

# SHRI V. R. PATEL COLLEGE OF COMMERCE

**MEHSANA-384002**



## The Annual Quality Assurance Report (AQAR)

**2016 - 2017**

# SHRI V. R. PATEL COLLEGE OF COMMERCE



## MEHSANA-384002

Managed by Sardar Vidyabhavan Trust, Mehsana

Accredited: "A" Grade by NAAC

Annual Quality Assurance Report

**2016-2017**

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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, 2016 to June 30, 2017)

Part – A

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

2016 - 2017

### 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:

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 <sup>st</sup> Cycle	B+	75.50	March 31, 2007	March 31, 2012
2	2 <sup>nd</sup> Cycle	A	03.02	May 5, 2014	May 04, 2019
3	3 <sup>rd</sup> Cycle	---	---	---	---
4	4 <sup>th</sup> 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 2014 –15 submitted to NAAC on 19 –10 -2015.
- ii. AQAR 2015 –16 submitted to NAAC on 30 –06 -2017.
- 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	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text" value="'A' Grade by NAAC"/>
UGC-COP Programmes	<input type="text"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
2.8 No. of other External Experts	<input type="text" value="00"/>
2.9 Total No. of members	<input type="text" value="11"/>
2.10 No. of IQAC meetings held	<input type="text" value="08"/>

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

Non-Teaching Staff  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

1. One day national seminar on Academic Performance Indicator (API) jointly organized by IQAC and Uttar Gujarat Vanijya Adhyapak Mandal (UGVAM).
2. Impact of Demonetization on Indian Economy and GST and Indian Economy.

2.14 Significant Activities and contributions made by IQAC

- **Provided the details in Annexure I: (Page 27 )**

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
• <b>Provided the details in Annexure II: (Page 28)</b>	

- **Provided the details of Academic Calendar in Annexure III (Page 29 to 31)**

2.16 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

- AQAR was prepared keeping in view the opinions of the Internal Quality Assessment Cell.

**Part – B**

**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			
<b>Total</b>	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 IV: (Page 32 to 38)**

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.

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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	11	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	04	21	16
Presented papers	03	16	14
Resource Persons	00	00	00

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

**Provided the details in Annexure V: (Page 39)**

2.7 Total No. of actual teaching days during this academic year 236

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. 00 04 00

2.10 Average percentage of attendance of students 75%

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.	1771	07.04	10.36	00.87	51.13	69.42
M. Com.	588	18.58	17.97	01.41	Nil	95.95

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

- IQAC holds meetings at regular intervals with the head of the institute, departmental heads, stakeholders etc. and makes the teaching and learning process stronger in terms of quality.
- It helps individual departments initiate fruitful academic programmes like arrangement of workshops, symposia, guest lectures, study tours, field visits etc.
- It co-ordinates with the cultural committee and tries to ensure optimum participation of students in various cultural activities at all levels.
- It helps the Sports department to send the talented sports persons for higher level competitions.
- It co-ordinates with the administrative section to facilitate and process the CAS files of the concerned faculties.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
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	11	10	Nil	03
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	---	----	----	----
Outlay in Rs. Lakhs	---	----	----	----

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)				
Total	--	--	--	--

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

Level	International	National	State	Univ ersity	College
3.11 No. of conferences organized by the Institution	Number	01	01	---	---
Sponsoring agencies	---	UGVAM IQA Cell	UGVAM IQA Cell	---	---

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

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	<input type="text" value="52"/>	State level	<input type="text" value="02"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.22 No. of students participated in NCC events:

University level	<input type="text"/>	State level	<input type="text" value="32"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="01"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text" value="04"/>
National level	<input type="text" value="01"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>	NCC	<input type="text" value="02"/>
NSS	<input type="text" value="02"/>	Any other	<input type="text"/>		

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

- Celebrated days of National Importance and International importance such as Yoga Day Republic Day, Independence Day etc.
- Tree Plantation Campaign in association with NGOs and local national and international clubs
- Guest Lectures on Mental Hygienic and Commerce and Trade related matters
- Programmes on Cancer Prevention Awareness, Tobacco Addiction Awareness
- Campaigns related to Polio Eradication, Social Evils etc.
- Financial Assistance to Physically Handicapped, Blind, Deaf and Dumb Students etc.

**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 ( $\geq$ 1-0 lakh) during the current year.	----	03	----	----
Value of the equipment purchased during the year (Rs. in Lakhs)	----	Rs.109500.00	UGC	----
Others	----	----	----	----

## 4.2 Computerization of administration and library

**Provided the details in Annexure VI: (Page 40)**

## 4.3 Library services:

Details	Existing		Newly added		Total	
	Books		Books		Books	
	No.	Value	No.	Value	No.	Value
Text Books	8161	938513.50	580	80750.00	8741	1019263.00
Reference Books	11021	2683523.80	376	92832.00	11397	2776355.80
e-Books	93809+	N-List Membership	3041191	5750.00	N-List Membership 3135000+	5750.00
Journals & Magazines	25	33150.00	5		30	20970.00
e-Journals	6000+	N-List Membership			6000+	N-List Membership
Digital Database						
CD & Video	204				204	
Others (specify)						

#### 4.4 Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	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	56539.00
ii) Campus Infrastructure and facilities	177350.00
iii) Equipments	102040.00
iv) Others + IQAC	26725.00
<b>Total:</b>	<b>362654.00</b>



## 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
1771	588	--	--

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

Men	No	%	Women	No	%
	920	39		1439	61

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
953	141	8	702	05	1809	1251	176	21	909	02	2359

Demand ratio 1:1.5

Dropout % 6.23

#### 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  SET/SLET  GATE  CAT   
 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

423

#### 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
15	164	23	00

#### 5.8 Details of gender sensitization programmes

**Provided the details in Annexure VII: (Page 41)**

#### 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	991	2883295.00
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: No grievances registered in the college.

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

**Provided the details in Annexure VIII: (Page 42)**

#### 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

- **Provided the details in Annexure IX : (Page 43)**

##### 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

**Provided the details in Annexure X: (Page 44)**

#### 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

**Provided the details in Annexure XI: (Page 45)**

### 6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

### 6.5 Total corpus fund generated

269200.00

### 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

**Provided the details in Annexure XII: (Page 46)**

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

**Provided the details in Annexure XIII: (Page 47)**

## 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.

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 one fully equipped 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 to take SCOPE Courses which help them in their professional career.



## **Annexure I**

### **2.14: Significant Activities and contributions made by IQAC**

IQAC focused on enhancing quality in all spheres during 2016-17. Major activities undertaken by IQAC are mentioned below:

- Thalassemia Test
- Training Programme on Personality Development
- Guest Lecture
- Competitions
- Street Play on the “Current Social Issues”
- Cleanliness Week
- Celebration of Rotary Week
- Educational Tour
- Training Programme on Digital Banking, Cashless Payment and Financial Awareness
- Counselling session for G-SLET
- Elocution competition
- Elocution competition on two subjects “Demonetization – Political Agenda or A Step for the Well-being of the Nation”

## **Annexure II**

### **2.15: Plan of Action by IQAC/Outcome**

The plan of action chalked out by the IQAC

- To organise more and more seminars or workshops related to commerce and trade.
- To introduce job oriented and professional courses on a large scale.
- To establish more linkages with industry, trade, Chamber of Commerce, tax professionals and NGO's etc.
- To attract much funds from UGC under various schemes / programmes including minor and major research projects.
- To arrange a great many Guest lectures for the students to make them aware of the current issues of society, state and the world at large.
- To have recognition from the university for commencing the centre for M. Phil and Ph. D.

In order to implement the above mentioned plan of action we are to focus upon the following specific areas by giving them top priorities.

- To introduce a new course i. e. Management as special subject for the post graduate students.
- To introduce new subject i. e. Computer Application and E-Commerce as a part of new syllabus at M. Com. Part II (second year) level.
- To start training centres for professional courses like CA, ICWA, CS etc.
- To organize seminars or workshops related to commerce and trade.
- To apply for recognition from the university for commencing the centre for M. Phil and Ph. D.

## Annexure III

### Academic Calendar: From July 1, 2016 to June 30, 2017.

The following is a list of activities that reflect the goals and objectives of our institution:

Academic Calendar adhered strictly during the year 2016-017.

Month	Date	Event
May & June	30/05/2016 to 14/06/2016	Beginning of Admission Procedure for B. Com. Sem. I students
	01/05/2016 to 14/06/2016	Beginning of Admission Procedure for B. Com. Sem. III & V students
	23/05/2016 to 14/06/2016	Beginning of Admission Procedure for M. Com. Sem. I & III students
June	15/06/2016	Beginning of new semesters i. e. Semester I, III and V
	20/06/2016	Induction Ceremony for the students of Sem. I
		Beginning of Actual Teaching Days
	16/06/2016	B.Com. Sem. III and V
	21/06/2016	B. Com, Sem. I
	27/06/2016	M. Com. Sem. I and III
July	11/07/2016	Thalassemia Test by IRS, Ahmedabad: Beneficiaries: 415
	16/07/2016	Training Programme on Personality Development in association with JCI Oil City, Mehsana. Trainer: Shri Vinodbhai Vaishnav
	19/07/2016	Three programmes: 1. Orientation Programme for N. S. S. volunteers 2. Celebration of Teacher's Day (Guru Purnima) 3. Farewell function for Prof. A. D. Parmar as an N.S.S. Programme Officer
	26/07/2016 to 27/07/2016	Two Day Seminar: Topic: Creative Liveable Planet Earth Beneficiaries: B. Com. Sem. V and M. com. Sem. I/III students
	29/07/2016	A Guest Lecture on "Importance of Tree Temple i.e. Tree Plantation (Vruksha Mandir)" and the "Role of Youth for Nation Building" by Mr. Chandrakant P. Prajapati. Beneficiaries: NSS volunteers
	29/07/2016	A Guest Lecture on "Mind Power Improvement and How To Achieve Your Goal" by Ms. Diptiben Raval. Beneficiaries: B. Com. Sem. I students
August	05/08/2016	Two Competitions: 1. Mehendi Applying 2. Rangoli
	06/08/2016	Two Competitions: 1. Preparation of Various Food Items 2. Different Styles of Hair Combing
	09/08/2016	A Guest Lecture on "Banking and its Present Effects on Society" by Mr. Jalpesh Patel: Beneficiaries: B. Com. Sem. V students
	10/08/2016	Two Competitions: 1. Singing Songs 2. Mono Acting
	13/08/2016	A Programme on "Cancer Awareness" and A Guest Lecture on "Freedom from Smoking" by Human Wellness Foundation
	15/08/2016	Celebration of Independence Day: Chief Guest: Mr. K. K. Patel, Managing Trustee of our college: SVRPCCM.

	17/08/2016	Celebration of Raksha Bandhan (Tie a Sacred Thread) in association with Prajapita Brahmakumari Vishva Vidyalaya, Mehsana Participants: BK Naranbhai, BK Dharaben, BK Chhayaben, BK Janakiben from PBVV Centre, Mehsana Beneficiaries: NSS Volunteers and NCC Cadets																												
	29/08/2016 to 30/08/2016	Badminton Competition held under the banner of Hemchandracharya North Gujarat University, Patan: Beneficiaries: Selected Boys and Girls of all the colleges affiliated to the university: Achievement: Our college stood first. We are the winners.																												
September	01/09/2016	A Street Play on the "Current Social Issues" was performed in the Conference Hall by the youngsters belonging to Swadhyaya Parivar, Nagalpur Zone, Mehsana: Beneficiaries: B. Com. Sem. III students																												
	01/09/2016	A Cleanliness Week was celebrated by NSS Volunteers. An elocution competition on GREEN INDIA CLEAN INDIA and an essay competition on THE IMPORTANCE OF CLEANLINESS IN LIFE were also organised. 200 volunteers took part in the event.																												
	05/09/2016	Celebration of Teacher's Day																												
	06/09/2016 to 11/09/2016	Celebration of Rotary Week (From 06/09/2016 to 11/09/2016): Various programmes were organised under the banner of Rotary Week in association with Rotary Club, Mehsana																												
		<table border="1"> <thead> <tr> <th>Date</th> <th>Speaker</th> <th>Subject</th> <th>No. of Participants</th> </tr> </thead> <tbody> <tr> <td>06/09/2016</td> <td>Mr. S. P. Shah</td> <td>Personality Development</td> <td>223</td> </tr> <tr> <td>07/09/2016</td> <td>Mr. Sharad Shah</td> <td>Positive Attitude</td> <td>190</td> </tr> <tr> <td>08/09/2016</td> <td>Mr. Madhusudan Brahmabhatt</td> <td>Goal Setting</td> <td>200</td> </tr> <tr> <td>09/09/2016</td> <td>Mr. S. O. Gandhi</td> <td>Art of Communication</td> <td>200</td> </tr> <tr> <td>10/09/2016</td> <td>Mr. Darshan Gandhi</td> <td>Winners never quit</td> <td>198</td> </tr> <tr> <td>11/09/2016</td> <td>Mr. Rakesh Gurjar</td> <td>4 G Memory</td> <td>203</td> </tr> </tbody> </table>	Date	Speaker	Subject	No. of Participants	06/09/2016	Mr. S. P. Shah	Personality Development	223	07/09/2016	Mr. Sharad Shah	Positive Attitude	190	08/09/2016	Mr. Madhusudan Brahmabhatt	Goal Setting	200	09/09/2016	Mr. S. O. Gandhi	Art of Communication	200	10/09/2016	Mr. Darshan Gandhi	Winners never quit	198	11/09/2016	Mr. Rakesh Gurjar	4 G Memory	203
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September October	28/09/2016 to 10/10/2016	College Internal Test and Re-Test																												
October	13/10/2016	Commencement of Uni. Exam. For B. Com. III and V students																												
	19/10/2016 to 25/09/2016	An Annual NSS Camp was organised at Sanganpur in which 100 volunteers joined with enthusiasm.																												
November	11/11/2016	Commencement of Uni. Exam. For B. Com. I and M. Com. Sem. I, III students																												
October November	27/10/2016 to 09/11/2016	Diwali Vacation																												
	24/11/2016 to 25/11/2016	Educational Tour																												
November December	28/11/2016 to 04/12/2016	Mid Term Vacation																												
	28/11/2016	NSS Annual Camp at Sanganpur from 28/11/2016 to 04/12/2016																												

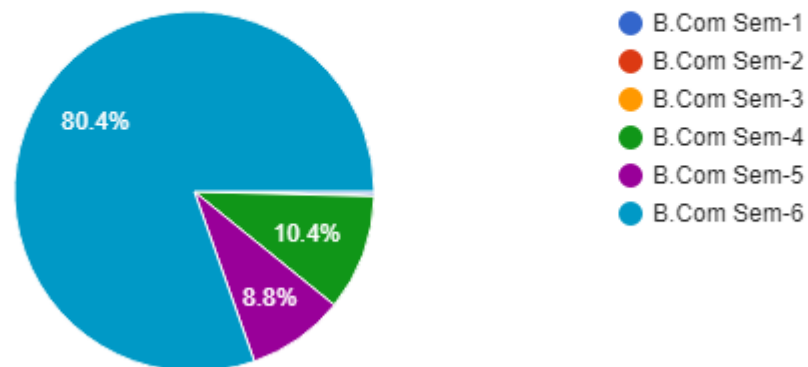
December	05/12/2016	Beginning of a new semester i. e. Sem. II, IV and VI
	10/12/2016	A Seminar on “Investment and Tax Saver Scheme Awareness” in association with Mass Consultancy Motilal Oswal organised in the college. The speakers were Shri Jagdishbhai Trivedi and Shri Jay Oza.
	25/12/2016 to 26/12/2016	Educational Tour
	25/12/2016	One day national seminar on Academic Performance Indicator (API) jointly organized by Uttar Gujarat Vanijya Adhyapak Mandal and Internal Quality Assurance Cell of Shri. V. R. Patel College of Commerce, Mehsana.
	27/12/2016	A Training Programme on Digital Banking, Cashless Payment and Financial Awareness was held. Shri K. M. Panchal, Chief Manager, SBI and Shri C. M. Darji, Training Officer remained present on the occasion.
	29/12/2016	A Training Programme on “Swachh Bharat” by NSS Unit in collaboration with Mehsana Nagar Palika. Shri Dilipbhai Trivedi, Sanitary Inspector, Shri Vikrambhai Dave and Shri Krupalbhai Barot were the guests of honour.
January	03/01/2017	A Seminar on “Opportunities in E-International Marketing” especially for the students of T. Y. B. Com. was organised. Shri Mehul Pathiyar remained present as an expert.
	05/01/2017	A counselling session for G-SLET examination was arranged. Prof. Hareshbhai Prajapati provided counselling to the students.
	07/01/2017	An elocution competition on two subjects “Demonetization – Political Agenda or A Step for the Well-being of the Nation” was held by the college. 13 students took part in this competition.
	12/01/2017	Two Competitions - Essay as well as Drawing were held in the college. 19 students took part in the essay competition and 15 students participated in the competition.
	26/01/2017	68th Republic Day was celebrated in the college. The chief guest of honour was the Managing Trustee of Sardar Vidyabhavan Trust, Mehsana named Shri K. K. Patel.
	27/01/2017	An Annual Day was held. Dr. S. P. Sharma remained present as a chief guest.
	31/01/2017	The lecture on “Vedic Mathematics” was arranged. The lecture was delivered by Prakashbhai Raychura.
February	29/02/2017	A State Level Seminar was held in collaboration with Hemchandracharya North Gujarat University Economics Adhyapak Mandal on “Impact of Demonetization on Indian Economy” and “GST and Indian Economy”. Shri K. K. Patel and Dr. B. A. Prajapati were the chief guests.
March	01/03/2017 to 02/03/2017	Annual Day Celebration and Prize Distribution Ceremony
	16/03/2017	A farewell function for both – the students of the third year and the retiring professor Dr. G. U. Rajput was organized in which Dr. S. K. Langha, DDO, Mehsana and Shri K. K. Mehsana, the Managing Trustee of Sardar Vidyabhavan Trust, Mehsana.
	28/03/2017	Beginning of University exams
April	26/04/2017	Last Day of the Semester and Meeting
May/June	27/04/2017 to 11/06/2017	Summer Vacation from 27 <sup>th</sup> April, 2017 to 14 <sup>th</sup> June, 2018

## Annexure IV

### 1.3: Feedback from students: 2016-2017

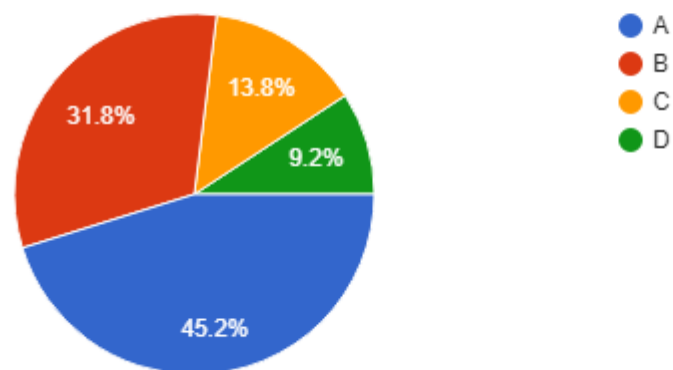
#### Class

240 responses



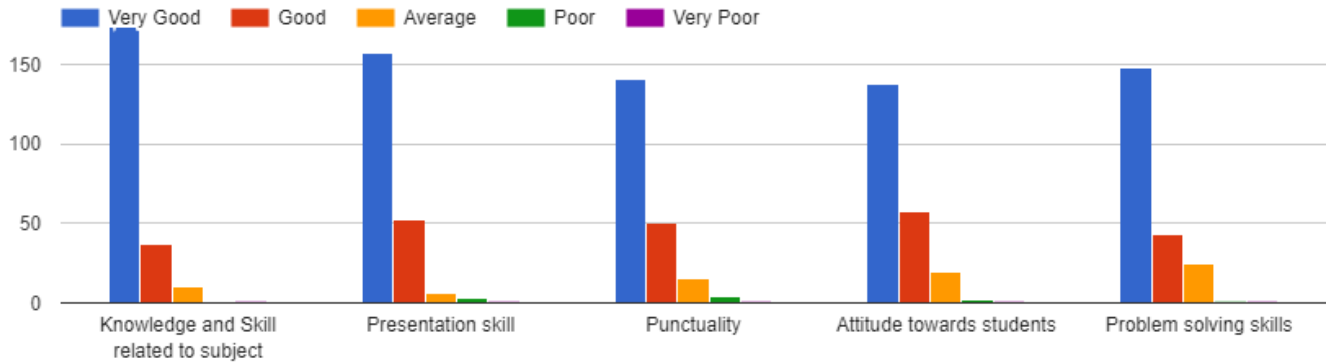
#### Division

239 responses

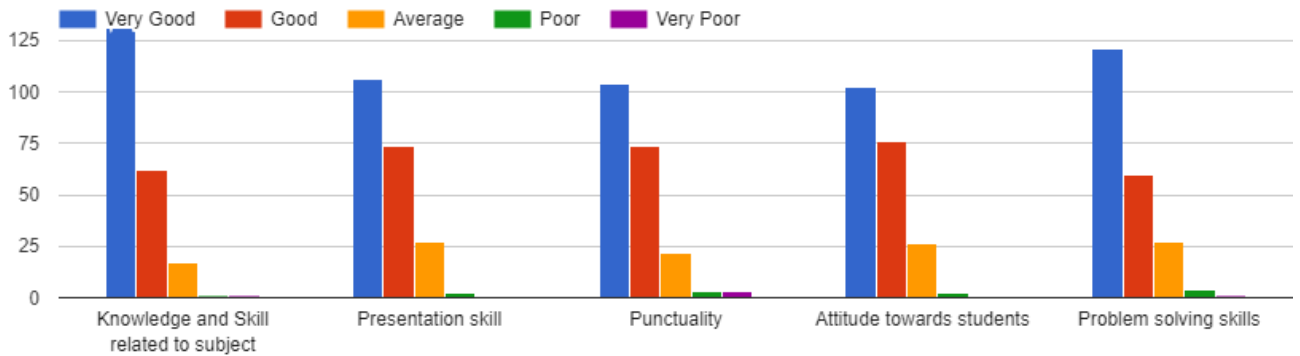




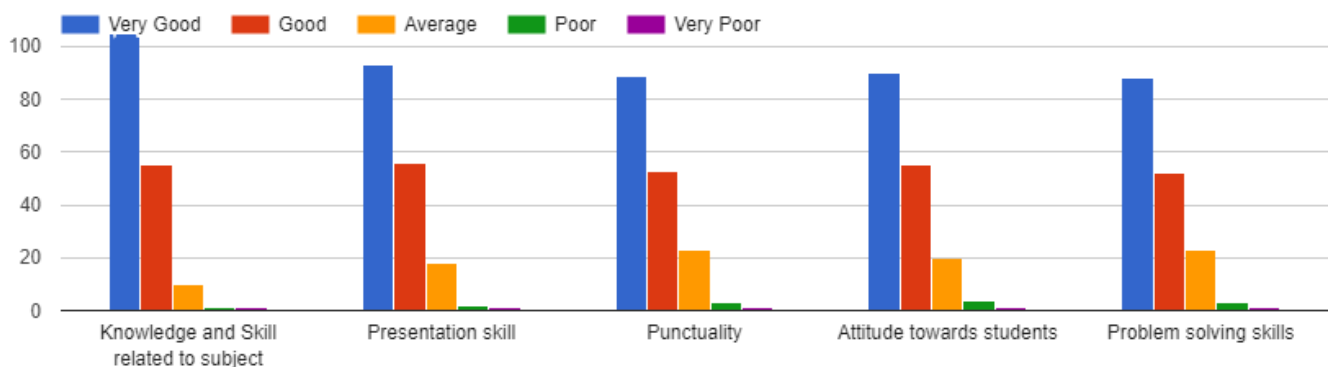
Prin. Dr. J. K. Patel



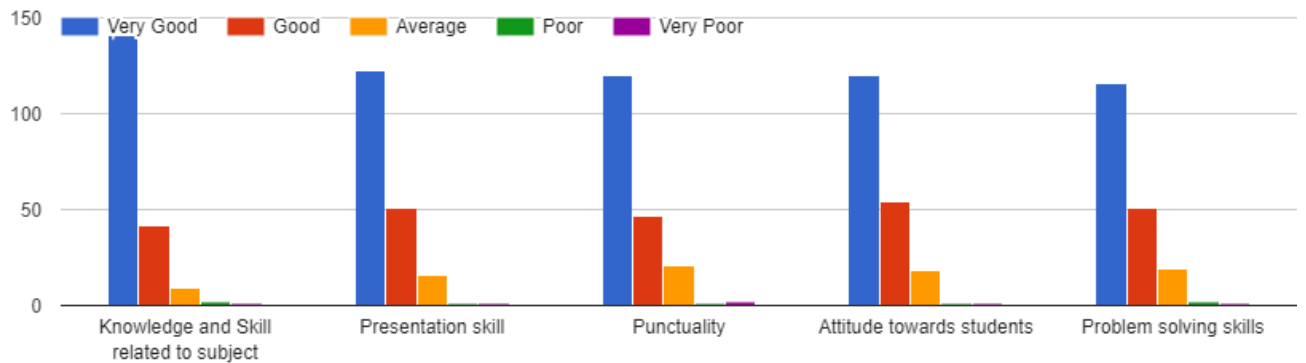
Dr. K. C. Modi



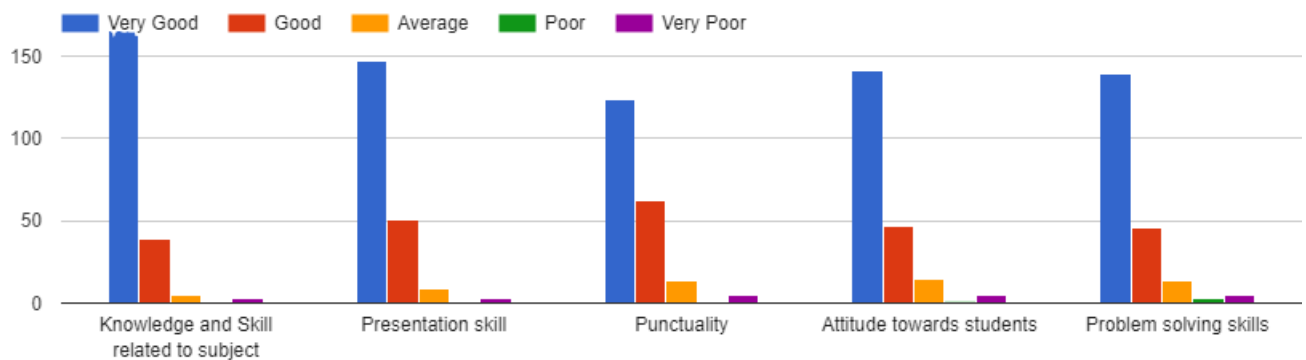
Dr. A. B. Kshatriya



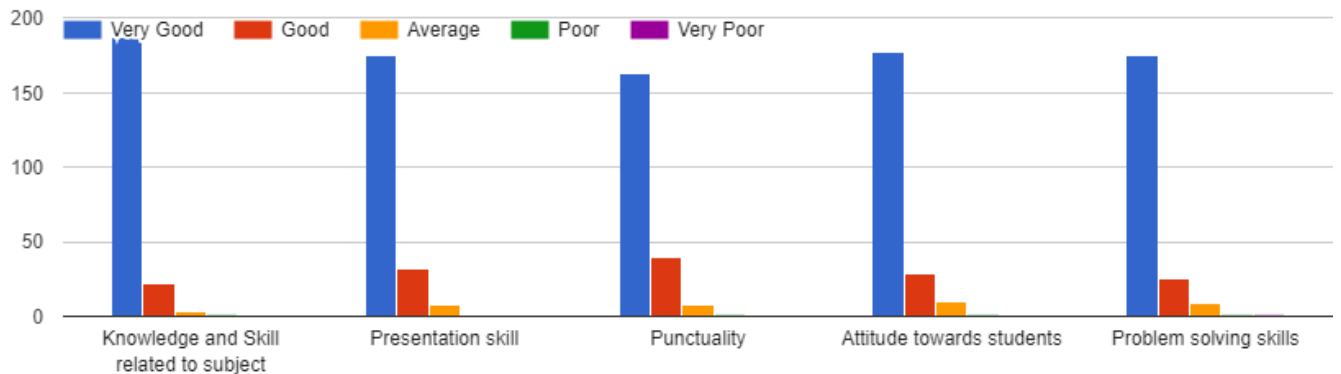
Prof. M. B. Pandya



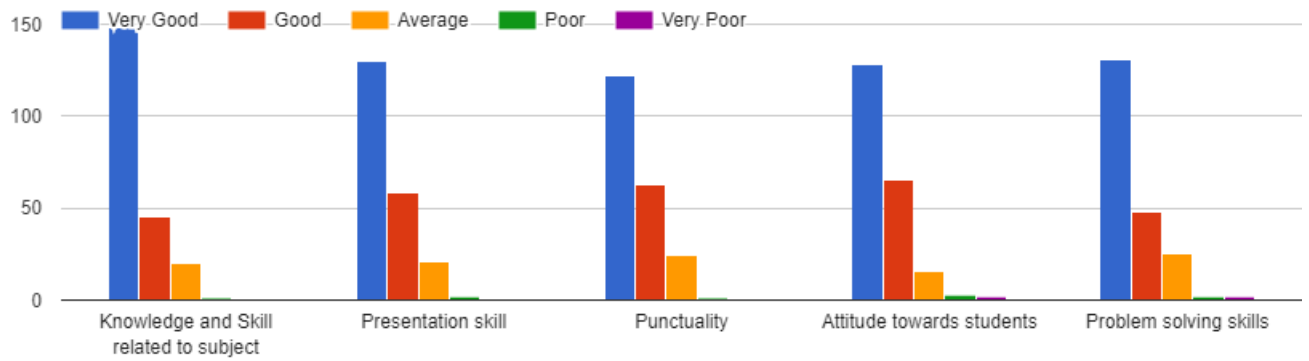
Dr. A. D. Parmar



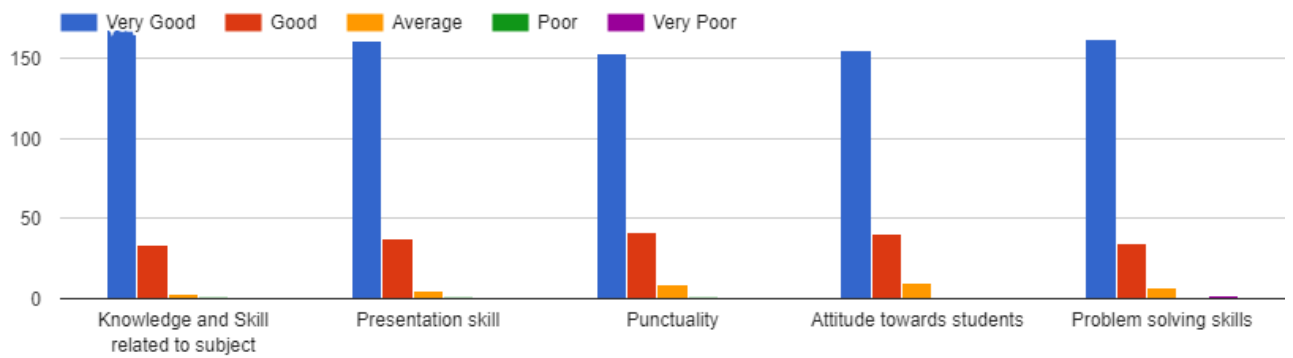
Prof. V. B. Patel



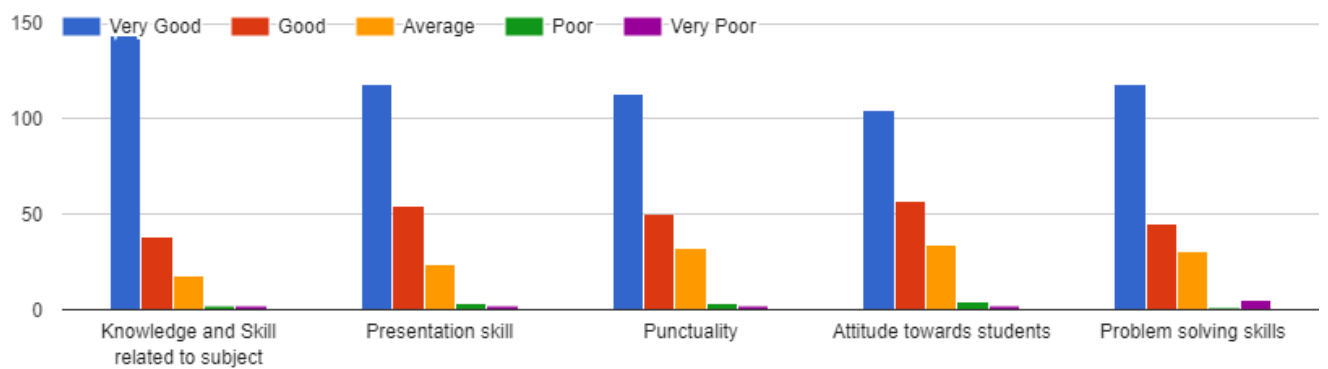
### Dr. H. S. Viramgami



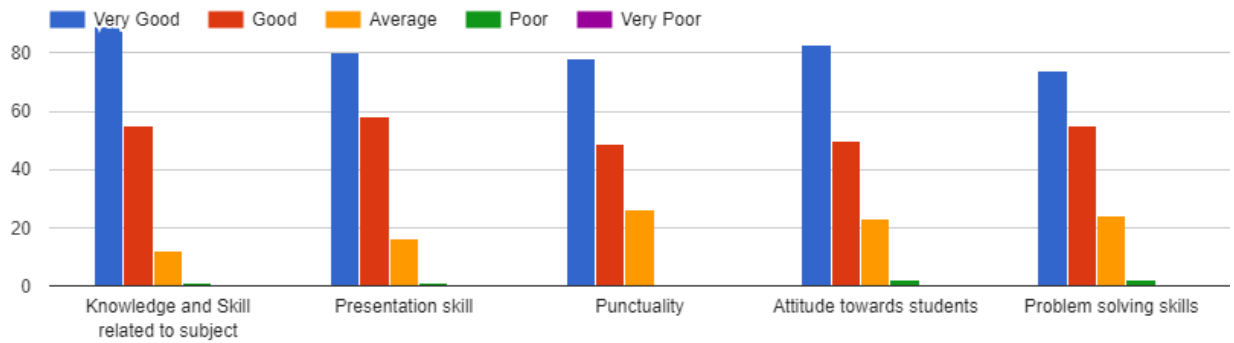
### Prof. Viralbhai Kedaria



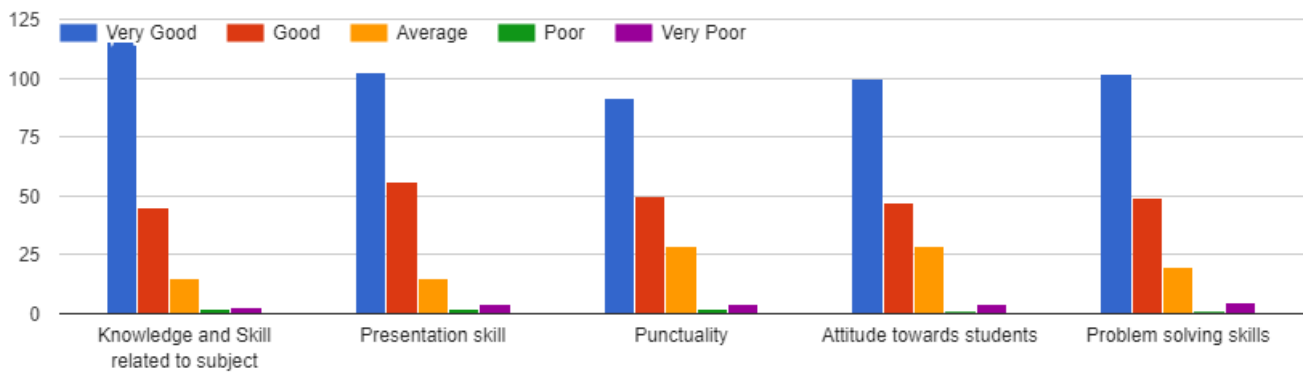
### Prof. S. O. Gandhi



Prof. R.N.Desai

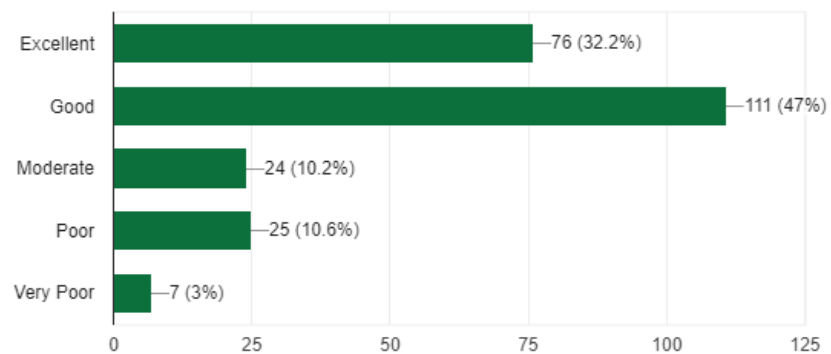


Prof. J. I. Prajapati



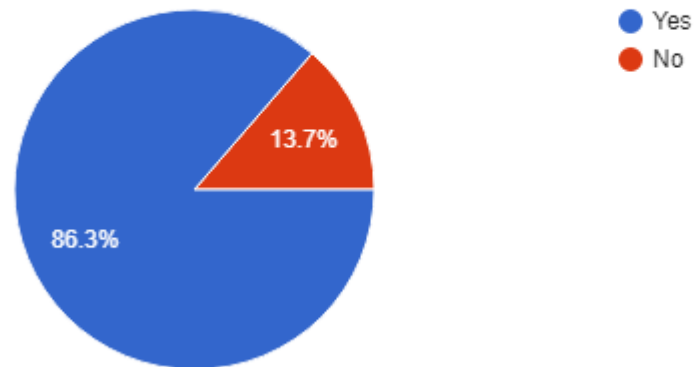
1. What is your opinion regarding the facilities provided by the college?

236 responses



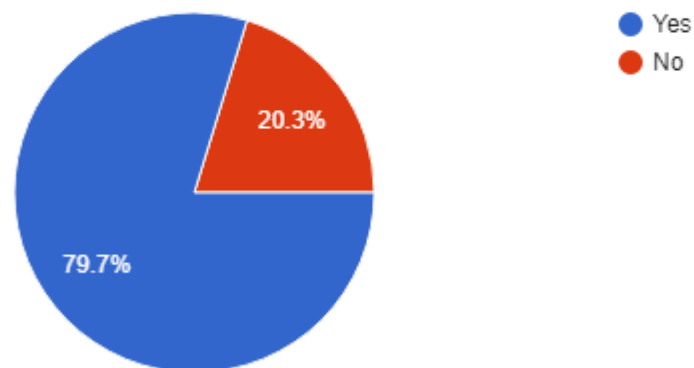
## 2. Is there a girls' room in the college?

227 responses



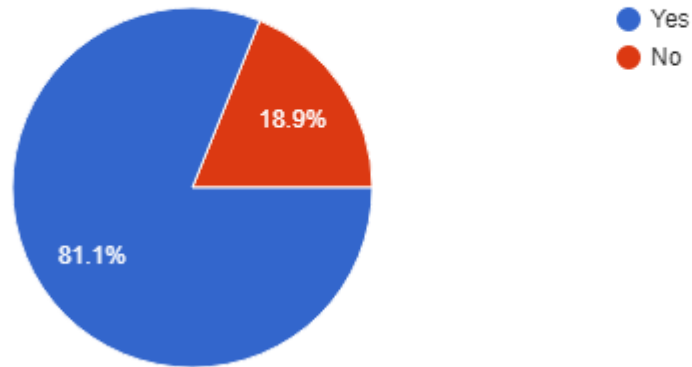
## 3. Does the college have ample space for playing outdoor games?

227 responses

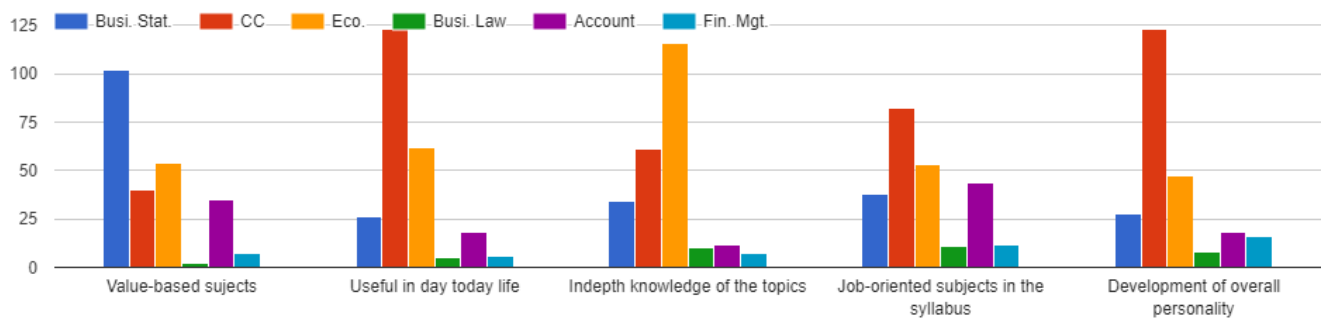


#### 4. Are you happy with the facility provided to the students?

233 responses



Features:



## Annexure V

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

The college has bought different modern teaching aids to make the teaching and learning 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.

## **Annexure VI**

### **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.



## Annexure VII

### 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 1<sup>st</sup> 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.

## **Annexure VIII**

### **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:**

- 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.
- 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.

## **Annexure: IX**

### **6.3.2 Teaching and Learning**

#### **Teaching:**

#### **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 has been launched 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 have purchased laptops 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.

#### **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 Saptdhara 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.

## **Annexure X**

### **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

## Annexure XI

### 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%

## **Annexure XII**

### **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.

## **Annexure XIII**

### **6.14: 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 Arduasi, 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.

## **Annexure XIV**

### **7.3: Best Practice I**

#### **1. Title of the Best Practice I:**

Clean College Mission

#### **2. Goal:**

The college has undertaken “Clean College Mission” very effectively since academic year 2016-17. 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 prominent places and students are directed to throw litters only in the dustbins. With the joint efforts of the teaching, non-teaching staff and the students, the college appears clean, bright and green.

#### **3. The Context:**

The college campus consists of more than 5000 students studying in various subjects. It has a big ground in which there is a facility of playing variety of games too. Our 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 holding a meeting of the staff members and SRC (Student Representative Council), the principal of the college Dr. J. K. Patel 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 contribute actively to the Cleanliness Drive and make great endeavours to make the campus neat and clean.

#### **4. The Practice:**

Two NSS Units of our college organise two types of activities:

##### **1. Regular Activities 2. Annual Camp (Shibir) Activities:**

1. Regular Activities: As a part of regular activities of NSS the volunteers clean the college campus on regular intervals. The volunteers clean the streets of the adopted village on regular intervals also. NSS volunteers along with the appointed sweepers do clean the classrooms on specific occasions like Teachers’ Day Celebration, Annual Day Celebration, various competitions etc.

2. Annual Camp Activities: As a part of annual camp activities of NSS the volunteers clean the place where they are supposed to stay for seven days and the streets of the village selected by the college for organising the annual camp. Even the villagers join their mission of cleaning the streets of the village.

#### **5. Evidence of Success:**

The students cultivated the habit of throwing litters 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.

#### **6. Problems Encountered and Resources Required:**

The initial phase of the Cleanliness Drive was quite challenging because the students coming from rural areas were not accustomed to the habit of throwing rubbish into dustbins. They were, therefore, mentored and guided to make it a habit to throw rubbish into the dustbins which have been kept at particular places in the college campus. Gradually, they inculcated the practice and decided to make their own institute look like a paradise.



## **7.3: Best Practice II**

### **1. Title of the Practice II:**

Computer Literacy

### **2. Goal:**

With the advent of technology the need for computer literacy is on the rise in the modern world. In order to be in tune with the time we thought of establishing a well-furnished computer lab. in our college. We were quite aware of the fact that no progress in the field of education can be made in absence of computer literacy. Computer literacy is a must now a days. Having realized the usefulness of a computer-based education, we have set up a computer lab. in our college.

### **3. The Context:**

- To make the students familiar with the latest accounting systems especially TALLY and GST.
- To enhance their employment opportunities.
- To encourage the students to keep themselves in constant touch with the modern world where technology has become perennial source of information.

### **4. The Practice:**

- We have a well-equipped computer lab. put up in 1986. When we set it up for the first time, we had only two computer sets without Internet access. At present we have 42 computers, 8 printers, 1 scanner and 1 multi-media projector as well. We have more than 120 students who offered “Computer in Business Operation” as a subsidiary subject at F.Y. and S.Y.B.Com. We were the first in the entire university to introduce the computer laboratory and to offer a computer-related subject to the students.
- We have started a Special Training Programme in Accounting Software (Tally) with the minimum fee structure in order to make the students keep abreast the knowledge of accountancy.
- We hold campus interviews to provide employment opportunities to graduate and postgraduate students. We have had good response from well-known companies of our city.
- We organize computer-based quiz with a view to increasing the students’ proficiency in computer application.

### **5. Evidence of Success:**

With the technological advancement and invention of computer there has been a great demand for computer literates i.e. young men and women in large business houses in the present era. The great companies easily take up the students who gain computer proficiency. Popular companies have recruited many students of our college so far. Well-known banks such as ICICI, HDFC, UTI (AXIS) etc. have offered jobs to our students in recent years. Great firms and banks have absorbed more than 200 students so far.

- Our Computer Centre has been named after the Mehsana Nagarik Sahakari Bank because they have donated Rs.5,11,111/- for the establishment of the computer lab.
- One of our colleagues named Ms. Alkaben Kshatriya, who is a member of the Rajya Sabha at present, donated 18 computers to our lab. in 2006.
- The regular expenditure is borne by the institution itself.

### **6. Problems Encountered and Resources Required:**

- At the initial stage we didn’t have a full-time computer programmer who could handle the things concerned with the lab. And that is why we had to allot this workload to one of our full time lecturer in Statistics and Orientation Course, conducted by the university, provided him with adequate training.
- The students were initially hesitant and not desirous of opting for “Computer in Business Operation” as a subsidiary subject at F.Y. and S.Y.B.Com. level since they were not well acquainted with the computer-based education. They were highly motivated by the principal and the faculties as well.

## Annexure XV

### 7.6 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.