


SHRI V. R. PATEL COLLEGE OF COMMERCE



MEHSANA-384002

Managed by Sardar Vidyabhavan Trust, Mehsana

Accredited: "A" Grade by NAAC

ANNUAL QUALITY ASSURANCE REPORT

2014-2015

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The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2014 to June 30, 2015)

Part – A

AQAR for the year (for example 2013-14)

2014-15

1. Details of the Institution

1.1 Name of the Institution

SHRI V. R. PATEL COLLEGE OF COMMERCE, MEHSANA.

1.2 Address Line 1

Way to Nagalpur,

Address Line 2

Highway,

City/Town

Mehsana.

State

Gujarat.

Pin Code

384 002.

Institution e-mail address

vrpccm@yahoo.co.in

Contact Nos.

02762 # 254357/254361

Name of the Head of the Institution:

DR. JAGDISHBHAI KACHARABHAI PATEL

Tel. No. with STD Code:

02762 # 291179

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	1 st Cycle	B+	75.50	2007
2	2 nd Cycle	2 nd Cycle	A	03.02	2014
3	3 rd Cycle	3 rd Cycle			
4	4 th Cycle	4 th Cycle			

1.7 Date of Establishment of IQAC: DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR _____ (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Hemchandracharya North Gujarat
University, Patan.

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

A Grade
by NAAC

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

3

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

1

2.9 Total No. of members

10

2.10 No. of IQAC meetings held

2

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.: International National State Institution Level

(ii) Themes

Personality Development
Tally Accounting

2.14 Significant Activities and contributions made by IQAC

IQAC focused on enhancing quality in all spheres during 2014-15. Major activities undertaken by IQAC are mentioned below:

- Career related programmes
- Orientation was held for all students and staff members.
- Innovative teaching methods
- Online admission system
- Extending assistance to poor students
- Faculties were encouraged to organize seminars, workshops and conferences.
- Selection of class representatives
- Holding meetings with the star batches

2.15 Plan of Action by IQAC/Outcome:

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 *

Plan of Action	Achievements
<ol style="list-style-type: none"> 1. To make teaching learning more effective and student centric 2. To start M.Com. English Medium Classes. 3. To impart training for SCOPE examination to the B. Com. Sem. I students. 4. To encourage Campus Cleanliness Drive. 5. To motivate the students to participate in vocational-oriented programmes organized by the college in collaboration with local clubs. 6. To Encourage students to use library resources and internet 7. Faculty Development Programme and workshop for the use of computers 8. Extension activities and camps in neighbouring villages to bring necessary awareness on relevant issues 	<ol style="list-style-type: none"> 1. Made use of technology for making teaching learning more effective and student centric 2. Started M.Com. English Medium Classes. 3. Imparted training for SCOPE examination to the B. Com. Sem. I students. 4. Encouraged Campus Cleanliness Drive. 5. Motivated the students to participate in vocational-oriented programmes organized by the college in collaboration with local clubs. 6. Encouraged students to use library resources and internet 7. Arranged Faculty Development Programme and workshop for the use of computers 8. Arranged extension activities and an annual camp in a neighbouring village to bring necessary awareness on relevant social and economic issues

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Management suggested that IQAC should encourage all departments to organise Seminars/ Conferences/workshops at regular intervals.
 In the process of teaching and learning the use of technology should be incorporated by the faculty members of all departments to be in tune with the time.
 Human values such as morality, responsibility towards nation, patriotism, and discipline are to be inculcated as intrinsic values along with teaching the prescribed syllabus.

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	1			
UG	1			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	1 (ICAI)			
Total	3			

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: CBCS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	
Annual	

1.3 Feedback from stakeholders*

(On all aspects)
 Alumni Parents Employers Students

 Mode of feedback : Online Manual Co-operating schools (for PEI)
***Please provide an analysis of the feedback in the Annexure**

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The college follows the syllabi designed and prescribed by Hemchandracharya North Gujarat University, Patan.
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1.5 Any new Department/Centre introduced during the year. If yes, give details.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	---	11	---	---

7

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
			8						8

2.4 No. of Guest and Visiting faculty and Temporary faculty

	10	
--	----	--

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	07	10	15
Presented papers	Yes	Yes	Yes
Resource Persons	-----	----	Yes

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The college has bought different modern teaching aids to make the teaching effective and to make the students remember the discussed topics and materials better.

The college has OHP, Multi Media Projector, Video Cassettes, DVD Player, Audio CDs to be used as teaching aids. A well-equipped computer lab. has been there in the college for those who have opted for computer application as one of the subjects.

- **N-LIST:** N-LIST Programme at INFLIBNET Centre Gandhinagar, Gujarat. Our college is registered for the National Library and Information Services infrastructure for scholarly content. All the faculties have been given individual passwords to navigate websites and read online magazines and journals related to their subjects.
- **OHP:** 10 Over Head Projectors (OHPs) have been installed in the classrooms to make the teaching more effective. The teaching – learning process has been made easy and interesting with the help of technology.
- **Laptop:** Most of the faculty members are given laptops by the college to facilitate e-teaching–learning process.

- **Photocopiers:** Two photocopiers have been bought in order to take out the photocopies of the important documents i.e. study materials and paper sets of the B.Com. and M.Com. programmes.
- **Visualizer:** We have got one visualizer with which we display the important topics from the ready reference on the screen and that helps us save our time typing the topics to be dealt with.
- **LCD:** Five LCDs (TVs) for making BISAG and other programmes available to the students.
- **Computer:** Two state of the art laboratories (DELL and Computer). More than 100 computers are available in our college and they are easily accessible by the studious students.
- **SANDHAN:** Under SANDHAN educational programmes are relayed through BISAG and students enjoy the teaching in the virtual classrooms and they can ask questions online too to get their doubts cleared by the experts.
- **Internet:** Majority of the computers are connected with internet and they are made available for faculties as well as students to enrich their subject knowledge.

2.7 Total No. of actual teaching days during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- ▶ 100 percentage Bar coding
- ▶ Optimum use of technology for conducting internal tests
- ▶ On Screen MCQs for GK Test
- ▶ Xerox Machines available for photocopies in library for students and teachers as well

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

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2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total No. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. Com.	646	13.31(86)	41.02 (265)	04.95 (32)	Nil	646
M. Com.	173	44.50 (77)	41.61 (72)	01.15 (02)	Nil	173

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes in the following way:

- The IQAC also helps in the continuous professional development of faculty by suggesting opportunities for professional development.

- IQAC enhances efficiency and accountability and is instrumental in ensuring the quality improvement in higher education specially in organizing seminars and workshops for students and faculties as well.
- The Institution started the process of updating the syllabus since the academic year 2010-2011. The IQAC could offer suggestions for designing the new syllabi for all B.Com. programmes.
- Various programmes involving stakeholders for the students' benefits are initiated as a result of establishment of IQAC.
- Helped in pursuing research & research projects, organizing various seminars & workshops for student related to their academics.
- Taking students and stakeholder feedback and improving syllabus accordingly.
- IQAC requests the principal to allow the faculty to take part in Faculty Improvement Programmes organized by other institutions. Faculty members are encouraged to participate in various capacity building programmes organised by Knowledge Consortium of Gujarat (KCG).

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	05
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	11	00	02
Technical Staff	00	00	00	00

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The following initiatives have been taken by the institution to promote Research Climate in the institution
- The researcher is given enough autonomy to carry out his project, may it be minor or major research project.
 - Adequate infrastructure and human resources are made available within the time limit.
 - Smooth flow of fund/resources is also made available within the stipulated time to the principal investigator.
 - 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 researcher as and when needed.
 - The college supports the researcher in terms of technology and infrastructural needs by providing internet facilities and providing the library journals and reference books along with subscribed E-journals.
 - Facilitate timely auditing and submission of utilization certificate to the funding authorities. Submission of utilization certificate is done by the PI.
 - The principal investigator gets the grant released in time against the bills submitted.
 - The principal investigator gets a lot of support from the college principal, management and staff members/experts from sister-concerned institutions and university departments.

3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	-----	-----	-----	-----
Outlay in Rs. Lakhs	-----	-----	-----	-----

3.3 Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	00	01	01	00
Outlay in Rs. Lakhs	-----	-----	195000	-----

3.4 Details on research publications:

	International	National	Others
Peer Review Journals	07	06	01
Non-Peer Review Journals	---	---	---
e-Journals	---	---	---
Conference proceedings	---	---	---

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations:

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	01	UGC	195000	---
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total	01		195000	---

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number				1	
Sponsoring agencies				NGVA	

3.12 No. of faculty served as experts, chairpersons or resource persons: 11

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year:

Total	International	National	State	University	Dist.	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: University level State level

National level International level

3.22 No. of students participated in NCC events: University level State level

National level International level

3.23 No. of Awards won in NSS: University level State level

National level International level

3.24 No. of Awards won in NCC: University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1	Campaign against Drug addiction.
2	Fight against AIDS
3	Celebrating Rakshabandhan with prisoners of Mehsana Central Jail.
4	A grand rally involving all the faculty members, trustees of Sardar Vidyabhavan Trust and more than 2500 students was organized to highlight the current issues of the times.
5	Campaigns : Save a Girl Child, Save water and Save environment Grow more Trees', Avoid using mobiles while driving', ' Cleanliness is next to Godliness' No more Plastics
6	Tree Plantation Day and World Environment Day celebrated.
7	A rally for spreading the message of a great persons like Swami Vivekananda, Mahatma Gandhi, Narendrabhai Modi etc.

8	Distributing clothes collected by students to the residents of slum and calamity-hit areas.
9.	NSS volunteers, during the course of their camp at Rampur Kot village undertook various social awareness and developmental activities like Awareness against female Feticide, addiction, etc.
10	Street plays and cultural programmes were organised to eradicate superstition, illiteracy, etc.
11	Tree plantation and discussions on conservation were facilitated through experts in the said fields. Cleanliness drive was also initiated.
12	Medical and animal husbandry camps were organised.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4.33 acre 4720 sq. m.	----	Management	4.33 acre
Class rooms	15	Under construction	Management	-----
Laboratories	02	-----	Management	-----
Seminar Halls	01	-----	Management	-----
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-----	01	UGC	-----
Value of the equipment purchased during the year (Rs. in Lakhs)		30000	UGC	-----
Others	-----	-----	-----	-----

4.2 Computerization of administration and library

Computerization of Administration:

- Computers are an integral part of our college administration and they are used in each and every area of administration such as clerical jobs, maintenance of students' records, teaching educational programmes through audio visual aids, teaching of English through computers (CALL) etc.

Library:

- Our library is fully computerized with SOUL software.
- Library has its own blog. Students can download exam papers available on the blog and can read some newspapers, magazines, journals which are available free of cost on the web.
- Internet facilities are available (INFLIBNET) for the students.
- BISAG channel is available on television for viewing live lectures delivered by SANDHAN.
- Library has 04 computers with internet facility for the use of the students. They can download the study material in the library itself.
- Orientation in the use of library is organised for new incumbents.
- Library does have Inter Library Loan Service. The books are given to the faculty members of other colleges by taking deposit equated to the cost of the book.
- Labelling and entering books in the computer with barcode.
- Comfortable seating arrangements with physical facilities such as curtains, fans, large reading tables have been placed for the students and are well-maintained by the college.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6991	779348.50	461	58796	7452	838144.50
Reference Books	10481	2525548.80	311	127668	10792	2653216.80
e-Books	93809+	N-LIST Membership	-	-	93809+	N-LIST Membership
Journals	25	33150.00	-	-	-	33150.00
e-Journals	6247+	N-LIST Membership	-	-	6247+	N-LIST Membership
Digital Database	-	-	-	-	-	-
CD & Video	203	-	-	-	203	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	100	77	32	01	02	06	03	14
Added	01	----	----	----	----	----	----	01
Total	101	77	32	01	02	06	03	15

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Members of teaching and non-teaching staff have been trained to operate computers to carry out administrative and research works.
- Students are encouraged to offer computer application as one of the subjects at UG and PG levels and they are having computer practical in both the labs. i.e. Computer Lab. and Digital Education and Learning Lab. (DELL).
- Students are oriented in the use of library resources and internet access in the library and computer labs. as well.
- Projectors and speakers have been installed in all class rooms.
- Students view and interact in relevant live lectures telecast from SANDHAN (BISAG).
- Faculty members are invited to deliver live lectures from SANDHAN. These lectures are telecast live to all colleges in the state of Gujarat

4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs. 10180
ii) Campus Infrastructure and facilities	Rs. 24175
iii) Equipments	Rs. 6000
iv) Others	---
Total :	Rs. 40355

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services:

- Students are made aware of the rules and regulations of the College/University through orientation programmes.
- Awareness is enhanced about Student Support Services by providing the details of each and every activity of the college and the financial assistance provided by college as well as government and non-government organizations.
- Students are educated about grievance Redressal procedures.

5.2 Efforts made by the institution for tracking the progression:

- The following are the efforts made by the institution for tracking:
- Holding meetings with the stakeholders
- Holding meeting with the Class Representatives
- Having feedback orally as well as in writing from the students, Parents, Alumni and the teachers.
- Alumni Association also tracks the progression of students once they leave the alma mater.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2037	434		

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%
	1050	42.49

Women	No	%
	1421	57.51

Last Year							This Year						
Gene-ral	SC	ST	OBC	Physically Challenged	Mino-ri-ty	Total	Gene-ral	SC	ST	OBC	Physically Challenged	Mino-ri-ty	Total
1351	122	14	820	6	70	2383	1584	140	7	657	4	79	2471

Demand ratio 1:1 Dropout % 9.88 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Guidance for various job oriented programmes and competitive exams like Banking, LIC, Staff Selection is provided to the students at regular intervals.

No. of students beneficiaries

378

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

- Guest speakers are invited to counsel students about career options
- If time permits, teachers share with the students during regular lectures the job opportunities available at different places in different sections and thus indirectly encourage them to be in constant touch with employment news.
- Magazines, Journals and newspapers catering to career oriented news and information are subscribed.
- Meetings are held with the representative Class Representatives and suggestions are welcome to enhance the quality of Teaching Learning process so that jobs can be obtained very easily

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	30	10	-

5.8 Details of gender sensitization programmes

The college maintains the tradition of imparting holistic education laying an emphasis on the ethical values and moral principles. Our college is co-educational and creates awareness among its staff and students on issues such as gender, inclusion, environment and the like by holding discussions on the topics concerned. Some of the steps taken by the institution in this direction are as follows:

- a. Women’s Grievance Cell to address the issues related to women and find out their solutions. Conducting seminars on self-protection training for girls against the harassment.
- b. Organizing programmes creating awareness on Women Empowerment and Female foeticide through cultural programmes under N.S.S.
- c. Performing N.S.S. and cultural activities highlighting on holistic education and inculcating ethical values and moral principles.
- d. Projects on social upliftment programmes.
- e. Encouraging students and faculties to participate in environmental programmes and issues by organizing nature visits.
- f. Holding anti-AIDS rally on 1st December every year and conducting elocution competitions on AIDS.
- g. Adopting a village as a part of outreach programme rendering social services to express a sense of social obligation.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	838	2293001
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

- To make quality and excellence the defining factors in all the academic programmes, co-curricular and extra-curricular activities undertaken by the institution.
- To offer the learners programmes and activities those are in tune with the times as well as addressing the future challenges in the context of globalisation, research and development in commerce and industry.
- To upgrade the standards of business education, business communication and management to such a level as to make the institution a brand name to be reckoned with.

Mission:

- The needs and the peculiar conditions of North Gujarat will be foremost in consideration while offering programmes in commerce education and management.
- One of the goals of the institution will be to equip the young men and women of the area with the knowledge of the practical issues of business management while providing them with the expertise in professional skills and state-of-the art learning opportunities.
- Our mission is to inculcate the values of professional commitment, constant search for excellence, uprightness in transactions and the qualities of good citizenship.
- The institution will provide sufficient flexibility in the choice of academic programmes to suit the requirements of learners of different degree of resources and skills. No student of the area should be compelled to go to other places to seek educational facilities.
- It will be the genuine endeavour of the institution to provide and maintain a conducive atmosphere for academic activities, healthy interaction between all the stakeholders in education for the comprehensive development of students' personality-intellectual, physical and emotional.
- The institution will make all possible efforts to provide facilities and opportunities for all the learners to develop their potentialities in academics, sports and games, cultural aspects. The economically and socially deprived sections will be specially taken care of. Debates, Seminars and workshops related to commerce education will be organised and the institution will ensure the participation of the maximum number of learners in these programmes.
- Co-curricular and extra-curricular activities will be organised regularly to enable the learners to express themselves and their inborn talents with a view to achieving comprehensive and balanced growth of personality.
- The Institution will ensure discipline at all levels so that the facilities and opportunities provided to the learners are utilized in the right spirit of education. However, no meritorious student will be denied his right to learn and grow in a holistic manner and be able to face the challenges thrown up by the fast developing world of commerce, industry and management.

6.2 Does the Institution has a Management Information System

- Administrative office is fully computerised.
- Various computer applications are used to disseminate information.
- Admission and enrolment is online.
- Library uses SOUL software
- A yearly licence for IDEA Bulk SMS Package has been purchased by the college to send bulk SMSes to students regarding the college administrative requirements.

6.3 Quality improvement strategies adopted by the institution for each of the following:

- a. Holding anti-AIDS rally on 1st December every year and conducting elocution competitions on AIDS.

6.3.1 Curriculum Development

- Curriculum for each subject, prescribed by the affiliating university, is designed by the university and it is followed by the college concerned.
- Some teachers from the college are the members of the Board of Studies this year. Members are nominated to the University Board of Studies on rotation basis.
- While implementing the prescribed curricula the institute's vision/mission are taken into consideration along with various issues related to women, society, nation and global concerns as well.

6.3.2 Teaching and Learning

Learning:

- The college follows semester system and for the efficient management of the academic year, the planning is done by the IQAC committee before the college closes for summer vacation. At the beginning of the academic year this plan is discussed in the staff meeting and finalized.
- The use of ICT also makes the learning process student-centered.
- Seminars and presentations are organized by all departments. All the students are compelled to take part in them.
- Library hours are allotted and additional reading habit is encouraged.
- To make the learning more student-centered, an orientation programme is organized where the Principal and faculties orient the students about Sardar Vidyabhavan Trust, the Vision, Mission and objectives of the college, the subjects they will study, and the Saphthdara activities. The Principal also informs the students that they can approach him without hesitation between 11.00 a.m. to 01-00 p.m. every day. And also the other facilities available in the college are specifically counselling and Digital Education and Learning Laboratory.
- Students are encouraged to avail the internet facilities.
- To sharpen the critical thinking among students, various Group discussions, debates, seminars, workshops are organized in which students explore new ideas and also get a chance to listen to the expert views of eminent professionals from the industry.
- Arranging competition under Sapt Dhara & departmental activities.

- Under N.S.S., N.C.C., Sports, Cultural Activities and Sports, many activities are performed to nurture critical thinking and creativity among the students to transform them into life-long learners and innovators. They inculcate the virtues like self-sufficiency, sportsman spirit, self-confidence etc. which pave the way for their prosperous life.

Teaching:

- The college has bought different modern teaching aids to make the teaching effective and to make the students remember the discussed topics and materials better. The college has OHP, Multi Media Projector, Video Cassettes, DVD Player, Audio CDs to be used as teaching aids. A well-equipped computer lab. has been set up in the college for those who have opted for computer application as one of the subjects.
- N-LIST: N-LIST Programme at INFLIBNET Centre Gandhinagar, Gujarat. Our college is registered for the National Library and Information Services infrastructure for scholarly content. All the faculties have been given individual passwords to navigate websites and read online magazines and journals related to their subjects.
- OHP: 10 Over Head Projectors (OHPs) have been installed in the classrooms to make the teaching more effective. The teaching – learning process has been made easy and interesting with the help of technology.
- Laptop: Most of the faculty members are given laptops by the college to facilitate e-teaching–learning process.
- Photocopiers: Two photocopiers have been bought in order to take out the photocopies of the important documents i.e. study materials and paper sets of the B.Com. and M.Com. programmes.
- Visualizer: We have got one visualizer with which we display the important topics from the ready reference on the screen and that helps us save our time typing the topics to be dealt with.
- LCD: Five LCDs (TVs) for making BISAG and other programmes available to the students.

6.3.3 Examination and Evaluation

- Continuous evaluation of students is made on the basis of class seminars, assignments, participation in learning activities, internal written exam and external university exam
- Students are informed about the marking schemes and their marks are displayed on the notice board and college websites as well.
- Examination and evaluation process are transparent and students can apply for rechecking within the stipulated period.
- Examination forms are filled online and students can download hall tickets on line

6.3.4 Research and Development

- The institute has a Ph.D research committee comprising the Principal, Ph.D. Guide and other faculty.
- A committee has been formulated within the college consisting of Principal and two senior faculties of the college as per the requirement of the project for encouraging the faculties to go for minor and major research projects funded by the University Grants Commission.
- One of our faculty members named Dr. K. C. Modi renders excellent services as a mentor at KCG workshops on “Promotion of Quality Research Culture”.

- A researcher gets a lot of support from the college principal, management and staff members/experts from sister-concerned institutions and university departments.
- In order to develop scientific temper, research culture and aptitude among students, the college management motivates students to participate in National and International seminars and present their research papers.
- Regular guidance is provided arranging interaction with the expertise or guest faculty.
- PG students have Research Methodology as a subject in their curriculum.
- Three faculty members of the college provide the best possible guidance to the students to do research-oriented activities.
- Seminars on “Promotion of Research Culture” are organized at regular intervals.
- Our institute functions from 7.00 a.m. to 1.30 p.m. which facilitates the students to use internet and library facilities.
- Apart from the regular time of the institute, the students can avail various equipments and research facilities for carrying out their project works after seeking prior permission from the principal or the teachers concerned.
- Moreover, they can also avail the facilities available in sister-concerned institutions.

In order to ensure optimal use of various labs & equipment, regular students are divided into smaller batches, so that they get an opportunity to make optimum use of the facilities available in the college.

Within the college campus research facilities available to the students and research scholars are as under:

- Well-equipped laboratories: Computer and DELL with internet access
- INFLIB-NET
- Library having books, reference books, magazines and research journals for research work.
- Research guides available in four major subjects.
- Internet access with the speed up to 10 Mbps is available in the library.
- Photocopy facility is made available for researchers in the premises.
- The university library facilities are made available to the researchers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

There is an Advisory Committee for the library.

Composition of a committee: 1. Principal 2. Librarian 3. Four faculty members

- The timings of library for students' reference work have been increased.
- Comfortable sitting arrangements with physical facilities such as curtains, fans, large reading tables have been placed for the students and are well-maintained by the college.
- Internet facilities are available (INFLIBNET) for the students.
- BISAG channel is available on television for viewing the lectures delivered by SANDHAN.

Working hours: 07.30 a.m. to 01.30 p.m.

Working hours: 07.30 a.m. to 01.30 p.m.

- On working days: 07.30 a.m. to 01.30 p.m.
- On holidays: 8.00 a.m. to 12.00 a.m.
- Before examinations: 07.30 a.m. to 06.00 p.m.
- During examination days: 07.30 a.m. to 06.00 p.m.
- During vacation: 8.00 a.m. to 12.00 a.m.

Facilities in the Library:

- Reference books: The reference books are not issued to anybody. Whosoever wants to refer the books is required to sit in the library itself. This section is accessible to all the faculty members and students.
- Reprography: - Photocopying facility is available in the library.
- ILLL (Inter Library Loan Service):- Library does have Inter Library Loan Service. The books are given to the faculty members of other colleges by taking deposit equated to the cost of the book.
- Information deployment and notification
- Downloading: Library has 04 computers with internet facility for the use of the students. They can download the study material in the library itself.
- Reading list/ Bibliography compilation
- In-house/remote access to e-resources
- User Orientation and awareness
- Assistance in searching Databases
- INFLIBNET/IUC facilities

ICT:

- Faculty members are provided with good guidance for the use of ICT.
- We have nine classrooms, one conference hall and two laboratories where ICT facilities such as LCD 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 Digital Education and Learning Lab. (DELL), there is English language related software prepared by Globarena Co. in which different programs such as CL-client, word mentor; EL Client etc. are incorporated through which the students can learn the English language independently and actively.
- Various departments also have computer related CDs like Cost Accounting, Finance Management, Marketing Management and Human Resource Management etc. which pave the way for independent learning on the part of students at their own time.
- A special room for SANDHAN programme.
- College has fixed acrylic boards for displaying teaching points through OHPs and writing with the help of marker pens.
- LCD, OHPs and Mikes are made available in some classrooms.

Physical Infrastructure:

- **Principal's Office:** Air-conditioned office with an attached small confidential room.
- **Administrative Office:** A spacious administrative office adjoining pantry.
- **Classrooms:** Well ventilated spacious 15 class rooms with comfortable sitting arrangement, and well equipped with facilities such as OHP, Black boards, Acrylic White Boards and LCD Projectors (in some classes) as well
- **Seminar Room:** Room No 21 is a technology-enabled room for conducting seminars comprising a small group of participants and for a big group we have one conference hall on the second floor. Specialized facilities and equipment for teaching and learning like electronic podium, printers etc.
- **Common room:** A common room for teachers where the students can discuss their academic problems with the teachers.
- **Computer Laboratory:** Well-equipped laboratory with 56 computers and necessary software as per the requirement of subject i.e. TALLY.
- **DELL:** Digital Education and Learning Lab. (DELL) with 26 computers, one printer, one LCD Projector, CDs. 10 computers with internet access for conducting SCOPE and job-oriented examinations.
- **NCC Room:** There is an NSS Room on the second floor to preserve equipments.
- **NSS Room:** One NCC Room for preserving NCC related infrastructure and records.
- **Sports Room:** Sports equipments are stored in this room.

6.3.6 Human Resource Management

The college working pattern demands a lot of intradepartmental, intercollegiate, college and community interactions.

- There prevails an atmosphere conducive to all departments for working enthusiastically. It paves the way for the faculty members to perform their duties devotionally. Departmental activities are planned and executed by the department taking the principal into 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 non-academic activities of the college.
- The administrative staff members work 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 various Dharas.
- NCC, NSS, sports and cultural activities are integral parts of the extra-curricular activities.

6.3.7 Faculty and Staff Recruitment

- Staff recruitment is done in accordance with government norms and UGC regulations
- The posts of the librarian, teaching faculties for Accountancy, Economics and English, have been sanctioned but not filled by the state government and hence the Management has recruited eligible and qualified visiting librarian and faculties to carry on the respective tasks.

6.3.8 Industry Interaction / Collaboration

We have made collaborative arrangements with the following universities and institutes and we are thinking seriously to have collaboration with reputed companies of national importance of the surrounding areas too. The president of our management and some of the trustees are the proprietors of companies of international importance viz. Apollo Engineering Company, Multi Gas Company etc. and so, our students are easily taken up by these companies. We do not have to tie up with these companies. We consider these companies as a part and parcel of our management.

- MoUs have been made with IGNOU and Dr. Babasaheb Ambedkar Open University.
- MoU has been made with Tata Institute of Social Science for National University Student Skill Development Programme (NUSSD) recently.

6.3.9 Admission of Students

- 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.
- An admission committee is formed by the principal from among the faculties of the college.
- Admission procedure is transparent.
- Admissions to P.G. department are allowed, as per the post Graduates Rules of University, to those who have passed the basic degree (B.Com) in commerce faculty.
- As at under graduate level, here also the applicants are given ten days to submit duly filled in admission forms to the college office and then a general merit list as well as those of different reserved categories are prepared and are displayed on the college notice board.
- In Post Graduate admissions also the below mentioned percentage of the reserved categories as suggested by the State Government as well as by the Hemchandracharya North Gujarat University is adhered.

Sr. No.	Category	Percentage
1	Scheduled Castes	07%
2	Scheduled Tribes	14%
3	Other backward Castes	27%
4	From other University	05%
5	Physically Handicapped	03%
	Total	56%

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	KCG	Yes	Govt. of Gujarat
Administrative	Yes	KCG	Yes	Govt. of Gujarat

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the 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.

Some of the well-known alumni of the college are as follows.

Sr. No.	Name of Alumnus	Position held
1.	Ms. Alka B. Kshatriya	M.P. (Rajyasabha)
2.	Mr. Ashwinbhai Yagnik	Prominent Chartered Accountant
3.	Mr. Dilip J. Chaudhary	Secretary of Sarvajanic Kelavani Mandal – a prominent education campus of the city.
4.	Mr. Hasmukhbhai B Shah	Gen. Manager, Sarvodaya Commercial Co-Op. Bank Ltd. Mehsana,
5.	Mr. Mukund Patel	Vice-Chairman, Mehsana Nagar Palika, Mehsana.
6.	Mr. Jayantibhai Patel	Trustee in Educational Institutions & Well known & prominent steel merchant
7.	Mr. Nirupam Mehta	C. A. & Chairman, Union Bank.
8.	Mr. Nitin Kansara	Manager, HDFC Bank, Mehsana.
9.	Mr. Drupad D. Joshi	President, Nehru Yuva Kendra Mehsana.
10.	Mr. Nikhil N.Dani	Prominent & Well-Known Investement Consultant and Insurance Agent. (Six times Crorepati agent of LIC.)
11.	Mr Dilipbhai R Shah	Prominent Tax Practitioner
12.	Prin. Dr. C. M. Thakkar	Principal, Radhanpur Arts & Commerce College.
13.	Prin. Dr. J K Patel	Principal, Shri V R Patel College of Commerce, Mehsana.

Moreover a good number, at least 22 in our knowledge, have been the lecturers or principals in different colleges and others on good posts in government and corporate sectors.

The alumni association is active in the college. Even those who are not the members of the alumni association of the college, visit the college when they come to Mehsana to renew their memories with the college.

6.12 Activities and support from the Parent – Teacher Association

As such we have not established Parent – Teacher Association but the teachers are in constant touch with the parents in one way or the other. The parents extend their great support to us as and when we arrange programmes related to the mental development of their loved ones .i.e. their sons and daughters.

- Parents can walk in and meet any teacher without prior appointment at scheduled hours
- Parents and teachers meet formally twice a year
- Their interaction is considered during policy making
- Parents are very helpful during extended activities like NSS, Plantation, Literacy Programmes, Cleanliness drives etc.

6.13 Development programmes for support staff

- The college exempts the children of support staff members from education fees.
- In the admission process, too, preference is given to the children of the support staff members so far management quota is concerned.
- A Registered Credit Society is run by Sardar Vidyabhavan Trust for the benefit of teaching and non-teaching staff of the college and all other sister-concerned colleges of the campus. The loan to the tune of 5 lakh can be procured from the credit society making minimum efforts. All the permanent employees of the colleges on the campus are the members of the society. The Credit society is engaged in the following activities:
 - Awarding prizes to the wards of the support staff for outstanding performance in academics.
 - Paying 500 rupees every year to the children of all the peons for purchasing books and notebooks.
 - Distributing sweets to all the members of the society on the celebration of the festival of Rakshabandhan.
 - Paying Rs. 21,000 in the event of death of a member.
 - Support staff is provided relevant training in computers and administration.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- 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 immediately after the teaching work is over. A peon has been assigned the task of switching off fans and tube lights after the classes are over.
- 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.
- Water accumulation in the campus is checked by a system through which excess water is absorbed in the ground through which the ground water level is raised. This water is extracted by means of a bore pump in the times of water scarcity.
- Water harvesting is successfully done in the sister-concerned Science college building in the same 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 near the Chemistry laboratory of the sister-concerned Science college. 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.
- In the sister-concerned Science college in all the laboratories PNG (Pipeline Natural Gas) is used as a fuel to check pollution. The campus is made green by growing a large number of trees in the area surrounding the college building. Every year as a part of N.S.S. regular activities "Tree Plantation Programme" is carried out by the NSS volunteers of the two NSS units of the college.
- A Drip Irrigation System has been developed for watering the plants grown in the college campus. This system helps us save water.
- 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.
- Medicinal plants like Arduji, Tulsi, Amla, Henna etc. have been grown in the botanical garden developed in the campus by the sister-concerned Science college. Also the trees such as Asopalav, banyan, Nilgiri, Neem, etc. along with decorative plants and flower bearing plants are grown in the campus.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Innovations:

- We have started teaching with the help of technology i.e. laptops and Over Head Projector (OHP). It has enriched the teaching-learning process. It helps the students to pay more attention to what the teachers present in the classrooms. Mistakes on the part of students are minimized through the help of technology. They can visualize what they wish to actualize.
- We have digitalized our library to facilitate its functioning. All the works connected with library are carried out with the help of computers. It gives great benefits to the students in finding out the books required by the students. Technology helps the librarian in issuing and taking back the books within the stipulated time.
- We have computerized the admission procedure.
- We have installed a digital notice board near administrative office on which each and every notice is displayed on the screen round the clock during college hours.
- We have created a college website: www.svtmehsana.org. College information along with results is posted on the website as and when required.
- Since ours is a morning college we begin our teaching work by saying a prayer to Goddess Saraswati in order to create holistic atmosphere in the college campus. We tell the students that prayers are not meant for worldly gains but for becoming one with the Almighty and obtaining peace of mind.
- We have introduced Yoga as one of the soft skill subjects at B. Com. Sem. I level to make the students physically and mentally fit. Those students, who opt for this subject, remain present in the morning to practice yoga in the presence of Physical Instructor.
- We have introduced 'UDISHA' programme under Govt. of Gujarat to make the students familiar with placement and career development.
- With the financial assistance from the Government of Gujarat, we have installed a disc through which the programmes of BISAG (a govt. initiative) are made available to the students. They can watch and listen to the lectures delivered by the subject experts sitting in the SANDHAN studio at Gandhinagar.
- Coaching classes for professional courses like ICAI, Tally, CPT etc. and competitive exams have been commenced in the college. Faculties from various institutes are invited to deliver lectures on different subjects.
- Students are encouraged to make their presentations in English with the help of technology.
- The college organizes seminars, workshops for students of the final year and post-graduation on Research to develop research-oriented attitude.

- We have made SCOPE examination compulsory for the students seeking admission in English medium.
- Lectures are arranged on importance of Yoga, Meditation and Spirituality
- To elevate the Emotional Quotient (EQ) of the students. The values like tolerance, patriotism, generosity, truthfulness, sense of justice, and determination of striving towards excellence are inculcated in the personality of students.
- The website of the college is activated and all the results of the examinations and other information are kept on it.
- Surveillance cameras have been installed to ensure safety and security of students.
- The faculty members of the college provided guidance to the students regarding banking sector, insurance sector etc.
- The college made arrangements for procuring Aadhaar Cards for students under the scheme of government of India in campus.
- The college also took initiative in adding the names of students in Voters' list and in obtaining their Election cards.
- An R.O. plant has been installed in the college building which provides cold mineral water to students. The project to install such plants on every floor of the college is under consideration.
- Nearly thirty CDs and DVDs of BISAG lectures are made available in the library. The lectures are broadcast in the specially constructed air-conditioned rooms of the college.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Action Taken Report			
1	English Medium P. G. Classes	1	Began English Medium P. G. Classes
2	Offering Programmes to meet global Competition	2	Offered a programme entitled International Accounting as a part of Soft Skill to meet global Competition
3	Installation of LCD Projectors in Gujarati Medium Classes	3	Installed 6 LCD Projectors in Gujarati Medium Classes
4	Formation of a Star Batch to encourage dull students	4	Formed a Star Batch to encourage dull students
5	Preparation of Computerized MCQs	5	Prepared Computerized MCQs for the Foundation and Soft Skill Courses like General Knowledge, Fundamentals of Entrepreneurship, Environmental Studies, Disaster Management, Banking, General Insurance etc.
6	Increasing Placements	6	Increased Placements of the students in various factors especially through TISS Programme.
7	Introduction of Online Admission Procedure	7	Introduction of Online Admission Procedure
8	Cleanliness Drive	8	Cleaned the College Campus and the Classes as well as a part of Cleanliness Drive initiated by the Prime Minister of India.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Best Practices

PRACTICE: 1

- ❖ **Title of Practice:** Exploring the students' potentialities destined to materialise their dreams specifically in the commerce field.
- ❖ **Goal:** The significant aim of this practice is to make great efforts with a view to getting the students acquainted with each and every resource available in the college for developing their integrated personality. The objective of the practice is to provide a platform to all the students acquiring efficiency in carrying out any work related to commerce field. The college craves for developing materialistic attitudes among the students which can lead to inculcate the qualities required in the commerce field. The college aspires to get the students exposed to various commercial sectors belonging to Gujarat and India too.
- ❖ **The context:** It is observed that the students seeking admission in the commerce colleges are not familiar with prospects in the commerce fields and therefore we needed to impart job oriented education in the field of commerce. We have felt that student-parent counselling is required for setting goals on the part of students. Through counselling we strive to lead them to their higher potentials. We help the industrious students to join professional courses for enhancing professional skills. Teaching through English medium is the need of the hour. So we have been compelled to start English medium classes. Much emphasis is laid on both business English and Spoken English. We have also experienced that each and every staff member and students must learn English language for both academic and functional purposes. Keeping in view the inevitable circumstances and requirement, we have established DELL where attempts are made to get them inclined towards English language. Emphasis is also put on placement especially for the mediocre students. Special attention is paid to them for helping them achieve jobs using their skills and knowledge related to commerce education.
- ❖ **The Practice**
 - For acquiring the first-hand knowledge of Accountancy and for 100% job guarantee, Practical Accounting Coaching Classes have been started recently.
 - The college was established with the sole purpose of imparting commerce education in a regional language i.e. Gujarati medium. But with the passage of time we came to realize that commerce education to be imparted in English medium was the need of the hour for professional achievement. So, we were inspired to begin English medium classes. Due weightage is given to guidance on future aspects i.e. how to face an interview, how to draft a resume to overcome language problems etc.
 - Parents are invited and they are made familiar with the college mechanism. As we have many students coming from villages who are first generation learners, special counselling is given to make them understand the importance of commerce education and relieve them from fear, anxiety and stress. Thus improving their job prospects, the counselling for goal-setting is arranged in groups as well as individually.
 - English language is taught in the classrooms as well as in the DELL (Digital Educational and Learning Laboratory).
 - Professional courses like ICAI (Foundation/Inter/Final), CPT etc. have been introduced to cater

to the needs of the students belonging to all strata of the society irrespective of caste, creed and religion and especially for the students of North Gujarat region who are not in a position to go to Ahmedabad for further studies.

- To get the students acquainted with the competitive exams and online exams like GMAT, GRE, GPSC, Post, Railway, Bank, Insurance etc., special classes are arranged inviting the experts for providing them exhaustive information.
- For equipping the students for good and easily available jobs, a very practical course entitled Tally has been initiated.

❖ **Evidences of Success**

- Success in professional courses: We have been running professional courses mentioned below for the last four years. We have been achieving good results in the professional courses. We are getting good response from the students too. The students of this region are very happy for getting the centres for professional courses.

Sr. No.	Course	No. of students succeeded
1	Foundation: ICAI	46
2	Inter: ICAI	20
3	Final: ICAI	04
4	CPT	10

- Success in conventional educational field: The following is the table which show the successful results of our students who have got conventional education.

Programme	Year			
	2008-2009	2009-2010	2010-2011	2011-2012
F.Y.B.Com. (Sem.II)	76.86%	79.48%	85.71%	56.61%
S.Y.B.Com. (Sem.IV)	97.62%	84.41%	95.30%	94.28%
T.Y.B.Com.	83.90%	86.00%	87.26%	97.62%
M.Com. (Sem.IV)	98.32%	99.00%	97.92%	98.41%

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

PRACTICE: 2

Title of Practice: Optimum Utilization of the College Building and College Campus:

❖ **Goal:**

The campus of the college is very spacious, magnificent and fascinating. It consists of a huge ground consisting of a variety of trees. The atmosphere is pollution free. There is a wonderful fountain in the botanical garden in the sister-concerned Science College in the same campus. It is a centre of attraction for the people of Mehsana. Many people use the campus for evening walk. The college authorities has decided to make multiple use of the campus so that it is not only useful for imparting education to more than 4500 students among which a big lot of them hail from rural areas, but also useful for the people at large.

❖ **The Context:**

The world of today is very competitive. At the same time, the need of the hour is that we should try to help others as much as possible and bring the most coveted smile on other people's faces. To fulfil this desire, the college extended help to all who wished to do something constructive in any given area. It included both the Government bodies as well as

the Private authorities. The college decided to make the optimum utilization of the Building as well as Campus by allowing others to use the campus for fulfilment of specific purposes of doing well to the society.

Our college building is busy during whole day time. The building is utilised by Commerce and Law College in the morning from 7-00 a.m. to 1-30 p.m. In the afternoon time building is utilized by Arts, Science and B.Ed. college from 11-45 a.m. to 05-30 p.m.

The conducting of competitive examinations like Bank, LIC, GPSC GATE, ITI etc. in Mehsana is extremely challenging as it requires good infrastructure, tight security and skilled man power. The college makes all the arrangements for proper conducting of the examination.

❖ **The Practice**

The college is a witness of being a centre of ICAI and CPT Professional courses. In North Gujarat area this is one and only centre where students can build their career professionally. The college is also a center of voting for State and Central assembly election. It really helps the people of surrounding areas as they do not have to go at remote places for casting their votes.

The college also is a centre for issuing Unique Identification Number (UID) i.e. 'Aadhaar Card' for more than two months. The entire Mehsana district is benefitted by the initiative taken by the college. As we all know that UID card has become inevitable in all the dealings associated with Government enterprises. All the people of the district visit the college along with their families to get their cards prepared. The staff and students of the college assist the people in directing the place allotted to UID authorities, take care of their safety and security, help them fill the necessary forms to get the card, extend support to the aged and the weak in compilation of their documents, manage a great rush of people to the college along with the normal teaching-learning process of the college.

As regards Aadhaar Card, it has now become compulsory to connect with a bank account to get government subsidy on bottle of PNG gas delivered by dealer of the agency, innumerable people take advantage of the arrangement made by the college. The residents of Mehsana do not have to go to farther places to complete the formalities of the card. They find it very convenient to come to college and get through the process.

The examination like GATE (Graduate Aptitude Test in Engineering) and ITI are conducted at our campus. The GATE authorities visit the campus few days prior to examination to find out the facilities available in the campus. It is a matter of great credit for the college that since 2010, the examination that paves the way for IITs is conducted successfully and with a great satisfaction of the Authorities at the campus. The faculty members of the college render their services even on Sundays for the smooth conducting of the examination. The college is also a centre for many other examinations conducted by the State Government for different posts. The entire staff -ranging from the principal of the college to the peon contribute for the proper handling of the examination.

The college allows government authorities to arrange various programmes in the Conference Hall located at the third floor of the college. The Employment Exchange Bureau also conducted a seminar on the Effective use of Employment Bureau in the hall itself.

The campus was also utilized for organizing 'Property Show' by prominent builders of Mehsana and Ahmedabad for three days. Many people were benefitted by it as they could get all the options of residential flats under one roof.

❖ **Evidence of Success:**

As the college is located on the highway connecting Ahmedabad and Mehsana, it is very convenient for people to reach the college. The students find it very convenient to appear for their competitive examinations at the college. The success ratio of the college regarding the management of such examinations is extremely high. The authorities concerned express a deep sense of gratitude to the principal for helping them conduct the examination in an excellent manner.

❖ **Problems Encountered and Resources Required:**

The biggest problem that the college encountered in the conducting of examination and arrangement of 'Aadhar Card' is the management of such a huge rush of people in the campus. It was extremely challenging to handle a big crowd from security point of view. Even to witness the Property Show, an immensely big crowd of people had visited the campus. The college has been compelled to install several CCTVs in the campus so that the safety of the people is assured. The campus is under surveillance of the Management.

7.4 Contribution to environmental awareness / protection

- Initiated environment awareness through Rallies, placards, Posters, Cultural programmes, street plays etc
- Planted trees in the campus and in neighbouring villages during extension activities
- Arranged lectures to encourage conservation and protection of environment

7.5 Whether environmental audit was conducted?

Yes:

No:

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

SWOC ANALYSIS:

Strengths:

- Well-furnished and well equipped labs.
- Twelve full time permanent staff, one part time and 20 visiting Lecturer.
- Support from experienced faculties.
- Skill oriented courses.
- Faculty has pooled resources to support the students financially.
- Personal and Career counselling is provided to the students regularly.
- Parent Teacher meetings are organized in the regular event as the academic year.

Weaknesses:

- Limitation in the use of English language as majority of the students comes from rural background.
- Lack of sufficient permanent staff.

Opportunities:

- Faculties are invited as resource persons to various workshops/seminar/lectures/Judge in various competitions.
- Faculty is given ample opportunities to attend various workshops, seminars, conferences and present their research papers at State/National/International level.
- Three faculties are given opportunity to guide Ph.D. students.
- Two faculty members are given opportunity to carry out their doctorate research.
- Faculty members are given opportunity to apply for major and minor research projects.
- Faculty and students are provided ample opportunities to work with the community.
- Students of the college get opportunity to identify their hidden potentials through various courses.

Challenges:

- To motivate the students for further studies
- Such majority of the students are from rural/low socio economic group, it's a challenge for the faculty to involve them in NSS camp
- Computer enhancing skills.

8. Plans of institution for next year

Plans of institution for next year	
1	Wi-Fi-oriented College Campus
2	Online Admission Procedure
3	Increase in the number of Women Empowerment Programmes
4	Increase in the number of Cleanliness (Drive) Programmes
5	Increase in the number of Programmes leading to more Placement
6	Increase in the number of Programmes leading to English Improvement
7	Increase in the number of Industrial and Academic Tours
8	Establishment of Parent Teacher - Association
9	Formation of Class Representatives
10	Encourage research aptitude in students
11	Motivate faculties to go for major research projects funded by UGC

V. B. Patel

Name PATEL VISHNUBHAI

BHAGVANDAS

Signature of the Coordinator, IQAC



JRS

Name PATEL JAGDISHBHAI

KACHARABHAI

Signature of the Chairperson, IQAC

Principal
Shri V. R. Patel College of Commerce
Mehsana

Calendar: College Activities: From 1 July, 2014 to 30 June, 2015.

Sr. No.	Activity performed	Date & Day	Guests of Honour/Institute	No. of Beneficiaries
	Self Protection & Women Empowerment Programme	04/07/2014 Friday	Shri Kanubha Chavda Shrimati Jagrutiben Vaniya (Mehsana City 'B' Division Police Station)	84 girls
	Visa & Immigration Foreign Education	22/07/2014 Tuesday	Shri Himanshu Joshi Shri Sachin Raval Tirupati Education Institute	B. Com. Sem. V students 200 students
	NSS Inauguration Programme	26/07/2014 Friday	Mrs. Kantiben Trivedi Principal, Sarvajanik MSW College, Mehsana.	All N.S.S. volunteers 200 students
	Know Yourself	29/07/2014 Tuesday	Shri Vinodbhai Vaishnav Senior Trainer Junior Chamber International Oil City, Mehsana	35 students
	Chalo College Abhiyan (Let us go to College Campaign)	05/08/2014	Mr. K. K. Vaishnav (M. N. College, Visnagar) Mr. T. J. Raval (Govt. Engg. Coll., Patan) Mr. Jitendra Rathod (Prog. Offi., KCG, A'bad)	500 students

Women Education Day Celebration of Girl Education Day	08/08/2014	Dr. Alkaben Kshatriya Former M. P.	125 girls
Celebration of Rakshabandhan	09/08/2014	College N. S. S. Units	165 volunteers
Lecture on Tally Awareness	11/08/2014	Shri Ketanbhai Gheewala Trainer, Tally Academy, Mehsana.	B. Com. Sem. V students 110 students
A Guest Lecture on Stress Free Life Syle	12/08/2014	Shri Sanjaybhai Raval from Palanpur	200 students
A Guest Lecture on Kidney Awareness	13/08/2014	Shri Jayeshbhai B. Patel India Renal Foundation	145 students
Celebration of Janmashtami (Birth of Lord Krishna)	19/08/2014	NSS Units Prof. A. D. Parmar Prof. H. S. Viramgami	500 students
Mahendi Competition Rangoli Competition Food Preparation Competition	25/08/2014	Department of Cultural Activities [College Sapt Dhara Activities] Judges: Prof. S. J. Patel Prof. K. C. Modi Prof. M. B. Pandya	72 students
Thalassemia Test	25/08/2014	Indian Red Cross Society, Ahmedabad, Gujarat State.	400 students
Dance Competition Mono Acting	26/08/2014	Department of Cultural Activities [College Sapt Dhara	11 students

	One Act Plays/Skit		(Natya Dhara) Activities]	
	Singing Competition of Patriotic/Folk/Rain/Western Songs	27/08/2014	Department of Cultural Activities: Sapt Dhara (Geet Sangeet Dhara)	24 students
	A workshop on EPS (Effective Public Speaking)	29/08/2014	Shri Vinodbhai Vaishnav JCI Oil City Club, Mehsana.	30 students
	Elocution Competition (Extempore) Winners: Darji Bhavesh Bhatt Poonam	01/09/2014	Department of Cultural Activities Dr. Alkaben Kshatriya Ex M. P. (Rajya Sabha)	13 students
	Cleanliness Drive and Classroom Decoration	02/09/2014	Department of Cultural Activities Judges: Prof. S. J. Patel : Prof. R. M. Patel	98 students
	Celebration of A Teacher's Day	03/09/2014	Prin. Dr. J. K. Patel, Principal And Teaching Staff	43 students
	Essay Competition Winner: Bhumika Prajapati Jagruti Panchal	03/09/2014	Department of College Cultural Activities Dr. D. N. Patel Principal, Sarvajanil Comm. Coll., Mehsna.	62 students
	Gujarat Poster Making Competition	06/09/2014	Dr. Mahesh Patel Associate Professor	32 students

			Shri S. M. Shah Law College, Mehsana.	
	Cross Country Competition	09/09/2014	Dr. G. U. Rajput Department of Sports and Games	11 students
	Lecture on "Journey of India from Nationalization to Globalization"	13/09/2014	Dr. M. K. Patel Prof. and Head, Dept. of Commerce, Bhavnagar.	240 students
	A Seminar on "How to face an interview."	17/09/2014	Shri Niravbhai Desai Birla Sun Life Insurance Co. Ltd.	150 students
	Debate Winner: Chaudhary Rajvee	19/09/2014	Dr. R. L. Godara Vice Chancellor, HNGU, Patan	19 participants
	Debate/Music/Dance/Indian Group Song Winner: Digisha Jani	20/09/2014	Prin. Dr. J. K. Patel, Principal And Teaching Staff	27 participants
	On the Spot Painting Winner: Asthana Neetudevi	20/09/2014	Dr. R. L. Godara Vice Chancellor, HNGU, Patan	19 participants
	One day seminar Vanijya Adhyapak Vartul "Branding and Advertising"	22/09/2014	Dr, Naresh Patel Director, D.D.I.M., Nadiad. Dr. B. A. Prajapati Professor and Head, SKSM., HNGU., PATAN.	105 participants

	Mimicry	04/12/2014	Dr.H. S. Viramgami NSS Programme Officer	200 volunteers
	Skit (9 students)	04/12/2014	Dr. A. D. Parmar Associate Professor	200 volunteers
	Mono-acting (6 participants)	04/12/2014	Dr.H. S. Viramgami NSS Programme Officer	200 volunteers
	Celebration of Kite Flying Day	13/12/2014	Department of College Cultural Activities	All students
	Annual NSS Camp at Ambasan	09/12/2014 to 15/12/2014	Dr. A. D. Parmar Dr.H. S. Viramgami NSS Programme Officers	100 volunteers
	Ras Garba	31/12/2014	Department of College Cultural Activities: Sapt Dhara (Geet Sangeet)	All students
	Poetry Recitation Winner: Priyanka Prajapati	10/01/2015	Department of College Cultural Activities: Sapt Dhara (Geet Sangeet)	10 participants
	One Day Educational Tour at Nal Sarovar and Kankariya Talab, Ahmedabad	10/01/2015	NSS Units	80 volunteers
	Lecture on "Improved T.B. Control Program"	21/01/2015	Dr. Vishnubhau Patel, RCHO, Mehsana. Dr. Narendra Ninama, IAS, DDO, Mehsana. Shri Kamlesh Patel, DTO, Mehsana.	108 students
	Elocution Competition	02/02/2015	Department of College Cultural Activities	12 participants

	Quiz Competition Winner: Jaydeep Limbachiya	03/02/2015	Dr. Alkaben Kshatriya Former M. P.	24 students
	Youth Leadership Training Camp	06/02/2015 & 07/02/2015	NSS Units	100 volunteers