SHRI V. R. PATEL COLLEGE OF COMMERCE

MEHSANA-384002

Managed by Sardar Vidyabhavan Trust, Mehsana

Accredited: "A" Grade by NAAC

Annual Quality Assurance Report

2015-2016

Phone: (02762) 254357, 254361

Fax: (02762) 254357

E-Mail: vrpccm@yahoo.co.in

Website: www.vrpccm.org

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, 2015 to June 30, 2016)*

Part – A

AQAR for the year *(for example 2013-14)*

| 2015-2016 |

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 - 2. |

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:

09824611004

Name of the IQAC Co-ordinator:

MR. VISHNUBHAI BHAGVANDAS PATEL

Mobile:

09879057213

IQAC e-mail address:

acgv.2006@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

GJCOGN 13150

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)

EC (SC) / 01 / RAR / 15   05/05/2014

1.5 Website address:

www.vrpccm.org

Web-link of the AQAR:

www.svtmehsana.org

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	1st Cycle	B+	75.50	March 31, 2007	March 31, 2012
2	2nd Cycle	A	03.02	May 5, 2014	May 04, 2019
3	3rd Cycle	---	---	---	---
4	4th Cycle	---	---	---	---

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

01/07/2008

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

    i. AQAR : OCT / 2015 _____ (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 [√]

(eg. 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 | 05 |

2.2 No. of Administrative/Technical staff | 02 |

2.3 No. of students | 01 |

2.4 No. of Management representatives | 01 |

2.5 No. of Alumni | 01 |

2.6 No. of any other stakeholder and
     community representatives | 01 |

2.7 No. of Employers/ Industrialists | 00 |

2.8 No. of other External Experts | 00 |

2.9 Total No. of members | 11 |

2.10 No. of IQAC meetings held | 08 |

2.11 No. of meetings with various stakeholders: No. 04 Faculty 01 Students 01

Non-Teaching Staff 01 Alumni Others 01

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   -----

2.14 Significant Activities and contributions made by IQAC

IQAC focused on enhancing quality in all spheres during 2015-16. Major activities undertaken by IQAC are mentioned below:

1. Orientation programme was held for the students of the First Year i. e. B. Com. Sem. 1.

2. Members of all the departments and the students were motivated to participate in seminars, workshops and curricular, co-curricular and extra-curricular activities as well.

3. All the students were provided with the information related to NCC, NSS, Cultural and other activities conducted by the college at the time of inaugural function.

4. All the students were encouraged to participate in the celebration of great occasions and events organised by the college.

5. Celebration of women empowerment week.

6. Increase in the infrastructure of the college.

7. Seminars for competitive exams.

8. The college authorities were encouraged to go for online admission procedure.

9. Involvement of students was motivated in each and every activity conducted by the college.

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
1. Organisation of Women empowerment programme.	1. Organised two week women empowerment programme.
2. Organisation of Defence Training programme for female students	2. Organised two week self-defence i. e. Karate for girls programme.
3. Organisation of Personality Development Programmes	3. Celebrated weekly personality development programme.
4. Organisation of Blood Donation Camps	4. One day blood donation camp was organised in collaboration with Lions Club of Mehsana.
5. Organisation of Skill-based programmes	5. Various skill-oriented programmes like Mehndi Applying Competition, Hair Combing Competition etc.
6. Conducting activities related to Saptdhara	6. Organised activities related to Saptdhara.
7. Participating in SCOPE exam	7. Participated in SCOPE exam
8. Holding competitions on various themes	8. Competition of various nature were organised to explore hidden capabilities of the students.
9. Conducting activities related to Sports, NCC, NSS, Cultural activities etc.	9. Conducted programmes related to different activities of the college.

- **Provided the details of the Academic Calendar in Annexure IV: (Page 46)**

2.16 Whether the AQAR was placed in statutory body   Yes [√] No [ ]

Management [ ]   Syndicate [ ]   Any other body [√]

Provide the details of the action taken

- The Managing Trustee named Shri K. K. Patel takes keen interest in each and every activity conducted by the college. He suggested that we, as a part of IQAC, should motivate all faculty members of each department to organise seminars/ conferences/workshops /symposia at regular intervals.
- In order to make teaching and learning process more comprehensive and students-centric, optimum use of audio-visual aids have been encouraged.
- Administrative works have been carried out with the help of technology.
- Curricular and co-curricular activities were encouraged by the members of IQAC.
- Programmes enhancing human values such as morality, responsibility towards nation, patriotism, and discipline were given priority amidst other activities.
- Saptdhara related activities were promoted in order to make holistic development of the participants.
- Ready references in the form of study materials were made available to the students in order to enrich their knowledge with the kind cooperation extended by IQAC members.
- Day by day harassment to the girl students get increased and keeping in view the need of the hour the IQAC team emphasized the defence mechanism programmes for girls. This led an awareness of self-protection among the girl students. Now they are capable enough to face any situation threatening their survival.

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	01			
UG	01			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	02			
Total	04			

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	02
Trimester	
Annual	

1.3 Feedback from stakeholders*   Alumni ☐   Parents ☐   Employers ☐   Students √
(On all aspects)

       Mode of feedback   :   Online √   Manual ☐   Co-operating schools (for PEI) ☐

- **Provided the details in Annexure: I (Page No. 33)**

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.

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
10	02	08	00	01

2.2 No. of permanent faculty with Ph.D.

07

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

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
02	06	00	00	00	00	00	00	02	06

2.4 No. of Guest and Visiting faculty and Temporary faculty

03		10		01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	07	04
Presented papers	03	05	01
Resource Persons	00	00	00

Contd.

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:** 14 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

227

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

We conduct examinations using OMR Sheet so far as certain subjects are concerned.

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

| 05 | 01 | 00 |

2.10 Average percentage of attendance of students

78%

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.	1717	07.04	10.36	00.87	51.13	69.42
M. Com.	425	18.58	17.97	01.41	Nil	95.95

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

o 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.

o It helps individual departments initiate fruitful academic programmes like arrangement of workshops, symposia, guest lectures, study tours, field visits etc.

o It co-ordinates with the cultural committee and tries to ensure optimum participation of students in various cultural activities at all levels.

o It helps the Sports department to send the talented sports persons for higher level competitions.

o It co-ordinates with the administrative section to facilitate and process the CAS files of the concerned faculties.

2.13 Initiatives undertaken towards faculty development: 01

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	01

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	10	08	Nil	06
Technical Staff	01	01	Nil	01

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	01	----	----	----
Outlay in Rs. Lakhs	Rs. 75000	----	----	----

3.4 Details on research publications:

	International	National	Others
Peer Review Journals	07	04	---
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	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects *(other than compulsory by the University)*	--	--	--	--
Any other(Specify)	2015-16	RUSA	200000.00	177685.85
Total	--	--	--	--

3.7 No. of books published [13]

         i) With ISBN No. [01]   Chapters in Edited Books [---]

         ii) Without ISBN No. [12]

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

Level	International	National	State	University	College
Number	----	----	----	----	----
Sponsoring agencies	----	----	----	----	----

3.11 No. of conferences

organized by the Institution

3.12 No. of faculty served as experts, chairpersons or resource persons | 05 |

3.13 No. of collaborations International | | National | 01 | Any other | 01 |

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 | 05 |

and students registered under them | 19 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 01 |

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 [20]   State level [04]

National level [--]   International level [--]

3.22 No. of students participated in NCC events:

University level [   ]   State level [36]

National level [02]   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 [05]

National level [01]   International level [   ]

3.25 No. of Extension activities organized

University forum [   ]   College forum [   ]   NCC [02]

NSS [10]   Any other [   ]

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

- Celebrated days of National Importance such as Republic Day, Independence Day etc.

- Initiated Tree Plantation Drive

- Polio Eradication Campaign

- Financial Assistance to Physically Handicapped, Blind, Deaf and Dumb Students

Contd.

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.	Under Construction	Management	4.33 acre
Class rooms	16	03	Management	19
Laboratories	02	-----	Management	----
Seminar Halls	01	-----	Management	----
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	----	03	----	----
Value of the equipment purchased during the year (Rs. in Lakhs)	----	Rs.1,09,500/-	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 06 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	7452	838144.5	709	100369	8161	938513.5
Reference Books	10792	2653216.8	229	30307	11021	2683523.8
e-Books	93809+	N-List Membership			93809+	N-List Membership
Journals	25	33150				
e-Journals	6247+	N-List Membership			6247+	N-List Membership
Digital Database						
CD & Video	203		01		204	
Others (specify)						

4.4 Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	101	77	32	01	02	06	03	14
Added	01	----	----	----	----	01	----	01
Total	102	77	32	01	02	07	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 | -- |

   ii) Campus Infrastructure and facilities | -- |

   iii) Equipments | Rs. 415561/- |

   iv) Others + IQAC | Rs. 125482/- |

Total: | Rs. 541043/- |

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.
- The IQAC keeps track of ways and methods to enhance teaching.
- Every sort of counselling may it be academic, personal or career-oriented is made available to the students

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.
- The Placement Cell provides guidance to the students about opportunities in their respective subjects after their graduation. It also provides guidance for NET/SLET/UPSC/GPSC and other exams.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1809	495	--	--

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
786	43.44

Women

No	%
1023	56.55

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1351	122	14	820	06	2313	953	141	8	702	05	1809

Demand ratio 1:1   Dropout % 9.85

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. Experts from various fields are invited to talk on job prospects in their respective fields. Academicians are also invited to share their knowledge on how to score good marks in the competitive exams.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET 01 SET/SLET 02 GATE

IAS/IPS etc State PSC UPSC Others

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 453

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

Contd.

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 | 194 | National level | 27 | International level | Nil |

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 | 68 | National level | 17 | International level | Nil |

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	619	1352540
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 | ---l |

Exhibition: State/ University level | --- | National level | ---l | International level | --- |

5.12 No. of social initiatives undertaken by the students | 10 |

5.13 Major grievances of students (if any) redressed: No untoward incident took place in the college.

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.

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 activities, college internal exam results, SCOPE Exam and its result, administrative requirements etc.

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

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 Sapthdhara 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.

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. Guides and other faculties.
- 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".

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

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 and online.
- 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   185700

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	Management
Administrative	Yes	KCG	Yes	Private C. A.

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.

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 support staff is motivated to attend training programs for enhancing their computer skills organized by government as well as private institutions. They are required to appear for the CCC and CCC+ exams held by the state government universities such as Dr. Babasaheb Ambedkar Open University and Gujarat Technical University. They are also encouraged to appear for SCOPE examination conducted by Cambridge University.

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

> Initiatives taken by the institution to make the campus eco-friendly are as follows:
>
> - 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 Ardusi, 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. <u>Innovations and Best Practices</u>

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

The Institute has continued to sustain the innovations introduced over the last few years. They are as follows:

➢ Use of new technology for better output:

➢ All activities in and around campus have been put under CCTV surveillance which help the Institute monitor and maintain discipline and security.

➢ Admissions, Examination work and administrative process at all levels have been made more accurate, speedy, transparent and eco-friendly through the usage of computers.

➢ The college has fully equipped one computer lab. and one DELL (Digital Education and Learning Lab.) which have been utilized for enriching the knowledge related to computer operation and English Language. Room No. 21 is equipped with Audio-Visual tools to help the students use the ICT based teaching methodology.

➢ After the introduction of the Choice Based Credit System, the students are required to submit an assignment i. e. Term Paper for each subject.

➢ The oral presentation of the assignment in the classroom is a must. Students are encouraged to make use of technology for their class-room presentations if required. It helps to build a stronger bridge between the teacher and the taught. It boosts the self-confidence of the students and paves the way to become great orators in the days to come.

➢ Library up gradation in terms of subjective reference books, periodicals and journals is regularly taken care of.

➢ Two faculty members have created their own blog and they upload study material at regular intervals.

➢ Our library has its own blog on which question papers of internal as well as external exams are uploaded for the benefit of the students.

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 (ATR)

1. The Admission Committee held a meeting at the beginning of the year to decide upon and ensure a smooth and transparent admission process through a completely computerized procedure. The plan included giving the students the copy of the College Prospectus on the very first day of his visit to the college and motivating them to navigate the website of the college for detailed information of the college. Accordingly every activity related to admission was made transparent.

2. It was decided at the beginning of the year to put more emphasis on women empowerment and Defence Training programme for female students. As per the plan, the college organised two week women empowerment programme as well as two week self-defence training programme i. e. Karate for girls.

3. The decision was taken to organise such programmes as can develop the personality of the students. The plan included devoting an entire week for programmes leading to personality development of the students. The college invited experts from different fields to deliver lectures on their chosen fields with a view to providing the students with detailed information of the fields concerned as well as the efforts made by them to develop their personalities and become great persons.

4. A resolution was passed to organise programmes under the banner of NSS, NCC, Sports and Cultural activities to inculcate in the students the qualities leading to virtues like patriotism, kindness through social services, self-esteem, health awareness etc. NSS and NCC units in co-ordination with college students organised a number of activities like Blood Donation Camps Cleanliness Drives, Health Camps, Yoga Training, De-Addiction Drives, Eradication of Superstition and Blind Belief, Street Plays and Skits for social awareness, Anti-Dowry Drives, Tree Plantation Drives and many more.

5. In the meeting with the departmental heads, it was resolved to hold skill-oriented competitions like Mehndi Applying, Hair Combing, and Theme-based Picture Drawing Competitions etc. Keeping in view the action plan, the college gave the students a platform to explore their potentialities participating in various competitions held in the college. The college also organised activities related to Saptdhara – an initiative of the Govt. of Gujarat to bring out hidden qualities of the students.

6. It was determined by the department of English to ensure a massive involvement of the students in the SCOPE exam conducted by the Cambridge University at regular intervals every year. The college has allotted one room for DELL where SCOPE-oriented training is imparted and SCOPE exam is conducted. The college provided all infrastructural facilities to the Govt. for SCOPE Exams. Students of the institute were encouraged

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

Provided the details in Annexure: III (Page No. 44)

7.4 Contribution to environmental awareness / protection

> Plantation of trees, Save Water Campaign, Drip Irrigation Awareness, and Environment Study as a subject - are some steps taken by the college for environmental awareness.

7.5 Whether environmental audit was conducted?　　Yes ☐　　No ☑

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

> **Provided the details in Annexure: II: (Page No. 42)**

8. **Plans of institution for next year**

> 1. Arrangement of seminars, workshops, symposia, guest lectures, study tours, field visits, curricular, co-curricular and extra-curricular activities etc.
> 2. Organization of great occasions and events.
> 3. Holding meetings with the class representatives at a regular interval.
> 4. Planting more trees in the college campus and surrounding areas as a part of eco-friendly campaign.
> 5. Optimum utilization of technology inside the classrooms and outside the classrooms.
> 6. Total transparency in admission procedure.
> 7. Initiating defence mechanism programmes for girl students.
> 8. Motivation to students to go for competitive exams through different techniques.
> 9. Providing information regarding most of the college activities through SMSes using technological devices with internet access.
> 10. Creating research-oriented atmosphere in the college.

PATEL VISHNUKUMAR BHAGVANDAS　　　PATEL JAGDISHBHAI KACHARABHAI

V B Patel

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
Principal
Shri V. R. Patel College of Commerce
Mehsana

***

Annexure I: **Part B: Criterion – I:**
1. Curricular Aspects:
1.3: Online Feedback from the stakeholders especially students:

Class

148 responses

- B.Com Sem-1
- B.Com Sem-2
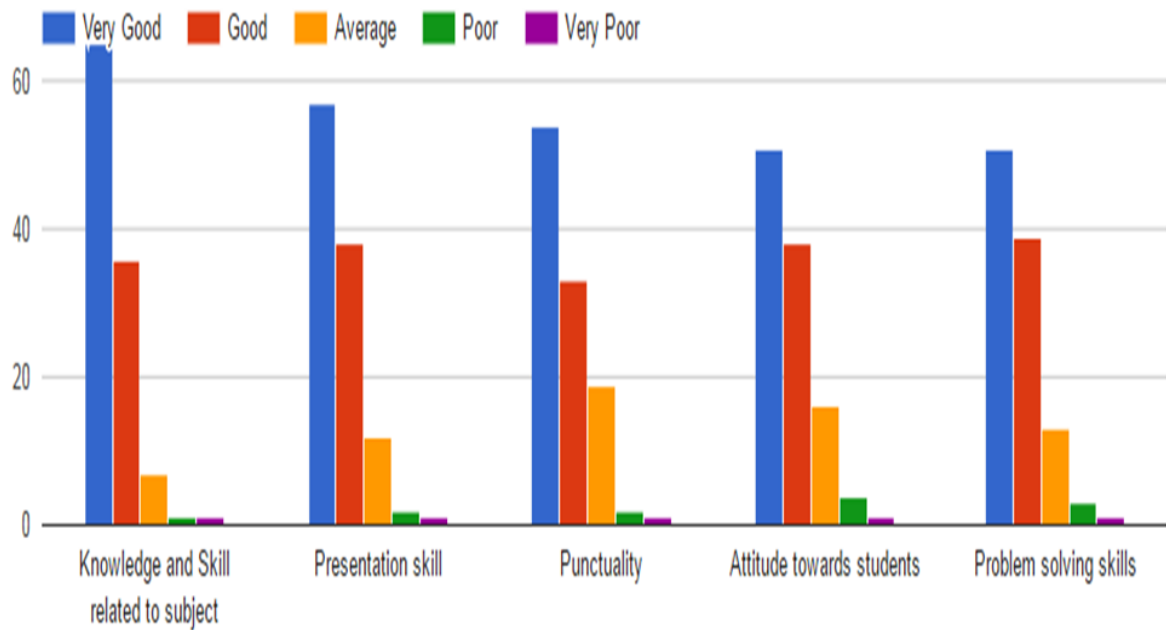- B.Com Sem-3
- B.Com Sem-4
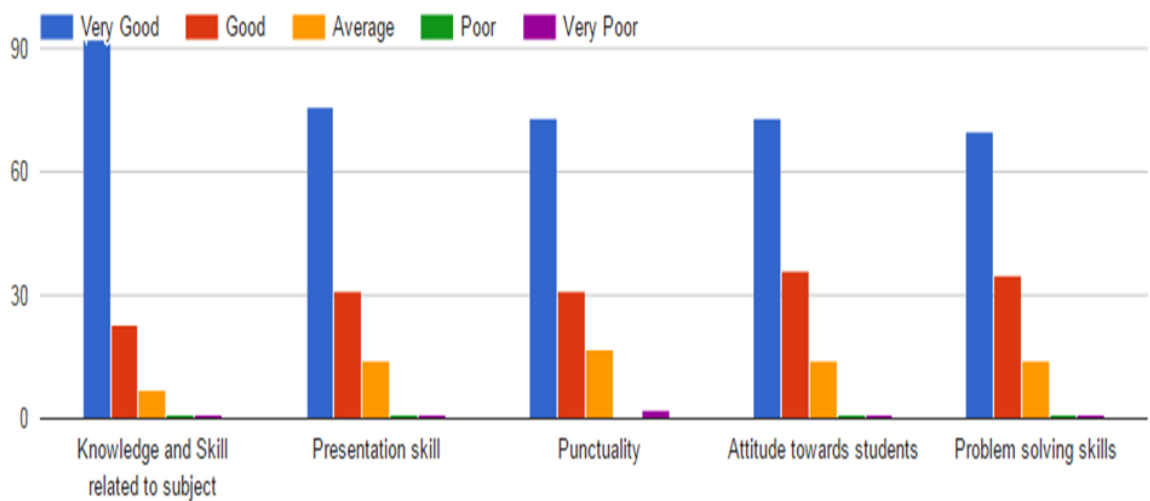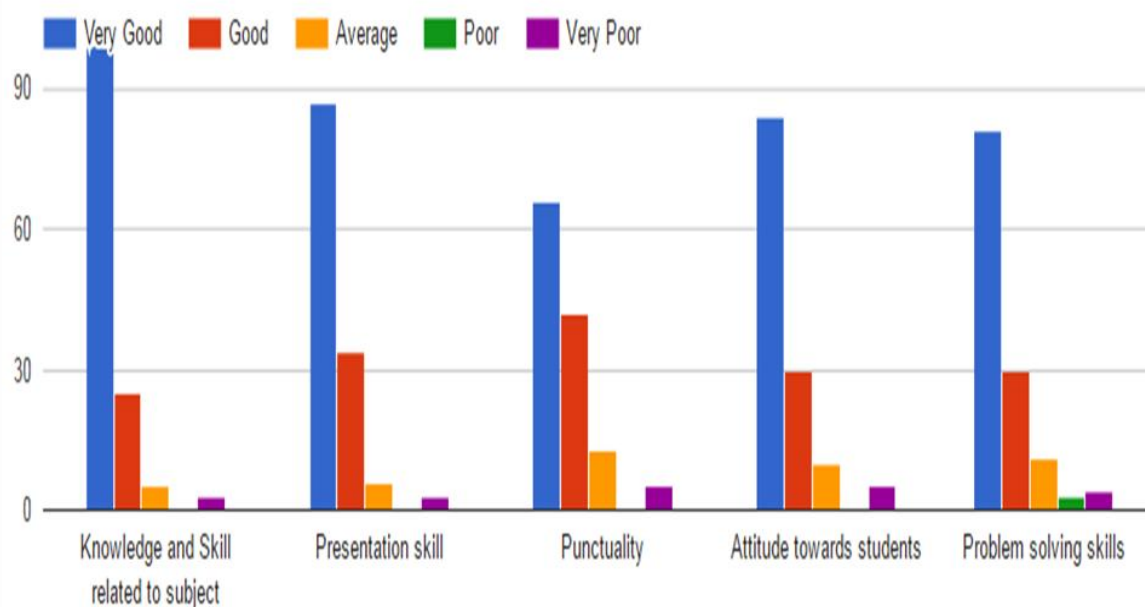- B.Com Sem-5
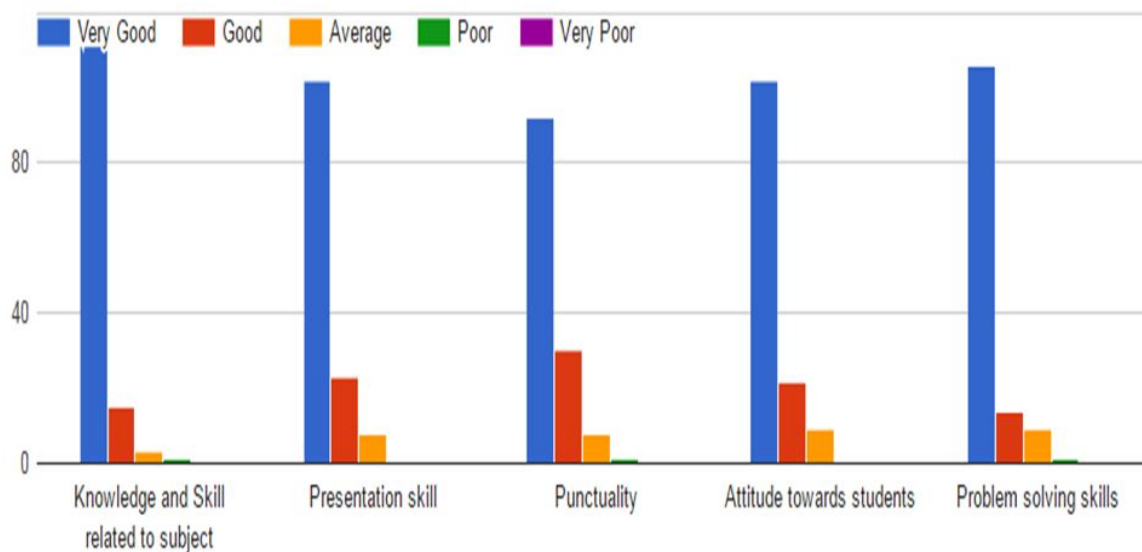- B.Com Sem-6
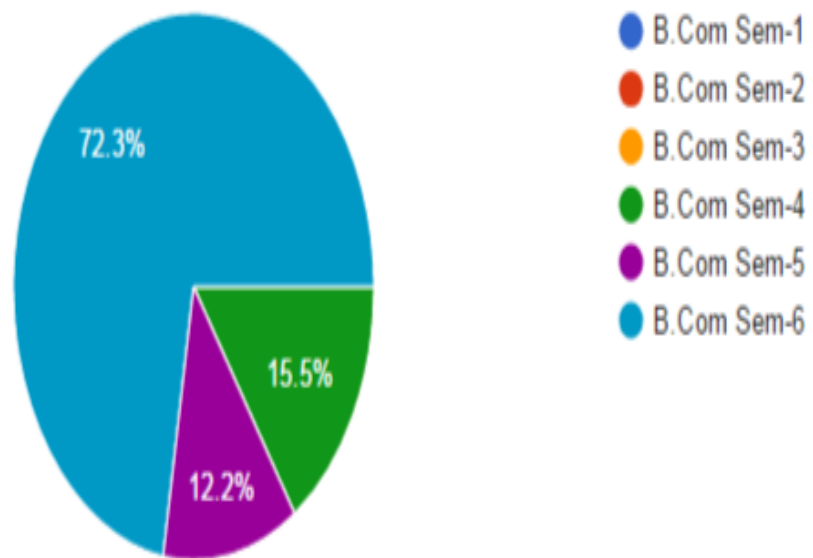
Prin. Dr. J. K. Patel
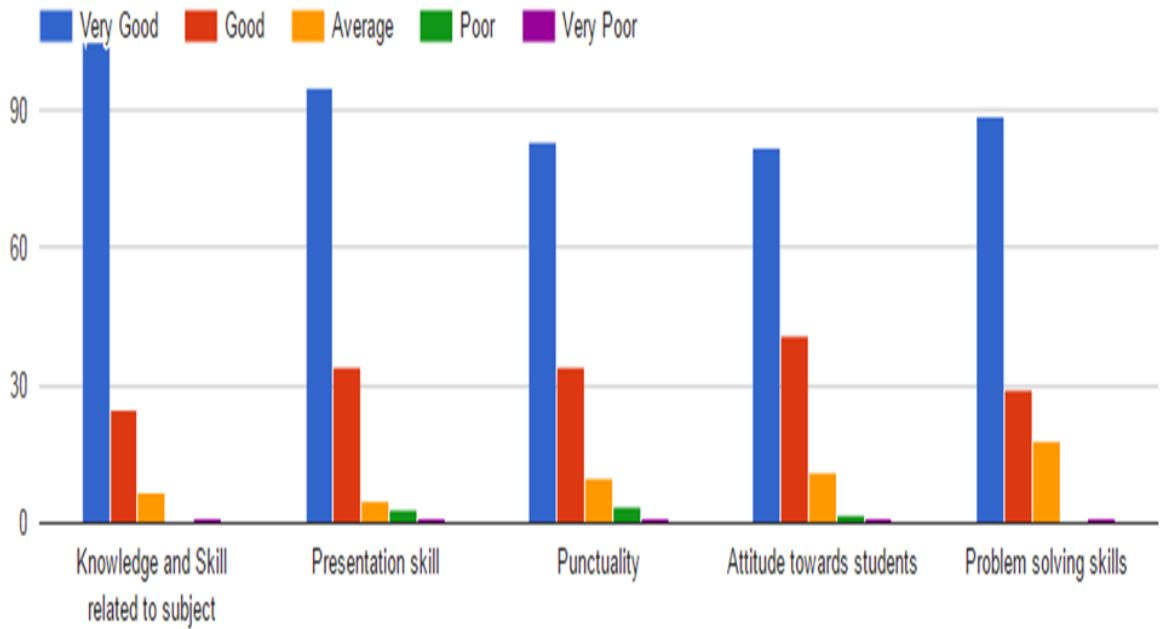
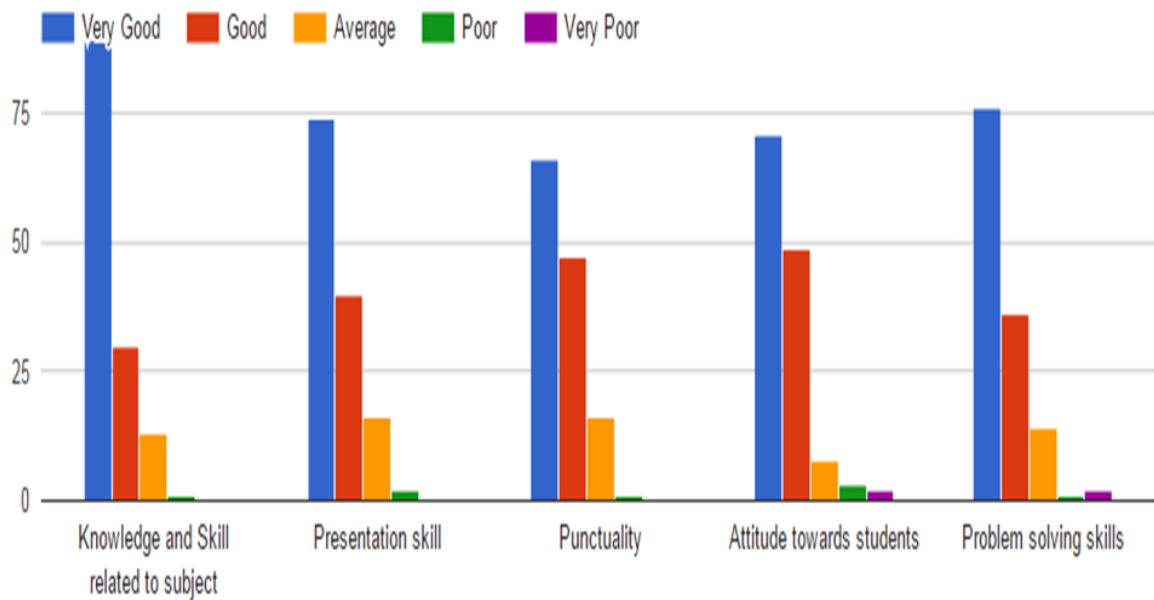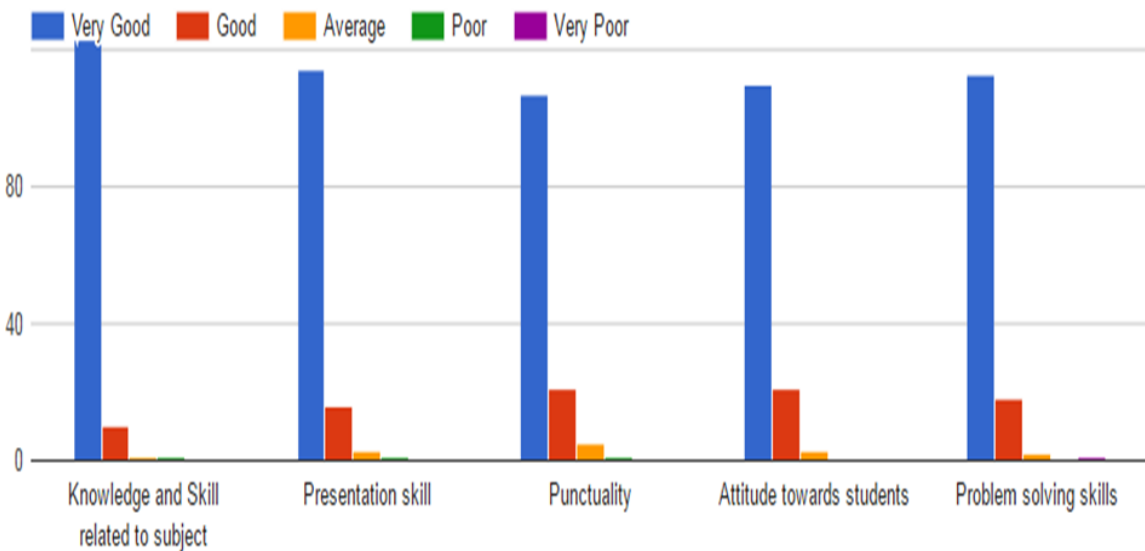Dr. K. C. Modi
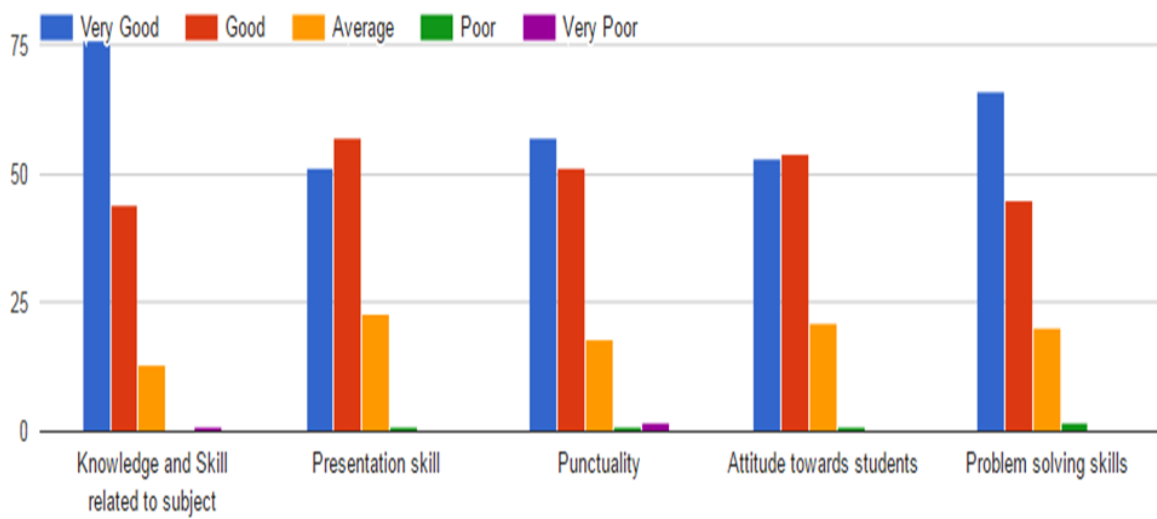
Dr. A. B. Kshatriya
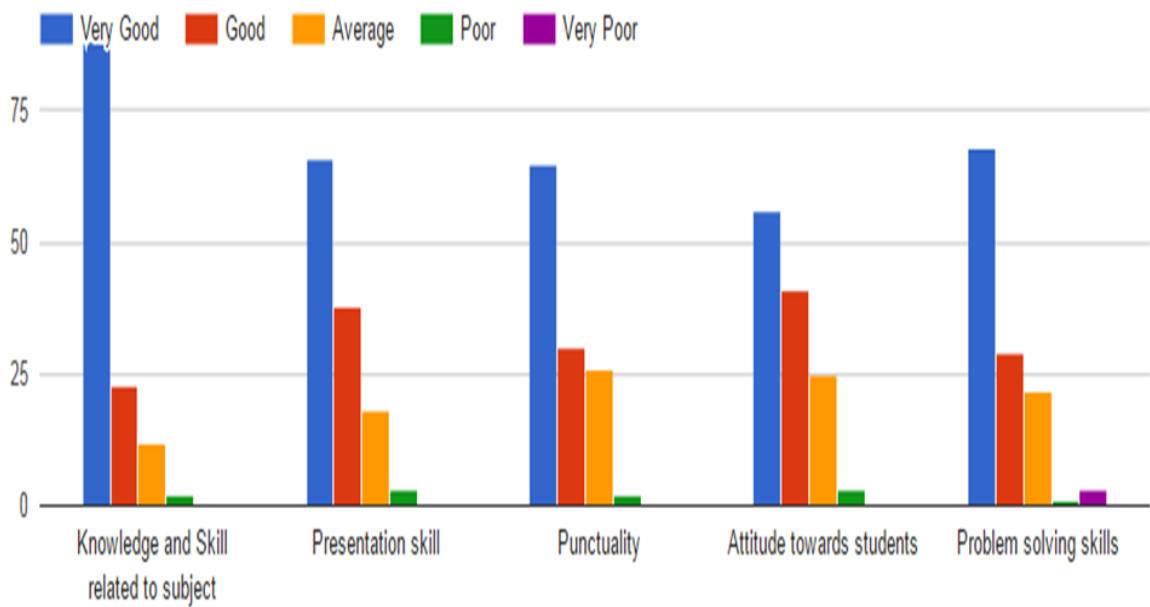

Prof. M. B. Pandya

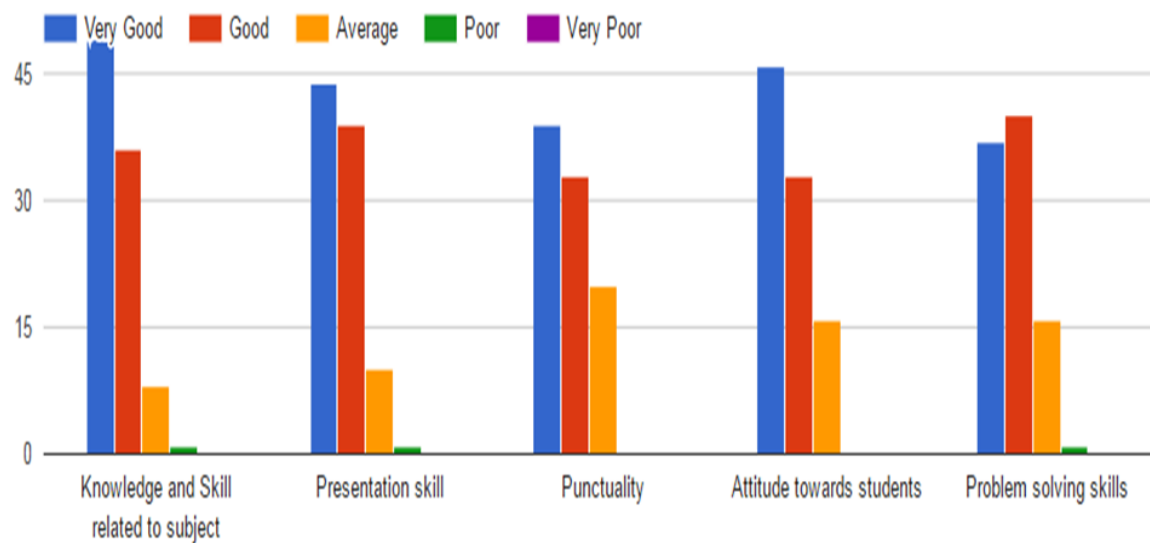Dr. A. D. Parmar

Prof. V. B. Patel

Dr. H. S. Viramgami

Legend: Very Good | Good | Average | Poor | Very Poor

Categories: Knowledge and Skill related to subject | Presentation skill | Punctuality | Attitude towards students | Problem solving skills

Dr. R. N. Desai

Legend: Very Good | Good | Average | Poor | Very Poor

Categories: Knowledge and Skill related to subject | Presentation skill | Punctuality | Attitude towards students | Problem solving skills

Prof. S. O. Gandhi

Prof. V. H. Kedaria

Prof. J. I. Prajapati
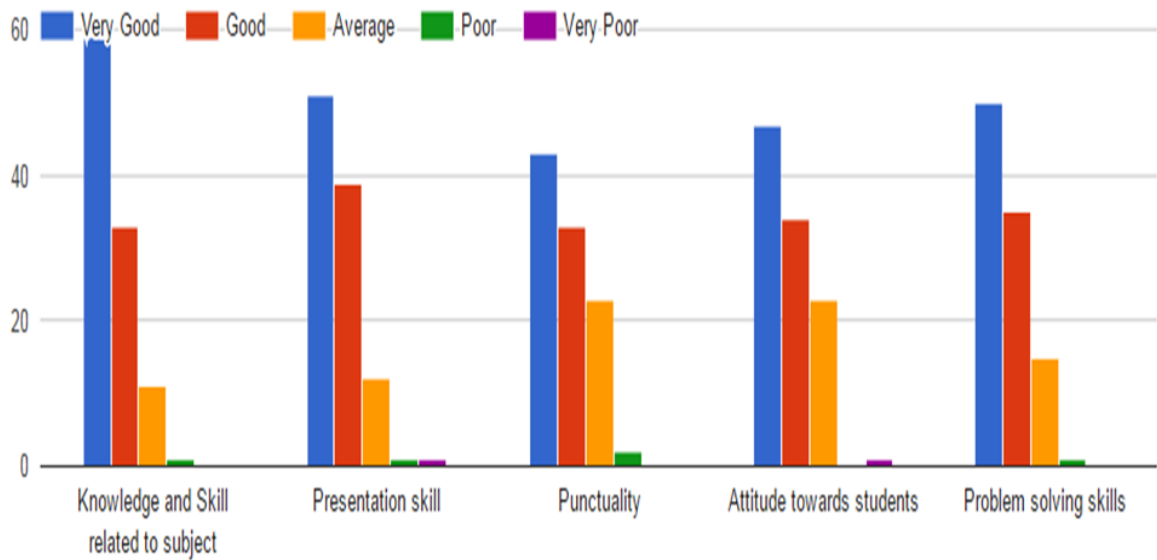
1. What is your opinion regarding the facilities provided by the college?
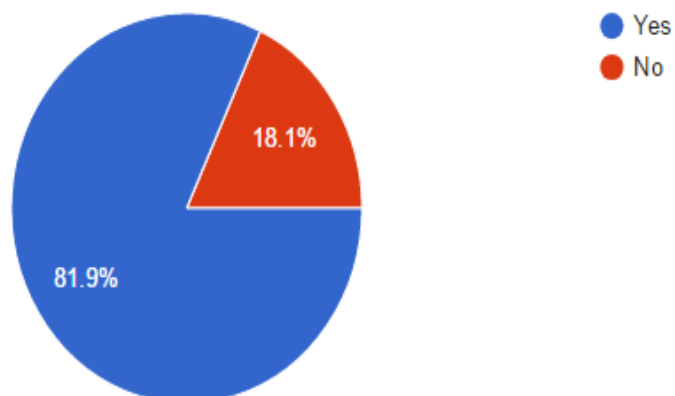
145 responses

Excellent — 36 (24.8%)
Good — 73 (50.3%)
Moderate — 19 (13.1%)
Poor — 21 (14.5%)
Very Poor — 2 (1.4%)
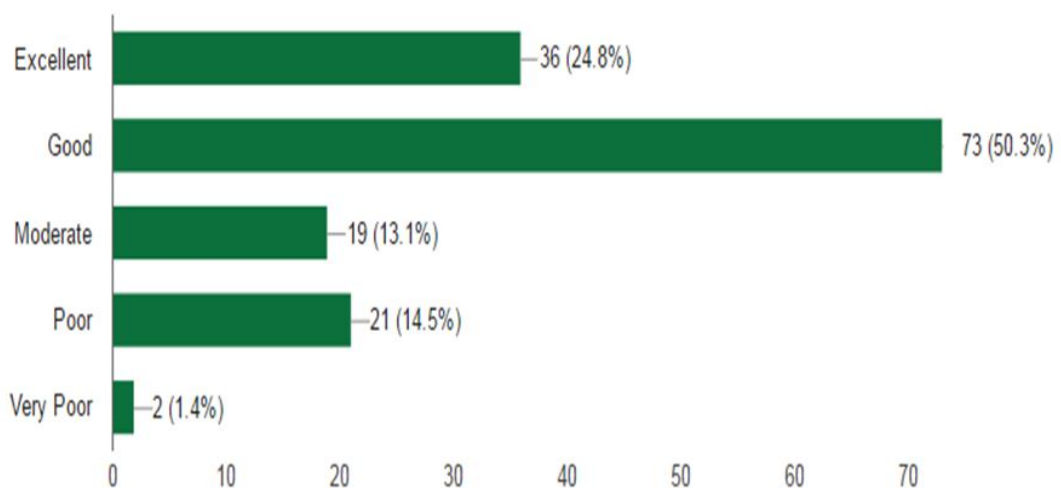
2. Is there a girls' room in the college?

139 responses

- Yes
- No

13.7%

86.3%

---
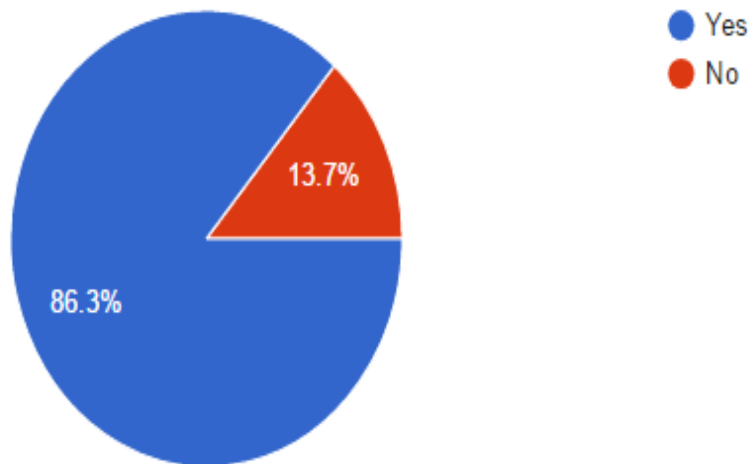
3. Does the college have ample space for playing outdoor games?

138 responses

- Yes
- No

18.1%

81.9%

---

4. Are you happy with the facility provided by the students?

145 responses

- Yes
- No

21.4%

78.6%

Features:

Busi. Stat. CC Eco. Busi. Law Account Fin. Mgt.

Value-based sujects | Useful in day today life | Indepth knowledge of the topics | Job-oriented subjects in the syllabus | Development of overall personality
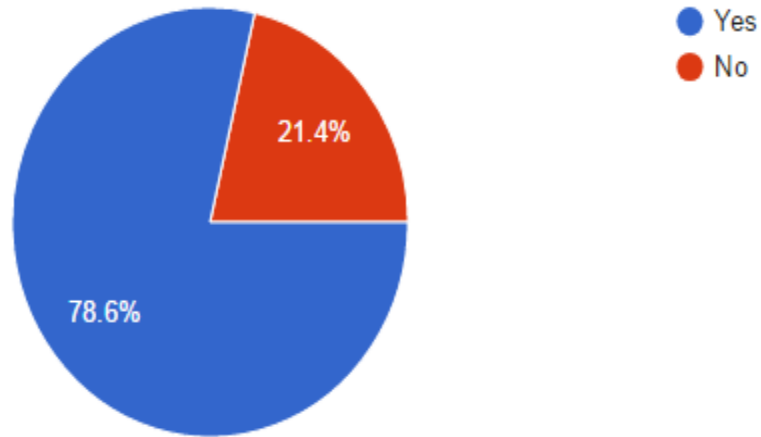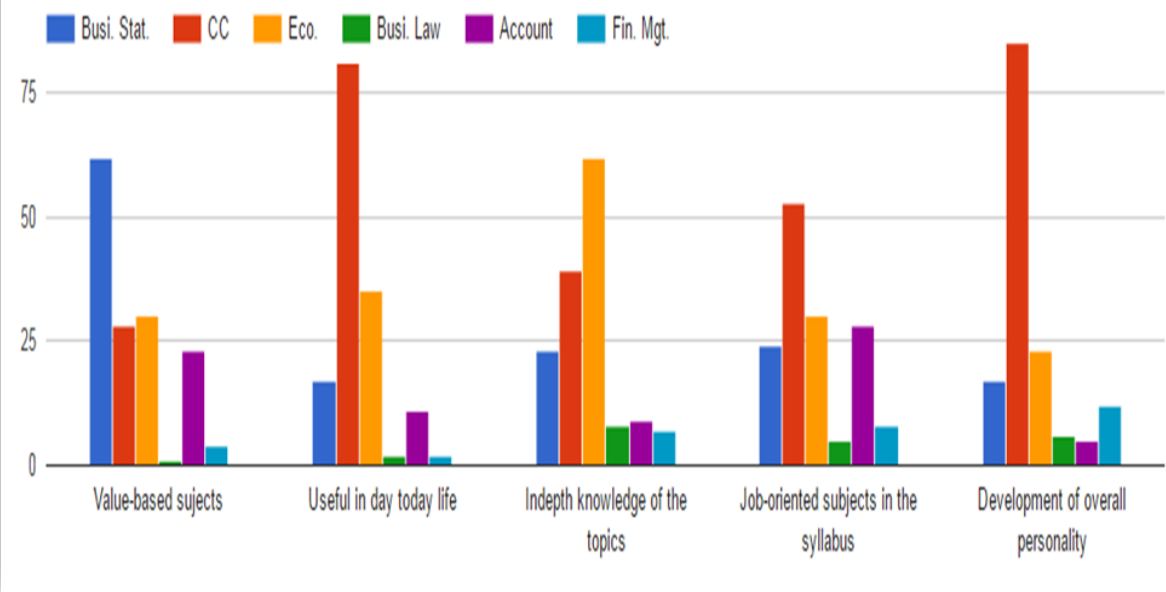
Annexure II:

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

SWOT ANALYSIS:

Strengths:

- Well-furnished and well equipped labs.
- Twelve full time permanent staff, one part time and 20 Visiting Lecturers.
- Skill oriented courses.
- Computer with internet access are presently in the ratio of 1:13 i.e. one computer to thirteen students.
- The college offers facility to view Sandhan and other academic programmes.
- The college offers three core electives (three main subjects):
  - Advanced Accountancy
  - Advanced Management
  - Advanced Statistics

  N.B.: Ours is the only commerce college in Hemchandracharya North Gujarat University where all the three core elective courses are offered.
- The college campus has facilities for Distance Learning i.e. a Centre for BAOU.
- Extra-curricular activities in the college are effectively performed under SAPTA DHARA enhancing the overall development of the students in terms of creativity, leadership quality and managerial skills.
- The faculty members, administrative staff and support staff are devoted to the institution.
- Seven faculty members are Ph.D holders, one faculty member is pursuing his Ph.D. degree and five faculties are Ph.D. guides and five are M. Phil. guides as well.
- The college has a spacious campus with well-maintained landscapes.
- The college faculties adopt two teaching methods:
  (a) Conventional chalk and talk method and
  (b) Innovative pedagogical method i. e. using technological devices.
- Counselling of students prior to admission is carried out in the campus and students are made aware about subjects' choices etc.
- Two N. S. S. units
- Two N.C.C. units

Weaknesses:

- ❖ Since large number of students commute from remote/rural areas, they are not inclined to take skilled-based courses due to time constraint.
- ❖ Students are deprived of transport facility since they commute from various directions. We cannot provide them the transport facilities.
- ❖ Though we have some teaching as well as non-teaching posts vacant, we cannot recruit required faculties on account of state government policies. There is a shortage of teachers and that's why we are compelled to recruit fresher and less experienced teachers who cannot give justice to the subjects concerned.
- ❖ We have, at present, no hostel facilities for boys and girls as well. We are seriously thinking of incorporating accommodation facilities in near future.

Opportunities:

❖ The college gets sufficient grant from UGC for enhancement of teaching-learning process.

❖ Faculties are encouraged by the Principal and Management to go for minor and major research projects. Faculties are also motivated to follow academic pursuits.

❖ Since majority of the stakeholders of our college and Ganpat University are common, it gives us an opportunity to call experts from various fields to enrich the knowledge of our students and faculties as and when the needs arise.

❖ The State Government has made an MOU with foreign universities to open the study centres in Gujarat. We shall grasp an opportunity to open a study centre in our college premises.

❖ Faculty and students are provided with ample opportunities to work with the community.

❖ We have computers with internet access that can pave the way for research-oriented works on the part of the teachers and the taught.

❖ We can impart knowledge of Computer literacy with the help of a computer lab.

❖ Communication skills of both – the teachers and the taught can be improved with the help of DELL (Digital Education and Learning Lab.).

Threats:

• Since the self-finance colleges in the state with latest facilities have increased. It is a challenge for the college to sustain and increase the strength of the students.

• Day by day the results of SSC and HSC exams are declining and that's why the students seeking admission are decreasing. This scenario leads to the workload reduction. Workload affects the intake of the teachers. Many teachers' services get terminated or they are transferred to some government departments where they cannot prove their worth. The number of surplus teachers gets increased every year.

• 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.

Contd.

Annexure III: Best Practices:

7.3 Give two Best Practices of the institution:

1: Employees' Credit Cooperative Society

Goal
A Credit Cooperative Society for the benefit of employees of all the four colleges – Arts & Science, Commerce, Law and B. Ed. has been established in the college campus.
All the employees deposit a specific amount of money every month, out of which a loan to the tune of 15 lakhs is given to the employees on request.
The loan could be paid back to the Credit society in 100 instalments at a very competitive rate of interest. This loan is made available to the employees at a very short notice. The goal of the credit society is to extend timely financial assistance to all the employees including Class IV staff members of the colleges.

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.
When the inflation rate has gone extremely high and people are facing money crunch, the credit society proves to be a boon to all the employees.
The loan proves advantageous for the purposes of higher education of the wards, marriages and other requirements of the staff members.

The Practice
The Credit society is managed by Prin. Dr. D. R. Patel, the Chairman of the Society, Shri Dineshbhai T. Patel, Programme Officer and other members of the administrative committee.
The transparent administration has resulted in the incredible development of the credit society.
It was also awarded "A" grade by the auditor after duly auditing the accounts of the Credit society.

Evidence of Success
The following are the salient features of the Employees' Credit Cooperative Society:
Extending financial assistance to the wards of the Class IV employees who are the members of the society.
Felicitation of retired employees and a gift worth Rs 500 x No. of years of service is given to them.
All the members of Credit society are paid 9% interest on their capital on a regular basis.
On the eve of Rakshabandhan, all the members of the society are given sweets and namkin worth Rs. 500/-.
Every member is given a gift worth Rs. 750/- every year.
One day picnic for all the members is arranged every year out of the profit of the society.
Prizes are awarded to the wards of the employees for academic achievement in various degree courses.
The credit society has been paying a dividend at the rate of 14% since five years to the employees.

Problems Encountered and Resources Required
The credit society had to suffer various difficulties at the initial stage.
It was because of heavy rush of members requesting for loan.
In that case the financially sound members were requested to contribute money to the credit society on which they were paid interest.
The needy ones were assigned the loan. Gradually the Employees' Credit Cooperative Society progressed and turned out to be a great boon to the employees as the loan is sanctioned very quickly and the employees get the money in times of need without any hassle.

Best Practice
2: Clean College Mission
The college has undertaken "Clean College Mission" very effectively since academic year 2014-15.
Many new sweepers have been appointed to clean the college campus, classrooms and the lobbies of the college.
The dustbins are kept in the campus at regular intervals and students are directed to throw litter only in the dustbins.
With the joint efforts of the teaching, non-teaching staff and the students, the college appears clean, bright and green.

The Context
The college campus consists of more than 5000 students studying in various subjects.
It also has a big ground in which there is a facility of playing variety of games. The two buildings – Commerce College includes classrooms, library, reading room, rest room, seminar room, conference room, language laboratory, computer room etc.
It is quite a challenge to maintain cleanliness in the campus. Only if the sensitivity is created among the students that it is possible to keep the campus clean.
After calling a meeting of the staff members and SRC (Student Representative Council), the Principal of the college talked about the Cleanliness Drive to be implemented in the college and requested all to take the initiative in the matter.
The NCC and NSS units of the college along with other staff members contributed actively and put in all the efforts to make the campus clean and tidy.

Evidence of Success
The students cultivated the habit of throwing litter into the dustbins.
The college is equipped with CCTV in the entire campus.
Therefore vigil is kept by the authorities and the defaulters are punished for any kind of mischief.
The result of overall drive is very positive, for each and every individual strives to maintain the elegance of the campus.

Problems Encountered and Resources Required
The initial phase of the Cleanliness Drive was quite challenging because the students coming from rural areas were not disciplined to throw rubbish into dustbins.
They were therefore mentored and guided to make it a habit to throw rubbish into the dustbins kept at regular intervals in the college campus.
Gradually they inculcated the practice and decided to make their own institute in shipshape.

Contd.

Annexure IV:		
Academic Calendar July 1, 2015 to June 30, 2016.		
Month	Date	Event
July	31/07/2015	Celebration of Guru Purnima
August	01/08/2015 to 14/08/2015	Celebration of Two Week Women Empowerment Programme under the guidance of Commissionerate of Higher Education, Gandhinagar, Gujarat State.
	04/08/2015	Thalassemia Test for B. Com. Sem. II students by IRS, Ahmedabad.
	08/08/2015	Personality Development Programme by JC Vinodbhai Vaishnav
	10/08/2015	Blood Donation Camp in collaboration with Lions Club, Mehsana
	15/08/2015	Celebration of Independence Day: Singing Patriotic Songs Competition
September	02/09/2015	Celebration of Teacher's Day: Competitions: Rangoli, Mahedi ,Hair style & Singing Songs
	07/09/2015 to 12/09/2015	A series of Lectures on Personality Development: Experts from JCI Oil City, Mehsana and Rotary Club of Mehsana
	07/09/2015	Lecture on Leadership Development by Darshan Modi Lecture on Leadership Development by Vinodbhai Vaishnav
	08/09/2015	Lecture on Goal Setting by Madhusudan Brahmbhatt Lecture on Jina Ishika Nam by Rakesh Gurjar
	09/09/2015	Lecture on Art of Public Speaking by Diptiben Raval Lecture on Hamse Hai Jamana by Darshan Modi
	10/09/2015	Lecture on Personality Development by Sunilbhai Shah Lecture on Be Positive by Jagdish Prajapati
	11/09/2015	Lecture on Positive Mental Attitude by Sharadbhai Shah
	12/09/2015	Lecture on Effective Communication by Shaileshbhai Gandhi
	12/09/2015	Aerobics Training Programme by JC Vaishali Gandhi and a lecture on ''How to maintain Physical Fitness'
	12/09/2015	Inter College Kabbadi Competition organised by JCI Oil City, Mehsana.

	16/09/2015	"Cleanliness Drive" under the guidance of Higher Education, Gandhinagar by NSS Volunteers
	24/09/2015	NSS Day Celebration by NSS Volunteers
October	23/10/2015 to 29/10/2015	Annual NSS Camp at Palavasana Taluka & Dist.: Mehsana.
	31/10/2015	Celebration of Birth Anniversary of Sardar Vallabhbhai Patel: Elocution Competition, Essay Competition, Movie Show of Sardar Patel, Exhibition of Books on Sardar Patel
November	09/11/2015 to 29/11/2015	Diwali Vacation
January	12/01/2016	Celebration of Birth Anniversary of Swami Vivekananda: Guest Lecture, Elocution Competition, Essay Competition
	13/01/2016	Chess Competition in association with Patel Groups of Institutes, Motidau
	21/01/2016	Guest Lectures on "Career Path and Goal-Setting" by Nilam Barot and Jay Prakash Vyas from Parul University, Baroda.
	21/01/2016	Guest Lectures on "Yoga" by a retired teacher named Amrutbhai Patel
February	07/02/2016	College representative i. e. NCC Cadets remained present on Air Show organised by Govt. of Gujarat at Mehsana Aerodrome.
	08/02/2016	NCC Guidance Workshop: Preparation for B & C Certificate examination: Guidance provided by Col. P S Nikam, 7 Bn., Mehsana.
	09/02/2016	College representative i. e. NCC Cadets remained present on Khel Maha Kumbh organised for physically challenged students by Govt. of Gujarat at ONGC Ground, Mehsana.
	17/02/2016	Guest Lecture on "Financial Planning for Young Investors" by Prof. (Dr.) Narayan Baser from Shri Jairambhai Patel Institute of Business Management & Computer Application, Gandhinagar.
	22/02/2016	Guest Lecture on "Preparation for NET conducted by UGC" by Dr. Upal Shukla & Dr. Jayesh Patel from V. M. Patel Institute of Management, Ganpat University, Kherva.
March	23/03/2016	Guest Lecture on "Communication Skills" by Prof. Harshad Purohit from Arts and Science College, Mehsana under the banner of RUSA.

	29/03/2016	Farewell Function, Prize Distribution & Annual Day Celebration
		University Exams of B. Com. Sem. II, IV, VI & M. Com. Sem. II, IV students
April	26/04/2016	Last Day of the Semester and Meeting
May/June	27/04/2016 to 11/06/2016	Summer Vacation from 27th April, 2016 onwards…..

-------------x----------------x--------------- THE END ---------------x---------------x-----------