



SHAH K.S. ARTS & V.M. PAREKH COMMERCE COLLEGE

KAPADWANJ-387620. Dist. Kheda State : Gujarat
(Managed by: Kapadwanj Kelvani Mandal, Kapadwanj)

Principal : Dr. Gopal M. Sharma

**NAAC
ACCREDITED
"B"**

Phone Office : 02691-253120

Prin. : 02691-252340

Fax : 02691-252340

Website : www.kpdjac.org E-mail : -sksarts_ympcommcollege@yahoo.com

Ref. No.: 497/2010-11,

Date: 19/10/2010

To,
The Director
National Assessment and
Accreditation Council (NAAC)
P.B. No. 1075,
Nagarbhavi,
Bangalore - 560 072

I.Q.A.C. Report (2009-2010)

Dear Sir,

Kindly find herewith a copy of the I.Q.A.C. report of our
institution for the academic year 2009-2010.

With warm regards and best wishes for Diwali.

Yours Sincerely

Principal
Shah K.S. Arts & V.M. Parekh
Commerce College, Kapadwanj.



Encl. as Above

The Annual Quality Assurance Report (AQAR) of the
I.A.Q.C

Name of the Institution : Shah K.S.Arts & V.M.Parekh Commerce
College, Kapadwanj. Dist. Kheda(Guj.) 387620

Name of the Head of : **Dr. Gopal M. Sharma**
the Institution

Ph. No. office : 02691 – 253120 (Residence) : 02691 – 255397

Mobile : 09427854690

E-Mail : ackpdj@yahoo.in **Website** : www.kpdjac.org
(Under Preparation)

Name of the I.Q.A.C

Co-Ordinator : **Prof. Kundan Mali**

Ph. No. office : 02691-253120 (Residence) :

Mobile : 09427934666 **E-Mail** :

Year of Report : 2009 - 2010

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

- In the beginning of the academic year, 2009-10, 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 Union (SRC) was conducted in the month of August – 2009 on the merit basis of the students.
- Various College Committees were formed so as to run smoothly the various curricular and co-curricular activities round the year.
- Under S.R.C., the Committee of Performing Arts, Debating Committee and the Sports Departments are included.
- It was decided to send College teams for various cultural and sports events to be held on Zonal and University level cultural and sports events in the month of September 2009.
- Decided to observe Campus cleanliness and Traditional Dress Day on 25-26 November 2009
- The institution decided to observe World Peace Day on January 1, 2010.
- To hold cultural programme for the students on January 13, 2010.
- To Conduct a debate Competition for the students on September 2009.
- To Conduct a debate competition on “ AIDS ” on December 7, 2009.
- To hold University level Essay Competition under Debating Committee.
- To conduct Poetry recitation and Sloka Competition .
- To hold a programme – “ Meet with the Author and Poetry Recitation on 12/01/2010.

- To display a regular wall magazine showing the creative works of the students .
- To hold a special Lecture in the subject of Gujarati on 19th January, 2010
- To hold University Extension Lecturer in 2010, on "Modernity in Gujarati Literature" by Dr.Satish Vyas.
- To hold special lecturer on "Indian Women and the Law" under C.W.D.C. on 25th August 2009.
- To hold various health activities ,
- To Start spoken "Sanskrit" classes, as well as to hold various examination in Sanskrit subject on behalf of Sanskrit Bharati, New Delhi.
- To send teachers to participate and read out papers in various seminars, conference and workshops in their respective subjects.
- To hold inter- Classes Cricket Tournament in the first week of December, 2009.
- To conduct a Quiz Competition for the students on 12/12/2009.
- To observe Sports Day on 15/12/2009.
- To hold a meeting of Parents -Teachers Association on 20/12/2009
- To hold Blood Donation camp/ Yoga camp / Slogan and Poster making Competition, on 29/12/2009, under the joint collaboration of N.C.C., N.S.S. and C.W.D.C. of the institution.
- To hold a meeting of institutional Alumni Association on 3/01/2010.
- To Conduct the Physical Test for the First Year students in the first week of February 2010 .
- To hold First Internal Examination in the last week of October, 2009.

- To hold Second Internal Examination from 15/2/2010 and Re-Test from 25/2/2010.
- To Celebrate Annual Day and Prize Distribution on 6/02/2010.
- To declare the results of Second Internal Examination in the first week of March 2010.
- To conduct Annual University Examinations from 12/3/2010.

OUTCOME ACHIEVED BY THE END OF THE YEAR 2009-2010 :

(A) RESULTS : MARCH – 2009 [Gujarat University, Ahmedabad]

FACULTY OF ARTS :

F.Y.B.A. - 68.56 %

S.Y.B.A. - 91.81 %

T.Y.B.A. - 86.36 %

FACULTY OF COMMERCE:

F.Y.B.Com. – 88.33 %

S.Y.B.Com. - 98.46 %

T.Y.B.Com. - 77.59 %

NUMBER OF 1st CLASS 2nd Class

F.Y.B.A. – 04 - 36

S.Y.B.A. - 08 - 38

T.Y.B.A. - 08 - 69

F.Y.B.Com. - 03 - 26

S.Y.B.Com. – 05 - 23

T.Y.B.Com. - 12 - 21

- (B) Shri B.B.Bhabhor, (DPE) attended a 21 Day Refresher Course held at Goa University, Goa (Merch 2009).
- (C) Three faculty members from the Department of Sanskrit participated and read out their papers in three National level seminars / conferences.
- (D) Three Students scored First, Second and Third positions at Debating Competition held by our Debating Committee.
- (E) One of our Students stood in third position at University Level Essay Competition in January 2010.
- (F) Shaitya Akademi awarded Poet, Critic and Translator Kundan Mali recited his poems in "Meet the Author" programme held by our Creative Corner Committee.
- (G) Our institution's Team participated in Cross – Country event held on Zonal Level. In archery our team stood in the third place in General Championship in the same year. One of our students stood third in shot put event held on zonal level.
- (I) One of our faculty member from Psychology Department, delivered a live lecture on BI-SAG, and also participated at three national level seminars, beside reading out research papers.
- (J) One of the teachers from Economics Department participated in three national level seminars and read out papers.
- (K) Two faculty members in Home Science Department participated in one International and two national level seminars.

(L) One of the teachers from English Department read out his paper in International Conference on Comparative Literature in the month of March 2010. The other teacher of the same department participated in International conference in November 2009.

(M) From the Poor Boys Fund of the institution two students were provided a financial aid worth Rs. 1200/- and to six Girls amounting to Rs. 600/- during 2009 – 10.

(N) A book of Hindi Criticism of Kundan Mali was published in March 2009.

PART B :

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

During the academic year 2009-10, a number of activities were carried out in order to achieve the goals and objectives of the institution, as mentioned below :

- For the year 2009-10, a regular calendar for academic activities, extra curricular activities and co-curricular activities was prepared in the meeting of the faculty members, which was presided by the head of the institution.
- Various College Committees were formed for a smooth execution of various programmes and activities in a decentralized manner.
- Various departments held their regular meetings for their smooth functioning, as well as to achieve the objective of an effective teaching and evaluation.
- Our faculty members participated and read their papers at various seminars, conference and workshops of State, National and International levels.
- Our students participated in various cultural and Sports events on cluster, University and State levels and did well under the guidance of respective committee conveners.
- A wall magazine was displayed regularly on the display board, carrying out the creative works of our students, such as poetry, short stories, drawings and Paintings etc.
- The institution conducted an Essay Competition for the students on University level, under its Debating Committee.

- A Quiz Competition was held for the students of our institution by the College Creative corner committee.
- Two General knowledge competitions were conducted by the department of Economics and Psychology during the year.
- On 5th September 2009, Teacher's Day was observed by the students of the institution.
- The institution observed a "praveshotsav" for the newly admitted students on 23rd of June 2009.
- The institution hosted N.C.C Annual Training Camp in the last week of June 2009.
- The institution organized "Poem of the Year" Prize programme during 2009-10 on taluka level.
- Our two students got 2nd and 3rd Prizes in On the spot poetry recitation at University Youth Festival 2009-10.
- Regular BISAG programmes were shown to the students.
- In every major subject taught in the college, special subject lecturer were held, wherein experts delivered their lectures.
- A samarpan Darshan Shibir and Projecter Show was conducted by the College on 26th of November 2009.
- Under C.W.D.C., a lecture on "Women & Law" was held.
- A Meet to the Author and poetry recitation programme was held on 12th of January 2010
- A good number of students were picked up for various Jobs with the active guidance of our Placement Cell (Udisha Club) during the year 2009-10.

- Grievance and Redressal Cell and Students Counseling Cell remained active round the year.
- College Student's Welfare Committee provided financial assistance to the poor students belonging to general category.
- A meeting of Parents Association was held on 20th of December 2009 with a remarkable success.
- Feedbacks from the outgoing students of the college were obtained.
- The institution applied for Golden Jubilee Grants to the U.G.C.

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 therefore, no new academic programmes at U.G. as and P.G. levels were initiated during the academic year 2009-10.

3) INNOVATIONS IN CURRICULAR DESIGN AND TRANSACTION:

With regard to Innovations in curricular design and transaction, the subject falls under the affiliating university, i.e.: Gujarat University, Ahmedabad.

4) INTER – DISCIPLINARY PROGRAMMES STARTED :

During the academic year 2009-10, no inter- disciplinary programmes were started in our institution. 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:

The institution conducted two Internal Examinations plus one additional Internal Examination during the year 2009-10, according to the rules; regulations and guidelines issued by the Gujarat University, Ahmadabad including examination reforms pertaining to it.

6) CANDIDATES QUALIFIED : NET/SLET/GATE etc. :

Our institution only impart instructions to B.A. and B.Com. students. Being a degree college, the issue of candidates qualified at NET/SLET/GATE etc. does not apply to our institution.

7) INITIATIVE TOWARDS FACULTY DEVELOPMEN PROGRAMME:

During 2009-10, our faculty members participated and presented their academic/research papers in various seminars, conferences and workshops held in the subject such as Gujarati ; Sanskrit ; Economics ; Commerce & Accounting ; Psychology ; Home Science and English.

8) TOTAL NUMBER OF SEMINARS/ WORKSHOPS CONDUCTED:

During the academic year 2009-10, our institution had sent two proposals to conduct national level seminars in the subject of Gujarati and Sanskrit. The college could not conduct any of them, because we could not get any financial assistance from the U.G.C.

9) RESEARCH PROJECTS :

(a) Newly implemented : During the year 2009-10, no Research Project were taken up by our faculty members.

(b) Completed :

No research project were going on in our college during 2009-10.

10) PATENTS GENERATED, IF ANY :

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

11) NEW COLLABORATIVE RESEARCH PROGRAMMES :

During the year 2009-10, no new collaborative research programmes were carried out in our institution.

12) RESEARCH GRANTS RECEIVED FROM VARIOUS AGENCIES:

The institutions did not receive any research grants from various agencies during the academic year 2009-10.

13) DETAILS OF RESEARCH SCHOLARS :

Four of our faculty members hold Ph.D. Degrees in the subjects of Gujarati, Sanskrit, Psychology and Home Science respectively. During 2009-10, no other faculty member was registered for research work leading to Ph.D. degree.

14) CITATION INDEX OF FACULTY MEMBERS AND IMPACT FACTOR:

As to citation index of faculty members during 2009-10, the institution has nothing to report.

15) HONORS/AWARDS TO THE FACULTY :

During the year 2009-10, no faculty member of the institution was honoured or awarded .

16) INTERNAL RESOURCES GENERATED:

Being a grant-in-aid institution, our college received the State Government grant as well as grants received from the U.G.C. during the year 2009-10, on regular basis.

17) DETAILS OF DEPARTMENTS GETTING SAP, CONSIST(ASSIST) /DST/FIST etc.

During 2009-10, no department of our institution was getting SAP/CONSIST/DST/FIST, etc. assistance/recognition

18) COMMUNITY SERVICES:

Our institution has one N.C.C. Unit, one N.S.S. Unit and a Collegiate Women's Development cell. During 2009-10, all the above mentioned three units undertook, in joint collaboration, some community services such as Blood Donation Camp; Poster Making and Slogan expedition ; Yoga training programme and Campus Cleanliness Day.

19) TEACHERS AND OFFICERS NEWLY RECRUITED:

During 2009-10, in the second term, one full time faculty member Mrs. Aditiben P. Manjarawala joined in the department of Psychology.

20) TEACHING, NON-TEACHING STAFF RATIO :

During 2009-10, the total strength of the students was 1128. Total member of teaching staff 23 (16 regular, permanent and 07 visiting faculty) and member of non-teaching staff members 08 regular & permanent and 4 management appointee.

Teaching staff ratio : 49:04

Non Teaching staff ratio : 94

21) IMPROVEMENT IN THE LIBRARY SERVICES:

For the last so many years, the post of librarian is lying vacant and the institution had applied to the state government for a regular appointment for the same. During 2009-10, our library work was carried not by a management appointee librarian on Ad-hoc basis.

22) NEW BOOKS/JOURNALS SUBSCRIBED AND THEIR COST:

During 2009-10, a total number of 691 books were purchased in the college library at the cost of Rs. 1,22,074.50/-. A total number of 12 journals were also subscribed for the library, costing Rs.3062/- in all the subjects taught in the institution.

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

In our institution, no courses were introduced during 2009-10 in which student assessment of teachers might be available. The institution received feedback from the student about teachers in general. Such feedback was discussed upon by the teachers for their individual consideration.

(24) UNIT COST OF EDUCATION (DURING YEAR 2009-10) :

Number of Students = 1128

Total expenditure (with salary component) = 83,45,838/-

Unit cost = 7398.79/-

(25) COMPUTERIZATION OF ADMINISTRATION AND THE PROCESS OF ADMISSIONS AND EXAMINATION RESULT, ISSUE OF CERTIFICATES:

In the administrative office of the institution, the entire work of administration; the process of admission ; preparation of examination results and the issue of certificates etc. are carried out through two computer systems, for the last four years.

(26) INCREASE IN THE INFRASTRUCTURAL FACILITIES:

During the year 2009-10, various infrastructural facilities were added in the institution with a total grant of Rs. 1,20,000/- from the State Government against its special Swarnim Gujarat Scheme 2009-10. The newly purchased instruments items include one O.H.P, one colour T.V. set, D.T.H.Connection, Two pen-drives, one Digital Camera, One Mini Sound system, Three Shatranjees, Two stage curtains, Two cubburds, One complete set of Musical Instruments, 25 Chairs, Two big Tea-Cattels and One Plastic water bucket.

27) TECHNOLOGY UPGRADATION :

During the year 2009-10 some new addition, One O.H.P, One minisound system, Two pen drives and one colour T.V. set and one digital Camera.

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

It was proposed to be carried out in the next academic year 2010-11 .

29) FINANCIAL AID TO STUDENTS :

Students belonging to general category were given a financial aid by Students Welfare Fund during the year 2009-10. A sum of Rs. 2400/- to two boys and Rs.4200/- to seven girls studying in the institution.

30) SUPPORT FROM THE ALUMINI ASSOCIATION AND ITS ACTIVITIES

There is the Alumni Association of the institution and it has held its two meeting earlier. During 2009-10, the institution was ready for the third meeting, but due to some unavoidable reasons, the Association could not held its meeting. Hopefully, it would come up for its regular activities in the interest of the institution. The association has however assured the institution that it will help the students in best possible ways.

31) SUPPORT FROM THE PARENT – TEACHER ASSOCIATION AND ITS ACTIVITIES :

During 2009-10, a joint meeting of Parent – Teacher Association was held on 20th of December 2009. There was a free exchange of ideas, views and suggestions so as to further improve the overall activities of the institution. Feed backs were as well received from the parents in the said meeting.

32) HEALTH SERVICES :

The institution is always conscious about its social responsibilities. During 2009-10, we have conducted a Blood Donation Camp; Eye check up camp, AIDS awareness mission, Yoga Training etc. through our N.C.C, N.S.S. and C.W.D.C units.

33) PERFORMANCE IN SPORTS ACTIVITIES :

- During 2009-10, the sports department hosted Archery Competition (for boys and girls) and kho-kho event (boys) on zonal level and university level.
- Our Chess player got first position in Chess competition on district level during 2009-10
- Our kho-kho team also got first position on district level.
- In 200 meter Race, our student obtained first position (On cluster level).
- One of our students stood first in Volleyball event held on district level during 2009-10.
- Our institution sports ground was made available on 9th of October 2009.

34) INCENTIVES TO OUTSTANDING SPORTSPERSONS :

The institution honoured and awarded with cash prizes and certificates to its outstanding sportspersons in its annual function in the month of January 2010.

35) STUDENT ACHIEVEMENTS AND AWARDS :

Those students who passed their annual examination 2009 were awarded with cash prizes, medals and scholarships. Total 42 students were awarded for their achievements. One student stood third on University level essay competition. Various students participated in Quiz, Essay, Debating, Drama and Sports activities/cultural events on cluster, zonal and state levels.

One state level three students stood first, second and third position in cultural activities Hari Bharwad --- Folk song

Nehal Patel --- Poetry Recitation

Akash Sharma --- Light Classical Music

36) ACTIVITIES OF THE GUIDANCE AND COUNSELLING CELL:

During 2009-10, Our Guidance and Counselling cell remained active. In all, twelve(12) students were provided Guidance by the cell to the students of T.Y.B.A and S.Y.B.A classes. The cell had Shri J.B.Bodat as the convenor and Dr. J.S.Sheth as the member.

37) PLACEMENT SERVICES PROVIDED TO STUDENTS :

The Placement Cell of our Institution known as UDISHA CLUB, during the year 2009-10, arranged for a Placement Interview for various Job Opportunities at the Institution of Information Technology & Development (I.I.T.D) Kapadwanj. On 6/6/2009 at Kapadwanj itself, secondly, in all 53 students were sent for training with Times Jobs in the same year at Kapadwanj. Further, Campus Interview was also held for Government for Gujarat Food, Civil Suppliers and Consumers Affairs Department on 16/2/2010. A total of 19 needy students participated in a one day Project workshop for the same, which was organized by our institution's department of Home Science on 16/2/2010.

38) DEVELOPMENT PROGRAMMES FOR NON TEACHING STAFF :

During the academic year 2009-10, one of our non teaching staff member Shri D.K.Parikh attended a seven day Computer Training Programme at K.K.Mandal's Institution. Two of our non-Teaching staff member appeared and passed at C.C.C. examination conducted by the I.T.Department of the State government.

39) BEST PRACTICES OF THE INSTITUTION :

In the year 2009-10, the institution undertook the following practices :

- Hold a ten day N.C.C Annual training camp.
- A number of N.C.C students got their employment in Police and armed forces .
- Conducted a University Level Essay Competition.
- Hold Zonal and University level Archery tournament for the first time.
- Two students were honoured for :
 - (a) Best student of the year
 - (b) Best library user student of the year
- Conducted a meet the author programme with Sahitya Akademi Award winning writer.
- Celebrated Hindi Day on 14/9/2010.
- Conducted G.K. Competition in the subject of Economics and Psychology and a third one in general.
- Conducted spoken Sanskrit classes for more than 190 students during 2009-10 .
- Film songs were totally abandoned for its cultural programmes.

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

During 2009-10, no linkages were developed with national, Academy/Research bodies by our institution.

41) ANY OTHER RELEVANT INFORMATION :

During the year 2009-10, One of our students Shri Bharwad of F.Y.B.A performed a number of public musical shows, being a famous folk singer of Gujarati. Besides he had various folk music albums during the same year. He has also acted in one Gujarati feature film.

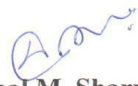
- One of faculty members Shri Kundan Mali (Dept. of English) published his Six Rajasthani poems in Manak Monthly, June 2010; One article in Hindi in Madhumati monthly in May-June 2010 and one article on Rajasthani Poetry in Jagati Jyot monthly, April-May-June 2010.
- Shri Kundan Mali published his book of Hindi literary criticism Vastvtah in March 2009.
- Shri Kundan Mali served as a Jury member for Shaitya Akademi New Delhi Annual Award 2009, in Rajasthani as well served as an expert for Shahitya Akademi New Delhi, Rajasthani Award 2010.
- Shri Jitendra A.Brahambhatt of Sanskrit Department worked as district convenor for Sanskrit Bharati during 2009-10.
- Dr.Gopal Sharma published his three Hindi short stories, published in different Hindi Literary magazines, in 2009-10.
- PART – C : DETAIL THE PLANS OF THE INSTITUTION FOR THE NEXT YEAR :
- A meeting of Institutional Internal Quality Assurance Cell [Re-Constructed I.Q.A.C.] was held on 8th April 2010, to finalize the plans of the Institution for the next year 2010-2011. The following plan of action was resolved in the said meeting which was presided by the Principal and Chairman of the I.Q.A.C. :

- To hold a one day personality development programme for the faculty members.
- To conduct at least two State/National level Seminars in the subjects of Gujarati and Sanskrit.
- To encourage faculty members to write and publish creative/critical articles and research articles in the reputed Journals and megazines in the concerned subject and in general.
- To arrange special coaching classes for those students who wish to appear at various competitive examination.
- To bring out a souvenir of the institution as a part of its Golden Jubilee Celebration (2010-11).
- To send a detailed note to the authorities of the management regarding a fund for the expenses towards delegation fee to be paid to the faculty members to attend seminars and conferences.
- To entrust the work of data-entry in the institution's library to a skilled person.
- To send a detailed demand-note to the management regarding the appointment on the vacant posts lying in the administrative office, as well as to approach the State government to sanction to fulfill the vacant posts on a regular basis.

- To send a detailed note to the management to raise a corpus fund to hold Rajendra Shah Memorial Lecture Series on a regular basis.
- To establish a tally software system for the students of B.Com. Classes.
- To encourage teachers for their minor and major research projects.


Prof. Kundan Mali

Name & Signature of the
Co-ordinate, I.Q.A.C


Dr. Gopal M. Sharma

Principal
Shah K S Arts & V M Parekh
Name & Signature of the
Commerce College, Kapadwanj
Chairperson, I.Q.A.C.

