



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	SHRI V. R. PATEL COLLEGE OF COMMERCE, MEHSANA.
Name of the head of the Institution	Dr. J. K. Patel
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	+919428248518
Mobile no.	9824611004
Registered Email	prinjkpatel@yahoo.co.in
Alternate Email	vrpccm@yahoo.co.in
Address	Nr. Nagalpur S. T. Pick Up Stand, Highway, Nagalpur, Mehsana.
City/Town	Mehsana
State/UT	Gujarat
Pincode	384002

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Prof. Vishnubhai B. Patel
Phone no/Alternate Phone no.	+919428248518
Mobile no.	9879057213
Registered Email	acgv.2006@gmail.com
Alternate Email	vrpccm@yahoo.co.in

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://www.vrpccm.org/images/download/aqr-17-18-3449.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.vrpccm.org/images/download/academic-calendar-2018-19-2631.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	75.50	2007	31-Mar-2007	31-Mar-2012
2	A	3.02	2014	05-May-2014	04-May-2019

6. Date of Establishment of IQAC	01-Jul-2008
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Training programme	14-Jul-2018 5	300
Personality Development	17-Jul-2018 1	600
CACTC camp	22-Jul-2018 9	15
Expert lecture	24-Jul-2018 1	300
Expert lecture	02-Aug-2018 1	180
Flagship Finishing School Programme	28-Aug-2018 30	99
Industrial Visit	21-Aug-2018 2	76
Thalassemia Test	10-Jul-2018 5	498
Expert lecture	13-Jul-2018 1	250
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
SVRPCCM	Saptdhara	Government of Gujarat	2018 365	20000
SVRPCCM	UDISHA	Government of Gujarat	2018 365	20000
SVRPCCM	Finishing School	Government of Gujarat	2018 365	50000
SVRPCCM	Maintenance	Government of Gujarat	2018 365	247332
SVRPCCM	RUSA	MHRD	2018 365	20000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
<p>? Created job opportunities through TALLY accounting programme. ? Conducted a training programme on Competitive exams. ? Conducted the Flagship Finishing School Programme introduced by KCG. ? Distributed Tablets to the First Year students with the Financial help by the Government of Gujarat. ? Organised an Industrial Visit of Adani Port at Mundra for the PG Commerce students</p>	
View File	
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achivements/Outcomes
To impart hands on training for girls' self defense	Conducted Training Programme for girls' self defense
To pay an industrial visit	Paid an industrial visit to Mundra Adani Industries
To arrange a great many lectures of experts on competitive exams.	Invited experts to deliver lectures on "How to succeed in Competitive Examinations?" in association with various local agencies especially Chanakya Academy and Takshashila Academy as well.
To renovate girls' toilet	Renovated the girls' toilet in the Girls' Room
To increase sports facilities	Constructed the playgrounds for basketball, badminton and judo.
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14. Whether AQAR was placed before statutory body ?	Yes
Name of Statutory Body	Meeting Date
Sardar Vidyabhavan Trust	03-Oct-2018
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to	Yes

AISHE:	
Year of Submission	2019
Date of Submission	19-Jan-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<ul style="list-style-type: none"> • The Head of the institute serves as a liaison between the students and the trust. Infrastructural needs for the institute are conveyed to the management by the principal and the principal sees to it that they are fulfilled. • The Principal along with the senior faculty members, plans the academic calendar beforehand and then discussed in the staff meeting for finalization. Saptdhara and departmental activities are also incorporated into institutional strategic plan. • The principal attends all the parent teacher meetings and meetings with other stakeholders viz. club members, NGOs, Government Organizations, organized at the college. • The institute has introduced the CBCS System and started updating the syllabus where certain courses were incorporated in consultation with the stakeholders like General Knowledge, Entrepreneurships, Finance Management, and Computer application. • The Principal is also a member of Grievance Redressed Cell (GRC) for the students where the grievances are redressed and students are counselled. • Frequently, the students' feedback is taken orally about the teachers as well as the subjects they teach. • Every year the Prospectus is published wherein all the activities of the college are highlighted. It is made available to all the stakeholders. • Achievements of the faculty members and students are reflected in the magazine "Divita". • Coverage in print media is a regular feature which is carried out as and when there are college activities and achievements. • Eminent personalities from the state and town are invited to the college to grace the occasion of annual day celebration and other programmes. • Stakeholders and other guests are also invited to be a part of

college activities. • Members of management remain present on most of the events organized by the college. • The Principal is in constant touch with the faculty members and the nonteaching staff. The performance of all the members of the college is reported to the top management by the principal. • The departments of the college have environment conducive to working which makes it easier for the faculty members to perform their duties devotionally. Departmental activities are planned and executed by the department taking the principal in to confidence. All the faculty members extend their support to the departmental activities. • Many courses demand interdepartmental liaison. The elective subjects offered to the students are planned interdepartmentally. • Expertise of the faculty members is taken into consideration for academic and nonacademic activities of the college. • The administrative staff works enthusiastically in executing all the programmes successfully. • The college closely works in collaboration with the Government and Non government agencies. • Various student committees have been formed and they are in constant touch with one another. The members implements the activities planned under Saptdharas. • NCC, NSS, sports and cultural activities are integral parts of the extracurricular activities. They are performed very well by the students and faculties concerned.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college is affiliated to the Hemchandracharya North Gujarat University, Patan. In fact, the curriculum is designed, modified and decided by the Board of studies, Faculties concerned and Academic Council of the University strictly on the guidelines provided by the UGC from time to time. The college has just to implement it. The college follows the curriculum verbatim designed by the university. The academic calendar is prepared keeping in mind the number of units included in a particular subject. Usually, we devote three lectures in a week to each subject. The college cannot make any change in the curricula designed by the university. This college is one of the oldest and largest colleges of the university. At least three principals or faculty members of the college have enjoyed the designations as Deans of Commerce Faculty in the

university. Many senior teachers of the college have been & had been the members or the chairpersons of either the Board of Studies or of the Academic Council. They have been contributing a lot in the process of forming the curricula of different class levels i. e. from B. Com. Sem. I to M. Com. Sem. IV. Though not directly but indirectly the college plays a significant role in framing the curricula. Thus, we are instrumental in planning and implementing the syllabi designed by the university. • A mandatory course in Environment studies was suggested by U.G.C. and Hemchandracharya North Gujarat University, but it is incorporated as foundation course in B.Com. Sem. II programme by the institution. • Choice Based Credit System has already been implemented from academic year 2009 onwards. • The faculties of the institution have also been appointed as members of Academic Council, Senate and Syndicate bodies of Hemchandracharya North Gujarat University. • The institution has installed Over Head Projectors (OHPs) in classrooms to increase the participation and involvement of students in the subjects taught by the teachers concerned. • Since 2011, the college has facility for live telecast of BISAG (all Gujarat integrated classroom) lectures on different subjects are made available to the students of Gujarat by the Commissionerate of Higher Education, Government of Gujarat. Four faculties of our college have delivered lectures at BISAG. Thus we have made considerable contribution in planning and implementing the syllabus.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Finishing School Batch I	N/A	28/08/2018	5	Employability	English Language enrichment
Finishing School Batch II	N/A	28/08/2018	5	Employability	Personality development
Finishing School Batch III	N/A	17/11/2018	5	Employability	Professional etiquette
Finishing School Batch IV	N/A	01/11/2019	10	Employability	Motivational skill
Finishing School Batch V	N/A	01/11/2019	10	Employability	Leadership qualities
TALLY Accounting	N/A	07/08/2018	47	Employability	Job Opportunity
TALLY Accounting	N/A	11/11/2018	59	Employability	Job Opportunity
TALLY Accounting	N/A	08/04/2019	29	Employability	Job Opportunity
TALLY Accounting	N/A	04/05/2019	47	Employability	Job Opportunity

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
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BCom	CCC+	16/03/2019
BCom	TALLY GST	08/04/2019
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	412	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Self defense training for girls	17/12/2018	245
Fashion Designing for Girls	06/06/2018	75
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MCom	Industrial Field Project	76
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Institution has its own website and regularly upgraded during current year we collect feedback online from our students, teachers, alumni and parents regarding syllabus. We prepared separate questioner for each of the stakeholders. IQAC, Principal and faculty member motivate students to fill feedback. According to above mention question all stakeholders put their view against it. First, we collect feedback and analysed it. Our feedback analysis committee analysed all feedback and prepared a conclusion of each feedback question. They also find out lacuna of syllabus and put it again IQAC. Our

institute is an affiliated institution with Hemchandracharya North Gujarat University, Patan and not an autonomous institution. The University frames the curriculum of all the subjects to be delivered in the affiliated institutions so institute is helpless to change syllabus but we collect feedback from faculty and students, summarized it and send to BOS of respective subjects in university for implementation. In order to enrich the curriculum, the feedbacks are obtained from the stakeholders regularly. They are also used to enhance the overall competence of the students for employability. Their feedbacks are as under: ? Students: The students express their opinion on curriculum through response sheets/feedback. ? Faculty: Faculty takes regular feedback from stakeholders on academic, curriculum, placement, trends and teaching methodology. The teachers collect the exit level feedback from the graduates regarding learning processes after the end of academic session every year. Opinion and suggestion of post graduate subject teachers are also taken into consideration. ? Principal: The Principal's office will then process and submit the analysis report and present it to the college managing committee. ? Management: Our management body consists of learned academicians and industrialists. Thus, their inputs are also taken into consideration to enrich the syllabus. ? University: The feedback is communicated to the University for Appropriate Action through the faculty members who are the part of the Board of studies in the university. ? IQAC: The IQAC analyses feedback and prepares a response chart for future use. ? Parents and Alumni members: Suggestions from the parents and alumni members are taken on the basis of their experiences to cater to the needs of present market scenario.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Accountancy	300	315	244
BCom	Accountancy	650	733	557

[View File](#)

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	557	244	9	Nil	5

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
9	9	200	20	1	1

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Unique arrangements have been made for mentoring of students in the institute. At the beginning of the year, each Mentor Faculty is allotted a group of approximately 50 students by the Principal of the Institute. In each group, one senior boy and one senior girl are appointed as assistant mentors. The Principal provides information about the Faculty Mentor, Assistant Mentor and the group of students through notification at the beginning of the year. The student of the group can meet 24x7 to the professor mentor of the group through the assistant mentor for his academic, social and mental problems. In this special system most of the study problems are solved by the assistant mentors while the rest of the problems are solved by the faculty Mentor. Only a few serious questions come to the principal for redressal. Each group maintains their mentoring data throughout the year and submits it at the end of the academic year to the IQAC. This system of organization is run successfully.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
801	9	1:89

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	9	9	Nil	4

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Not Applicable

[View File](#)

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	Not Applicable	Semester VI	23/04/2019	27/04/2018
MCom	Not Applicable	Semester IV	23/04/2019	29/05/2019

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Continuous Internal Evaluation System of the students is an integral part of our teaching-learning process. The students have been encouraged continuously to study sincerely for the improvement of their performance in our college. The college has an examination committee to carry out the effective implementation of internal assessment and college examination. The Hemchandracharya North Gujarat University has introduced semester pattern of examination from academic session 2016-17 for the faculty of Commerce at Under

Graduate and Post Graduate level respectively. The examinations evaluation process of all the disciplines are conducted by the University at the end of each semester. Declaration of the result is time bound programme. The college has also implemented various reforms in Continuous Internal Evaluation System.

At the beginning of each semester, the students are instructed about the syllabus and evaluation process. The formative approach to evaluate student's achievements includes various academic activities such as Seminars Presentation, Group Discussion, Unit Tests, Assignments and Project Submission and 5 marks are allotted for these activities.. The Students knowledge of the subject is evaluated on the basis of their unit tests, presentation skill, language fluency etc. The Unit Tests are conducted at regular intervals which include subjective and objective type questions. The college as well as university examinations of two subjects - Foundation and Soft skills - are conducted by the college and marks are sent to the university. The students are asked to submit their term papers i. e. assignments within the stipulated time. The examination committee plans and implements internal evaluation process in order to evaluate the students' performance prior to the external examination. The internal examination schedule is coordinated with the academic calendar. The college takes care to maintain the confidentiality in the work of internal examination process. Whenever there is a change in the evaluation method as per direction of university, it is communicated to the faculty as well as students by circulating a copy of the university direction. The utmost care is taken for the maximum attendance of the students. The results of the internal examinations are published as early as possible. The concerned subject teachers conduct a personal interface meeting with the students. The students are apprised of their strength and weaknesses for further improvement. The results are analyzed to identify slow and advanced learners. The IQAC monitors the evaluation process in its meetings and makes suggestions for improvement.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar is a backbone of the institution. Academic Calendar is prepared beforehand. The college prepares the Academic Calendar keeping in view the curricular, co-curricular and extra-curricular activities to be performed through the year. The Academic Calendar is prepared in consultation with the teaching and administrative staff members. The priority is given to curricular activities first. IQAC and the Academic Planning Committee jointly prepares academic calendar at the beginning of the year and distributes it to all teaching and non teaching staff of the college. The academic calendar contains yearly schedule of the events, programmes, examinations, departmental presentations, assignment submission, holidays etc. It also includes tentative dates of announcements of results, admission and other forms of evaluation. The events of Sports departments, NSS units, NCC unit, cultural department etc. are also mentioned in the academic calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.vrpccm.org/images/download/2-6-1-Programme-Outcome-6430.docx>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage

Not Applicable	BCom	Accountancy	487	444	91.17
Not Applicable	MCom	Accountancy	224	220	98.21
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.vrppcm.org/page/student-satisfaction-survey>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	0	0
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Seminar on Competitive Exam and Career Guidance	Department of Commerce	30/01/2019
Seminar on NAAC Awareness Programme	Department of Commerce	15/02/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Certificate of Appreciation	Shri V. R. Patel College of Commerce, Mehsana.	SCOPE, Education Department, Gandhinagar	30/06/2019	Nil
Thalassemia Test	Shri V. R. Patel College of Commerce, Mehsana.	Indian Red Cross Society, Gujarat State	10/07/2018	Nil
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International

2700	9655	
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3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Not Applicable	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Commerce	5	Nil
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
1	2
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	Nil	Nil	Nil
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	5	Nil	Nil
Presented papers	5	5	Nil	Nil
Resource persons	Nil	Nil	Nil	Nil
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such	Number of students participated in such
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		activities	activities
Extension Activities	Various Units, Agencies and Collaborating agencies	31	2911
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NCC	12 Gold and 7 Silver medals	NCC Headquarter, Ahmedabad	15
Cultural	1	Gujarat Government	1
Sports	6	HNGU, Patan.	6
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Health Awareness	General Hospital, Mehsana	Controlling Tobacco Consumption Competition	2	55
Swachh Bharat	NSS Unit	March on 150th Birth Anniversary of Mahatma Gandhi	2	80
Aids Awareness	ICTC Counsellor, General Hospital	Aids Awareness Programme	2	225
Health Awareness	General Hospital, Mehsana	Girls Health Awareness Campaign	2	315
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Various activities	868	NSS Unit, College Fund, other agencies etc.	28
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the	Name of the	Duration From	Duration To	Participant
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	linkage	partnering institution/ industry /research lab with contact details			
Project Work	Industrial Visit and Project Work	Adani Wilmar	01/07/2018	30/06/2019	76
Project Work	Sharing research facilities	Ganpat University, Kherva.	01/07/2018	30/06/2019	15
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Shri B. P. B. Arts and M. H. G. Commerce College, Unjha.	16/06/2015	Student Exchange	154
C L Parikh College of Commerce, Palanpur.	04/04/2016	Student Exchange	40
Siddhant Institute of Business Management, Pune.	22/04/2019	Student Exchange	Nil
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
500000	399178

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Class rooms	Existing
Laboratories	Existing
Number of important equipments purchased (Greater than 1-0 lakh)	Newly Added

during the current year	
Classrooms with Wi-Fi OR LAN	Existing
Others	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Fully	2.0	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Library Automation	2	Nil	Nil	Nil	2	Nil
Text Books	8967	1059465	589	115323	9556	1174788
Reference Books	11026	2728587	107	11954	11133	2740541
e-Books	166309	Nil	Nil	Nil	166309	Nil
Journals	26	19950	Nil	Nil	26	19950
CD & Video	204	Nil	Nil	Nil	204	Nil
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	75	1	61	1	1	1	3	100	0
Added	5	0	5	0	0	0	0	100	0
Total	80	1	66	1	1	1	3	200	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

250 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Live Telecast of Lectures and Conferences on YouTube	https://www.youtube.com/channel/UCH1Omv mXiIDQEScGRkttLIg/videos

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
90000	38354	247332	127425

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The management and the college Planning Committee headed by the Principal Dr. J. K. Patel collect suggestions from the various stakeholders in the beginning of the term of every academic year. After collecting the suggestions, the committee designs a minute outline to implement these valid suggestions. The management and the institution believe in the maximum utilizations of the various funds and grants for the development of infrastructure, academic and support facilities. Planning committee allocates funds for the up-gradation or development of any specific facility. The committee also looks after the general maintenance work of the physical facilities. The institution invites online tenders for the prescribed work. The management and College Planning Committee compare the prices and makes selection on the basis of lowest cost and quality work. The college has well-established machinery in place for maintenance of campus facilities. This is primarily achieved through the monitoring of various committees like Academic Council, Planning Board, Building Committee, Purchase Committee and IQAC with necessary support systems.

PHYSICAL FACILITIES:

- The maintenance of various buildings is achieved through periodic monitoring by the building committee and devising suitable proposal.
- Annual Stock verification for each department.
- Allocation of adequate budget for annual maintenance of college infrastructure.
- Sufficient support staff is appointed to maintain infrastructure
- Provisions of Classroom Maintenance including furniture, doors and windows
- The regular electrician decided by Management solved electricity related problems.
- AC and Water Coolers are regularly serviced.
- Plumbing maintenance and repair, including water supply and tube well, is done whenever it required by professional Plumber.
- Technological equipments and DELL/Computer Lab. equipments are repaired and checked at regular intervals.
- Adequate protective measures like UPS, antivirus, firewalls, CCTV cameras.
- The water tanks are cleaned regularly.

ICT AND INTERNET FACILITIES:

- The college has a comprehensive IT policy regarding service, data, and network security.
- The college has a mechanism of adopting free software and anti-piracy protocol.
- Computer Instructor addresses internet broadband connectivity and Wi-Fi problems.
- The use of Internet facilities is distributed secured and monitored by Cyber Roam Software.
- In order to minimize e-waste, computers are serviced and reused as far as possible.

LIBRARY FACILITIES:

- The library is automated regularly through software SOUL 2.0
- Maintenance and digitizing of rare books, back volumes, manuscripts and reports with special care.
- IT infrastructure is maintained regularly.
- OPAC system for book search has been devised and regularly updated.

SPORTS FACILITIES:

- Physical Director and Sports Committee

monitor the maintenance of Sports Facilities. • Regular maintenance of sports equipments. • Regular inspection and maintenance of sports fields and play Grounds. • Giving top priority to the safety of the players by renewing protective guards. • The equipment in Indoor Gymnasium are regularly serviced and purchase new ones whenever required.

<https://www.vrpccm.org/images/download/4-4-2-Procedures-and-policies-7014.docx>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	IFES	3	18000
Financial Support from Other Sources			
a) National	Scholarship	738	2200600
b) International	Nil	Nil	Nil

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Society for Creation of Opportunity through Proficiency in English (SCOPE)	23/11/2009	164	Cambridge ESOL
General Knowledge Test	28/08/2019	329	Career Counselling Cell of SVRPCCM
Celebration of Yoga Day	18/06/2019	150	Career Counselling Cell of SVRPCCM
Celebration of Yoga Day	21/06/2019	460	Career Counselling Cell of SVRPCCM
Digital English Language Lab. (DELL)	11/07/2007	48	Babasaheb Ambedkar Open University (BAOU)

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Different	3046	400	Nil	Nil

schemes

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
6	6	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
SAINATH ASSOCIATE, MAHESANA	5	1	Nil	Nil	Nil

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	305	B. Com.	Various departments in mentioned in file	Various institutions mentioned in file	Various programmes in file

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
SLET	4

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Various activities mentioned in the file	At different levels	404

[View File](#)

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Different	National	Nil	1	Nil	Nil

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Shri V. R. Patel College of Commerce, Mehsana believes in giving equal opportunity to the students with a view to supporting the Principal and the college faculties to run the activities of the college smoothly and transparently. The institution has an active Student Representative Council established in 2013-14. At the beginning of every academic year a process of forming the council is carried out, proactive students are selected from various classes and then a final selection of Students' Representative Council is formed. The Students' Representative Committee of the college select the representatives by keeping in mind certain criteria such as characteristics of leadership, sincerity, hard work, commitment, honesty etc. The whole process is carried out transparently under the guideship of the principal. The Students Representative Council is involved actively in various academic, co-curricular and extension activities of the college and thus it plays a vital role in coordination. It works as a bridge between the institution and students and ensures a smooth and timely dissemination and solution of some problems. It also facilitates various activities in the classrooms and college campus as well. The College has a policy for the dynamic participation of the students in the various academic, cultural and administrative bodies/committees and other day-to-day activities. This prepares the students for leadership roles, organizing events, teamwork, execution of skills etc. The student representatives in various college committees like IQAC, Saptdhara, Cultural Committee, NSS, NCC, Career Guidance Centre etc. for academic, co-curricular and extension activities play a vital role in the coordination and cooperation in organizing these activities. College students takes active leadership in organizing field trips, industry visits, study tours, seminars, workshops, Independence Day Celebration, Republic Day Parade and mock-drills. The major objectives are as under: 1. The Student Representatives play an important role in maintaining the code of conduct of the college and reporting any disciplinary issues to the committee members. The Class Representatives help the class teacher in conducting class activities, Unit Tests, assignments as well as attendance of students. 2. The Student Representatives are also allowed to take part in the planning and implementation of academic, co-curricular activities and extra-curricular activities of the college in order to develop their cognitive skills. 3. The Student Representatives are encouraged to participate in cultural programmes of the college with a view to improving their communication and leadership skills. 4. At the end of every academic year, the Student Representatives are encouraged and appreciated in the presence of a large audience for their invaluable contribution to the growth and development of the college. 5. The management as well as the principal and the staff wish them a bright career ahead and do the best for their community and country as well.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

809

5.4.3 – Alumni contribution during the year (in Rupees) :

5.4.4 – Meetings/activities organized by Alumni Association :

The college has established the alumni association in 2006. The well known Chartered Accountants of the city and some prominent merchants, government officers etc. are members of the alumni association and in the governing body of it. The association and its members remain in touch with the college. Occasionally they visit the principal and discuss about the activities of the college. They remain ready to extend their co-operation in the activities of the college. We invite and welcome their suggestions for the development of the college.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college encourages the participation of both students and faculty members in the management of diverse activities undertaken throughout the year. The three tier system comprising of a Governing Council, Academic Council and Students' Representatives play a key role in bringing together the faculty members and the students. Through feedback procured from the students' representatives, the college tries to sort out the difficulties faced by the stakeholders and attempt to realise the vision and mission of the institute. The governing body of Sardar Vidyabhavan Trust is the central authority which governs the college and decides the course of future development and expansion with the help of Principal and IQAC. The SVT (Sardar Vidyabhavan Trust) conveys meetings at regular intervals with the head of the institute. The head of the institute i. e. the Principal, then holds the meetings with the entire college parivar and shares with them the future planning and measures to be implemented throughout the new academic year. The Principal is directly connected with the governing body and plays the role of a bridge between the SVT and the Teaching and Non-teaching staff members. The principal passes on the policy-making decisions made by the management to the teaching and administrative staff. The Principal also interacts with IQAC the decisions taken by the SVT. The Principal and IQAC form various college committees for the decentralization and participative management of the academic work. Each committee is governed by a convener and its members. Principal, IQAC and concerned committee makes policy and these policies are implemented and monitored by IQAC. Academic work is distributed among the various Heads of the Departments. All the academic decisions like examination, admission, syllabus, paper-setting, evaluation etc. are discussed with the Heads. Thus, for effective and quick administration institute involves all the stakeholders in the process. 1. Examination Reforms: In order to lay much emphasis on transparency in the examination process, we have introduced theoretical as well as assignment system. ? Each paper is set by the HOD and the allied staff members. ? The concerned teachers pass on the topics of the assignment to the students in advance and the viva voce of each student is conducted in the classrooms. ? Online Test on MCQs carrying 10 marks is conducted and the questions related to MCQs are given in advance by the teachers concerned. The students can appear at the online Test at any place. They are not required to sit in the respective classrooms. 2. College imposed discipline: Self imposed discipline is a part of education. There are some students who create chaos in the campus and, therefore, CCTV cameras have been installed in the college campus with the help of SVT (Sardar Vidyabhavan Trust).

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	<p>The college strictly follows the procedure for admission to students as suggested by the Hemchandracharya North Gujarat University year by year to its constituent colleges. Every year, an admission committee is formed by the principal from among the faculties of the college. At least one member of such committee belongs to the reserved category as suggested by the State Government. This committee monitors the admission process to run smoothly. The procedure to be held every year for admission to students is transparent and is put on the college notice board for the knowledge of all admission seeking candidates. Admissions to UG and P.G. levels are allowed as per the post Graduates Rules of University. The college strictly adheres to the admission norms announced by the state government at regular intervals. Keeping in mind the reservation quota, the admissions are given to the students.</p>
Human Resource Management	<p>The college working pattern demands a lot of intradepartmental, intercollegiate, college and community interactions. The departments of the college create conducive environment for teaching-learning process which in turn helps them to perform their duties devotionally. Departmental activities are planned and executed by the departments taking the head of the institute into confidence. All the faculty members extend their support to the activities pertaining to their departments. Many courses demand interdepartmental liaison. The elective subjects offered to the students are planned interdepartmentally. Expertise of the faculty members is taken into consideration for academic and non-academic activities of the college. The administrative staff works enthusiastically in executing all the programmes successfully. The college closely works in collaboration with the Government and Non government agencies. Various student committees have been</p>

formed and they are in constant touch with one another. The members implements the activities planned under various projects i.e. dharas. NCC, NSS, sports and cultural activities are integral parts of the extra-curricular activities.

Research and Development

The principal investigator is given enough autonomy to carry out his project, may it be minor or major research project. Resources are made available within the time limit. Adequate infrastructure and human resources are provided. All the required infrastructure facilities like computer room, Laptop, printer, table, chair etc. and human resources like research assistants, field investigators, peon and other supporting staff are provided as per sanctioned requirements. Since reduced teaching load is not possible but flexibility in terms of availability in the college is given to the principal investigator as and when needed. The college supports the principal investigator in terms of technology and infrastructural needs by providing internet facilities, library journals, reference books, subscribed E- journals etc. to facilitate timely auditing and submission utilization certificate to the funding authorities. The principal investigator gets the grant released in time against the bills submitted. Submission of utilization certificate is done by the PI. The principal investigator gets a lot of support from the college principal, management and staff members/experts from sister-concerned institutions and university departments.

Curriculum Development

The college has adopted the curriculum designed by the Hemchandracharya North Gujarat University to develop competency, obtain employment and promote research-oriented aptitude among students. The college meticulously develops action plans for effective implementation of the curriculum. At the outset, the advisory committee of the college conducts meetings with the staff members to develop various strategies for effective implementation of the curriculum. For effective implementation the initial step is to

prepare the semester-wise time-table. This depicts the duration of the classes and the name of the faculty member who engages them. The division of workload is as per UGC norms. Accordingly, a micro-schedule is prepared that runs through the curriculum. Faculty members are clearly instructed to impart the curriculum through innovative teaching methods such as assignments, role plays, presentations, group discussions, workshops, seminars, industry visits, apart from conventional teaching methods.

Teaching and Learning

IQAC holds meetings at regular intervals with the head of the institute, departmental heads, stakeholders etc. and makes the teaching and learning process stronger in terms of quality. It helps individual departments initiate fruitful academic programmes like arrangement of workshops, symposia, guest lectures, study tours, field visits etc. It co-ordinates with the cultural committee and tries to ensure optimum participation of students in various cultural activities at all levels. It helps the Sports department to send the talented sports persons for higher level competitions. It co-ordinates with the administrative section to facilitate and process the CAS files of the concerned faculties. Along with curricular activities, certain co-curricular activities such as DELL, SCOPE, Bridge Courses etc. are promoted by the departments concerned. The question banks containing Multiple Choice Questions (MCQs) are prepared by the faculties and they are uploaded on the Library blogs and personal blogs as well.

Examination and Evaluation

Examination reforms are made by the university in consultation with the different Academic Bodies and the colleges are supposed to implement them. Our faculties are instrumental in making examination reforms by being the members of various academic bodies. A uniform question paper style is formulated and implemented. Internal tests are planned centrally and conducted without disturbing the regular teaching learning process. Assignments and presentations are a

regular feature of various subjects. Subject teachers help to enter the marks in the computer and then they go through the computerized internal mark sheet before sending it to the university. First year students are informed about the process of evaluation of the institute by the principal and the faculties on the occasion of inauguration ceremony for first year students and the orientation programme. Individual subject teacher informs the students about criteria method of internal evaluation in respective subjects during lectures.

Library, ICT and Physical Infrastructure / Instrumentation

The reference books are not issued to anybody. Whosoever wants to refer to reference books is required to sit in the library itself. The section is accessible to all the faculty members and students. Photocopying facility is available in the library. Library does have Inter Library Loan Service (ILLS). The books are given to the faculty members of other colleges by taking deposit equated to the cost of the book. Library has 04 computers with internet facility for the use of the students. They can download the study material in the library itself. ICT tools are made easily available to the faculties and the students during their academic journey in the campus itself. There are nine classrooms, one conference hall and two laboratories where overhead projectors have been made available with a view to make teaching learning process more interactive and interesting. Most of the faculties have been provided laptops by the college to enrich and enhance the teaching learning process. Power Point Presentations are prepared beforehand and presentations on syllabus-related topics are made in the classrooms making extensive use of ICT resources. In one room all ICT related resources are stored and used at regular intervals.

Industry Interaction / Collaboration

Better interaction between Academic Institutions and Industry is the need of the hour. This aspect has great bearing on the Commerce Curriculum, exposure of industrial atmosphere to commerce students and subsequent placement of young graduate engineers in industries across the nation. With

the advent of globalization and opening up of the Indian economy to outside world, competition among industries has become tough. We have contacted the owner of Adani Group of Industries a few years back to have collaborative activities such as industrial visits and field projects and he has given us consent to extend cooperation. Our students pay a visit to their industries located at different places especially at Mundra. A group consisting of about 60 students pays regular visits to the Mundra port every year in order to have first-hand knowledge of oil industries.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Student Admission and Support	The admission forms of the students seeking admission in our college are filled in online. Fees are also paid by the students online. Their fees get deposited in the respective bank. Students submit the hard copies of the printouts and required documents at respected counters after seeking admission online. The college issues all kinds of certificates may it be Transfer Certificate, Bonafide certificate, Transcripts etc. using computer facilities.
Examination	MCQ Tests are conducted in the computer lab. using computer facilities. SCOPE examination is also conducted on the DELL online by the Cambridge University.
Planning and Development	E-governance is the integration of Information and Communication Technology in all the working processes of the college system. The college conducts most of the planning and development activities using ICT tools. The students are made aware of all college-oriented activities i. e. curricular, co-curricular and extra-curricular activities through the college website (www.vrpcc.org), college WhatsApp group (VRPCCM), Telegram App, e-mails, bulk SMS services (TEMP.91bulksms.com), Google form platform etc. Important notices and reports are also circulated via e-mails. It aims to minimize the manual efforts and improve the communication, create transparent system, and to be cost and time effective.

Administration	<p>The college administers all activities using online and offline methods. The administrative staff members are both computer-savvy and techno-savvy. Major administrative works are operated through technology.</p> <p>From giving admission process to issuing leaving certificates are done by making use of ICT devices. Feedback from all stakeholders is collected using ICT gadgets. The college campus is equipped with CCTV Cameras installed at various places. ICT has been introduced in the college staff. WhatsApp Group help to provide the brief notices of any event within a short span of time.</p>
Finance and Accounts	<p>With the aim to produce immediate information in Finance and Accounts i.e. "Single Click Accounting", this section of College is fully e-governed. The college uses Tally ERP 9.0 for the transparent functioning of Accounts department. The same software is used to generate various reports like Consolidated Day Book, General Day Book, Daily Cash Collection Report etc.</p>

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Prof. Janak I. Prajapati	Unnat Bharat Abhiyan	Government of India	5855
Nill	Prin. Dr. J. K. Patel	Sanagoshti Shibir	NSS Unit, HNGU, Patan.	2000
Nill	Prin. Dr. J. K. Patel	NAAC Awareness Programme	HNGU, Patan.	100
Nill	Prof. V. B. Patel	NAAC Awareness Programme	HNGU, Patan.	100
Nill	Prof. V. B. Patel	One Day Workshop on NAAC	Knowledge Consortium of Gujaratr, Ahmedabad.	500
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the	Title of the	From date	To Date	Number of	Number of
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	professional development programme organised for teaching staff	administrative training programme organised for non-teaching staff			participants (Teaching staff)	participants (non-teaching staff)
2018	Training programme for Computer-related work	Training programme for Computer-related work	05/03/2019	20/03/2019	4	5
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programme	2	08/08/2018	13/08/2018	6
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
9	8	10	10

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
In case of an accident the college extends financial assistance amounting to Rs. 10000 to the teacher who gets injured in an accident and Rs. 25000 in case of death because of accident.	In case of an accident the college extends financial assistance amounting to Rs. 10000 to the administrative staff member who gets injured in an accident and Rs. 25000 in case of death because of accident. ? The college also provides monetary help to the administrative staff by giving them each Rs. 1000/- for dress, Rs. 200/- for shoes, Rs. 500/- for yearly washing allowance, Rs. 150/- for an umbrella etc. every year. A cycle is given to a peon who is supposed to shoulder the administration-oriented responsibilities outside college campus.	In case of an accident the college extends financial assistance amounting to Rs. 10000 to the student who gets injured in an accident and Rs. 25000 in case of death because of accident. Rs. 100000 is given by the state government to the kin and kith of the deceased and the college helps to attain this amount from the government in the process of documentation. If a student succumbs to physical injuries while carrying out tasks related to co-curricular or extra-curricular activities of the college, the entire medical expenditure is

borne by the college.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The external audit is done by a registered Chartered Accountant of Messers Ashwin K. Yagnik Co. The accounts have been audited for the financial year 2018-19 i.e. up to 31st March, 2019. The last Government Audit was done in the year 2016-17 where no major audit objections were raised. This audit is done at regular intervals.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Dr. H. S. Viramgami	10000	Prize-distribution
View File		

6.4.3 – Total corpus fund generated

65270

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	No	Null
Administrative	No	Null	No	Null

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

General body meeting with the Office Bearers of Parent-Teacher Association is conveyed every year. The suggestions made by the parents are taken into considerations and implemented as early as possible. The following are the three major activities conducted in association with Parent-Teacher Association. 1. Infrastructure enhancement: We built one more boys' toilet keeping in mind the parents' suggestion. 2. Guidance for Competitive Examinations: Experts were invited to deliver lectures on "How to perform well in Competitive Exams" 3. English Enrichment Courses: Bridge course was introduced to enrich English language and SCOPE Flagship Programmes has been introduced to increase English proficiency of the students as per the suggestion made by the parents.

6.5.3 – Development programmes for support staff (at least three)

The following are three development-oriented activities performed by the college for the support staff: 1. Fee is waived for those children of the support staff 2. Books are distributed among the students of the support staff free of cost 3. The children of the support staff are encouraged by handing over the prizes who exhibit extra-ordinary performance in curricular, co-curricular as well as extra-curricular activities.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Placement and Capacity building activities: As per one of the recommendations made by the PEER Team, we have started job-oriented courses like CCC, TALLY Accounting and SCOPE. 2. Training and Guiding Centre for Competitive and other Exams: As per one of the recommendations made by the PEER

Team, we have started a training and guidance centre for Competitive and other Exams in association with Chanakya Academy, Mehsana. Materials concerning competitive examinations have been provided to nearly 200 students free of cost. 3. Industry-College interaction: We have signed a contract with Adani Group of Industries for Industry-College interaction. Our students are given an opportunity to pay a visit to one of the industries of Adani group every year in order to gain first-hand knowledge of oil industries.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Programme for creating Computer Awareness among students	08/04/2019	08/04/2019	28/04/2019	20
2019	Competitions on Tobacco Control Awareness	23/01/2019	23/01/2019	25/01/2019	40

[View File](#)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NSS	31/07/2018	30/06/2019	76	24
NCC	31/07/2018	30/06/2019	13	15
Sports	31/07/2018	30/06/2019	18	34
Cultural Activities	31/07/2018	30/06/2019	122	110

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The college offers a course in Environmental studies at B. Com. Sem. III level to develop sensitivity towards environment. The students are assigned activities protecting environment thereby developing environmental awareness. The rooms of the college are well ventilated which help in saving electricity since the students do not feel the need of tube lights during daytime. Moreover it is a standard practice of switching off all the electrical appliances

2018	Nil	2	02/10/2018	1	Cleanliness	Nil	70
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[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct	05/11/1986	Our college has implemented these three things i. e. Human Values, Professional Ethics and Code of Conduct for all its stakeholders from its inception. Updating and Upgradation are indisensable matters in any field of life. We make changes in these things keeping in mind the demand of the hour. Recently our college has added some more rules and regulations. The code of conduct are discussed in the classroom and they are uploaded on the college website too. We used to stick a hard copy on the college notice board. With the invention of technology we exhibit all these things using various technological devices. The purpose of doing all thses things is to make students aware of all Human Values, Professional Ethics and Code of Conduct.
Professional Ethics	05/11/1986	Our college has implemented these three things i. e. Human Values, Professional Ethics and Code of Conduct for all its stakeholders from its inception. Updating and Upgradation are indisensable matters in any field of life. We make changes in these things keeping in mind the demand of the hour. Recently our college has added some more rules and regulations. The code of

conduct are discussed in the classroom and they are uploaded on the college website too. We used to stick a hard copy on the college notice board. With the invention of technology we exhibit all these things using various technological devices. The purpose of doing all these things is to make students aware of all Human Values, Professional Ethics and Code of Conduct.

Human Values

05/11/1986

Our college has implemented these three things i. e. Human Values, Professional Ethics and Code of Conduct for all its stakeholders from its inception. Updating and Upgradation are indispensable matters in any field of life. We make changes in these things keeping in mind the demand of the hour. Recently our college has added some more rules and regulations. The code of conduct are discussed in the classroom and they are uploaded on the college website too. We used to stick a hard copy on the college notice board. With the invention of technology we exhibit all these things using various technological devices. The purpose of doing all these things is to make students aware of all Human Values, Professional Ethics and Code of Conduct.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Yoga Day	21/06/2018	21/06/2018	866
Celebration of Indian Constitution Day	16/11/2018	16/11/2018	350

Celebration Petrol Savings Day	30/12/2018	30/12/2018	1250
Celebration of Save Environment Day	01/01/2019	01/01/2019	200
Celebration of Tree Plantation Day	01/01/2019	01/01/2019	200
Denudation of the Oil Painting Portrait	01/01/2019	01/01/2019	1425
March past on Mahatma Gandhi Birth Anniversary	02/10/2019	02/10/2019	70
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Solar panels are placed in the campus which is charged during daytime through solar energy and in the evening, the lights on the campus get operated through solar energy. This is an important leap towards energy conservation. 2. Water harvesting is successfully done in the campus. During monsoon, a lot of water gets stored on the terrace of the college. A system has been developed by which the water is stored in a huge underground water tank constructed. The amount of water collected is so sufficient that it can be used by us at the time of water scarcity especially during summer time. 3. A Drip Irrigation System has been developed for watering the plants grown in the college campus. This system helps us save water. 4. A fountain has been kept near the garden to enhance the ambience of the college and the water utilised in the fountain is reused to keep the fountain working, thereby avoiding the wastage of water in the process. 5. Medicinal plants like Arduasi, Tulsi, Amla, Henna etc. have been grown in the botanical garden developed in the campus. Also the trees such as Asopalav, banyan, Nilgiri, Neem, etc. along with decorative plants and flower bearing plants are grown in the campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the Best Practice I: Taking attendance of the students. 2. Goal: The college students are supposed to attend each and every lecture mentioned in their time-table. To make them attend lectures punctually, we have established the tradition of taking presence in any one of the lectures every day. 3. The Context: More than 2500 students are studying in our college. We want more than 90 students to attend the lectures of every teacher regularly so that they can gain the optimum knowledge of the subjects concerned. We want them to remain physically and mentally present in the classroom. The presence is taken in any lecture in the morning. The internal marks are assigned keeping in view three things: (a) More the 80 presence in the classroom (b) Submission of Term Papers (c) Presentation in the classroom. 4. The Practice: We have been taking attendance of the students for the last few years. 5. Evidence of Success: We have witnessed positive responses from the students related to the presence taken regularly in the classroom. They can be listed as under: 1. Most of the students remain present in the classroom. 2. They attend classes very attentively because we inform them in the beginning: "Where attention goes, energy flow and result shows." 3. We have developed intimacy with most of the students. 4. We can carry out curricular, co-curricular or extra-curricular activities very smoothly. 5. We do not face any problems when we need audience to celebrate events of different nature in our college. 6. Problems Encountered

and Resources Required: We have encountered the following problems: 1. The initial phase of presence taking was quite challenging because the students were not habituated to attend classes in their school days. They bunked classes during their school education. The reason is they take private tuitions and for them the school registration is meant for appearing at the exam. Now-a-days schools have become the mediator to take exams only. 2. Some students travel from remote places. It becomes difficult for them to reach in time because there are less transportation frequencies to commute from their native place. So they cannot attend the first lecture. 3. Some students exercise two options at the same time. They engage classes and at the same time they earn their livelihood. After two or three lectures they leave the college for remaining present at their workplace and therefore they cannot remain present in the class. 7. Contact Details: 1. Name of the Principal: MR. JAGDISHBHAI K. PATEL 2. Name of the Institution: Shri V. R. Patel College of Commerce, 3. City: Mehsana. 4. Pin Code: 384 002. 5. Accredited Status: A Grade 6. Work Phone : 91 94282 48518 7. Website: www.vrpccm.org 8. E-mail : vrpccm@yahoo.co.in 9. Mobile: 9824611004

Best Practice II 1. Title of the Best Practice II: Leading the students towards technology i. e. to make them techno-savvy 2. Goal: The college wants each and every student to know how to operate a computer because it is the need of the hour. We live in an age of technology and a computer has become an integral part of our daily life. Most of our daily transactions are carried out with the help of computer i. e. technology. 3. The Context: There are 13 divisions consisting of more than 2500 students in our college. There are five divisions of B. Com. Sem. I. Each division is consisted of 150 students. We have been making requests orally to the Government to enrich the knowledge of the students related to technology for the last three to four years. Keeping in view the requests the Government of Gujarat decided to distribute the TABLETS among the students of the first year i. e. B. Com. Sem. I two years back. We were instrumental in distributing the TABLETS among the students. The Government also provided internet connectivity under the scheme NAMO WI-FI. 4. The Practice: We have been distributing the tablets for the last two years. 5. Evidence of Success: We have been highly benefitted after the distribution of TABLETS among the students with the help of the Government of Gujarat. The advantages can be listed as under: 1. We can send the result of the students through Bulk SMS Service Provider. 2. News and Events related to college can be sent directly to the students. 3. General information can be made known to the students through technology. 4. The entire process of admission has been made online and it requires the knowledge of computer operation. The students can seek admission with the help of computer i. e. filling up the admission form with the help of computer. 5. Topics related to term papers and presentations are made known to the students with the help of tablets. 6. Problems Encountered and Resources Required: We have encountered the following problems: 1. Some students belonging to the lower class and lower middle class were not acquainted with the application of computer and therefore we have to impart training to them in terms of the computer operation. 2. Some students do not carry computers with them regularly. They come up with different excuses or genuine reasons. 3. Some students make complaints that their tablets are not functioning properly. 4. Some students approach us and inform that they are facing virus malady. 5. Some wants us to get their tablets exchanged with the newer ones. 7. Contact Details: 1. Name of the Principal: MR. JAGDISHBHAI K. PATEL 2. Name of the Institution: Shri V. R. Patel College of Commerce, 3. City: Mehsana. 4. Pin Code: 384 002. 5. Accredited Status: A Grade 6. Work Phone : 91 94282 48518 7. Website: www.vrpccm.org 8. E-mail : vrpccm@yahoo.co.in 9. Mobile: 9824611004

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.vrpccm.org/images/download/best-practices-2018-2019-4545.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The timings of our college is from 07-30 a.m. to 01-30 p.m. i. e. morning college. A majority of students commute from neighbouring villages. We find a small group of students every year striving for achieving good results in the examinations and achieving great heights in life. The problem with them is that they cannot devote ample time to their study as well as competitive examinations during college hours. They don't have an environment at home conducive to peaceful learning as well. These students want to advance confidently in the direction of their dreams but in vain. They approached the principal and made a suggestion to do something which can pave the way for a quiet place for peaceful learning. The principal, in consultation with IQAC members, decided to extend college hours by keeping the door of the library open in the afternoon as well. The curious students are allowed to read in the library after college hours. The actual college hours are 7-30 a.m. to 1-30 p.m. but college hours have been extended for specific purpose: mental growth of the students. The students are very happy now and more than 10 students turn up regularly for making preparation of various competitive examination. When the competitive exams are around the corner and the students feel lack of time for the preparation of exams we do extend the time limit further keeping in mind the demand of the readers.

Provide the weblink of the institution

<https://www.vrppcm.org/page/institute-distinctiveness>

8.Future Plans of Actions for Next Academic Year

8. Future Plans of action for next academic year It is rightly said that prior planning prevents poor performance. In order to prevent poor performance in each area, we make a planning every year. 1. Gymnasium: Indian Govt. is much more interested in running Fit India as well as Khel Mahakumbh. Taking into account the Government priority we have planned to erect a Gymnasium for the benefits of the students, teachers and administrative staff as well. It is a truth universally acclaimed that a healthy mind resides in a healthy body. 2. Tree Plantation: The level of water gets deepened due to lack of adequate rain fall every year and therefore India is facing the problem of scarcity of water. The only solution for increasing the water level is rain water and it can only be increased through trees. Tree plantation is the need of the hour. 3. Separate Reading Rooms for boys and girls: The College has made an arrangement for a common reading room for boys and girls in the library. The intake of the girls gets increased every year. So the college management wants to construct a separate room for girls, so they can make preparation for their examinations very peacefully. The library is kept open for those students who want to visit library in the afternoon as well. 4. Expansion in Parking Facility: The parking facility was not enough to accommodate vehicles of all students and so the parking facility needs to be expanded. 5. Additional CCTV cameras: CCTVs have been installed at certain places of the college at the initial stage. But it is felt that more CCTV Cameras need to be fixed. 6. Elevator for the Disabled: We want to inform the management to install elevator for the disabled because some disabled cannot attend lectures in the rooms located on the 2nd and 3rd floors. 7. A separate Trust Office: At present all the document of the Sardar Vidyabhavan Trust are stored in the Internal Quality Assurance Cell of the college. It is shared by both- the college and management. The SVT is planning to construct a separate room for management. The office will be spacious enough to accommodate all documents and all trustees as well. 8. Additional Toilet Facility for Boys: There is a need for additional toilet facility for the boys because the distance

between library and boys toilet is more than 200 feet and it consumes more than 10 minutes to move from one place to another. 9. Auditorium: The College has a conference on the 2nd floor but it cannot accommodate all the students of the college at a time. The college authority is planning to construct an auditorium on the 2nd floor, so all the students can assemble in an auditorium at a time. 10. Solar System Installation: With the passage of time and the expansion of college building the heads of the colleges on the campus have come to know that the electricity consumption has increased at a high speed. They have felt the need to install the Solar Panels on the roof of the college building in order to save money and reduce pollution as well. 11. Fire Safety Device Installation: The Government of Gujarat has ordered all organizations - may they be private or public- to install fire safety devices at the earliest. The college is also thinking to install it in near future.