AID TO STUDENTS:

In all, 16 poor boys and girls were given financial assistance, amounting to Rs.11,400/- by our Students' Welfare Fund committee during the year 2010-2011.

30. SUPPORT FROM THE ALUMNI ASSOCIATION AND ITS ACTIVITIES:

Institution's Alumni Association was formed in the year 2008-2009. Due to some unavoidable reasons, the association could not hold its meeting during 2010-2011. Hopefully, it would come up for its regular activities in the future.

31. SUPPORT FROM THE PARENTS-TEACHER ASSOCIATION AND ITS ACTIVITIES:

During 2009-2010, a joint meeting of Parents Teachers Association was held and the same was expected during 2010-2011. But the meeting could not be materialized due to some unavoidable reasons.

32. HEALTH SERVICES:

The institution is always conscious about its social responsibilities. During 2010-2011, our N.S.S., N.C.C. and C.W.D.C. units have conducted Blood Donation Camp; Eye Checkup Camp, Aids awareness Drive and a Lecture on Yoga. We have also conducted Thalassamia Check up camp for our girl's students during 2010-2011 in the joint venture of C.W.D.C. and Gujarat Red Cross Society.

33. PERFORMANCE IN SPORT ACTIVITIES:

- During 2010-2011, Parmar Jagdish of our institution participated in Cross Country Competition of Gujarat University South Zone and stood first in the same.
- Parmar Jagdish represented Gujarat University in Cross Country Competition at Inter-University Level, which was held at Pantnagar University, Nainital (Uttarakhand) on 22-12-2010.
- Khokhar Mohsin M. Participated in the event of Long Jump (Inter Zone) and that he stood Second in the said event.
- Our players participated in various sports like 6 k.m. Race, Sack Race; Kabbadi; Cock Fight etc. under Run for Gujarat Sports Drive during 2010-2011.

34. INCENTIVE TO OUTSTANDING SPORTS PERSONS:

Our institution awarded and honoured its outstanding sportspersons like Parmar Jagdish and Khokhar Mohsin M. at its Annual Day held in the month of January 2011.

35. STUDENT ACHIVEMENTS AND AWARDS:

- Those students who passed their annual examinations with outstanding positions in 2010-2011, were awarded with cash prizes; medals and scholarships at its annual day in the month of January 2011.
- Winners students at Quiz; Essay; Debating, Drama and Fine Arts were also honored by the institution.

36. ACTIVITIES OF THE GUIDANCE AND COUNCELLING CELL:

Under our Guidance and Counseling Cell, a remarkable number of students were provided Guidance by the Cell to Third year Arts and Commerce. The cell remained active throughout the year 2010-2011.

37. PLACEMENT SERVICE PROVIDED TO STUDENTS:

- The Placement Cell of our institution is known as “Udisha Club”. During 2010-2011, in the first term, the cell organized a one day Guidance Programme for the students with regard to their preparation for various competitive examinations for job opportunities.
- Besides, the cell also makes wide publicity among our students for career guidance, Job advertisements and other relevant information’s round the year.

38. DEVELOPMENT PROGRAMMES FOR NON-TEACHING STAFF:

During 2010-2011, no particular programmes were organized by the institution as such. But, however, the institution always provides opportunities to its non-teaching staff as and when any training programme is organized by the state government.

39. BEST PRACTICES OF THE INSTITUTION:

For the response of the information pertaining to this item no. 39, please refer to Item no. M to Item No. W related to Part-A in the beginning of this report.

40. LINKAGES DEVELOPED WITH NATIONAL/INTERNATIONAL ACADEMIC/ RESEARCH BODIES:

During 2010-2011, no linkages were developed with National/ International Academic/Research bodies as such. It may be mentioned that the institution conducted three Seminars at State and National levels with the financial assistance of;

- Gujarat Sahitya Academy, Gandhinagar.
- Gujarat Sanskrit Sahitya Academy, Gandhinagar.
- Gujarat Hindi Sahitya Academy Gandhinagar.

41. ANY OTHER RELEVANT INFORMATION:

In order to avoid repetition, please refer to entire Part-B of the present report given in the opening pages. There in all the relevant and important informations have been supplied.

PART-C

DETAIL THE PLANS OF THE INSTITUTION FOR THE NEXT YEAR:

The following plan of action was chalked out at the meeting of I.Q.A.C. which was held on 07-04-2010 :

- To organise a one day personality development programme.
- To inspire the faculty members to prepare minor and major research projects.
- To setup Book Bank in the library for needy students.
- To organize a two day National Seminar on “Yoga and Physical Fitness” by the department of Sport and Physical education with the financial assistance of U.G.C.
- To conduct a National level Seminar on “Body Language and Communication” by the department of Psychology with the financial assistance of U.G.C.
- To hold a National level Seminar in Sanskrit on the plays of Shudraka.

Date: 25-04-2012.

Place: Kapadwanj.

***Kundan Mali
Asso. Professor***

Dr. Gopal M. Sharma

***Name & Signature of the
Co-ordinator I.Q.A.C.***

***Name & Signature of the
Chairperson, I.Q.A.C.***

