


SHRI V. R. PATEL COLLEGE OF COMMERCE

MEHSANA-384002



The Annual Quality Assurance Report (AQAR)

SHRI V. R. PATEL COLLEGE OF COMMERCE



MEHSANA-384002

2017 - 2018

Managed by Sardar Vidyabhavan Trust, Mehsana.

Accredited: "A" Grade by NAAC

Annual Quality Assurance Report

2017 - 2018

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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, 2017 to June 30, 2018)

Part – A

AQAR for the year (for example 2013-14)

2017-2018

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

Name of the Head of the Institution:

DR. JAGDISHBHAI KACHARABHAI PATEL

Tel. No. with STD Code:

9409529214

Mobile:

09824611004

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

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

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|-------|-----------------------|-----------------|
| 1 | 1 st Cycle | B+ | 75.50 | March 31, 2007 | March 31, 2012 |
| 2 | 2 nd Cycle | A | 03.02 | May 5, 2014 | May 04, 2019 |
| 3 | 3 rd Cycle | --- | --- | --- | --- |
| 4 | 4 th Cycle | --- | --- | --- | --- |

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

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

- i. AQAR: 2014 –15 submitted to NAAC on 19 - 10 - 2015.
- ii. AQAR: 2015 –16 submitted to NAAC on 30 - 06 - 2017.
- iii. AQAR: 2016 –17 submitted to NAAC on 13 - 05 - 2018.
- iv. AQAR: 2017 - 18 submitted to NAAC on 31 - 12 - 2018.

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency Approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Physi. 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="04"/> |

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

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 |
|---|--------------|
| • Provided the details in Annexure II: (Page 28) | |

- **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 | -- | -- | -- |
| 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 IV: (Page 32 to 37)

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 | Assistant Professors | Associate Professors | Professors | Others: Principal + Part Time Faculty |
| | 10 | 08 | 00 | 00 | 02 |

2.2 No. of permanent faculty with Ph.D.

| | | | | | | | | | | |
|---|----------------------|----|----------------------|----|------------|----|--------|----|-------|----|
| 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 |
| | 00 | 09 | 00 | 00 | 00 | 00 | 00 | 00 | 00 | 09 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 02 | 06 | 02 |
| Presented papers | 01 | 06 | 02 |
| Resource Persons | 00 | 01 | 01 |

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

Provided the details in Annexure V: (Page 38)

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

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|---------------|-------|-------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| B. Com. | 1652 | 05.75 | 11.82 | 00.61 | 69.09 | 87.16 |
| M. Com. | 497 | 18.11 | 18.11 | 01.21 | 43.46 | 80.89 |

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 | 00 |
| 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 (FDP by KCG) | 09 |

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 | 10 | 00 | 03 |
| Technical Staff | 01 | 00 | 00 | 00 |

Criterion – III

3. Research, Consultancy and Extension

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

The following initiatives have been taken by the institution to promote Research Climate in the institution.

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

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications:

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 00 | 00 | 06 |
| Non-Peer Review Journals | 00 | 00 | 00 |
| e-Journals | 00 | 00 | 00 |
| Conference proceedings | 00 | 00 | 00 |

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 | ---- | 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="14"/> | State level | <input type="text" value="13"/> |
| National level | <input type="text" value="01"/> | International level | <input type="text" value="--"/> |

3.22 No. of students participated in NCC events:

| | | | |
|------------------|---------------------------------|---------------------|---------------------------------|
| University level | <input type="text" value="--"/> | State level | <input type="text" value="12"/> |
| National level | <input type="text" value="06"/> | International level | <input type="text" value="--"/> |

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

| | | | | | |
|------------------|---------------------------------|---------------|---------------------------------|-----|---------------------------------|
| University forum | <input type="text" value="--"/> | College forum | <input type="text" value="03"/> | NCC | <input type="text" value="--"/> |
| NSS | <input type="text" value="03"/> | Any other | <input type="text" value="--"/> | | |

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.
- Clean India campaign
- Tobacco prohibition campaign

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. | ----- | ----- | 4.33 acre |
| Class rooms | 19 | Under Construction | Management | 19 |
| Laboratories | 02 | ----- | Management | 02 |
| Seminar Halls | 01 | ----- | Management | 01 |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | ---- | 02 | College | 02 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | ---- | Rs. 137500.00 | College | ---- |
| Others | ---- | ---- | ---- | ---- |

4.2 Computerization of administration and library

Provided the details in Annexure VI: (Page 39)

4.3 Library services:

| Details | Existing | | Newly added | | Total | |
|----------------------|----------------------------------|----------------------|----------------------------------|---------|----------------------------------|----------------------|
| | Books | | Books | | Books | |
| | No. | Value | No. | Value | No. | Value |
| Text Books | 8741 | 1019263.50 | 25 | 750.00 | 8766 | 1020013.50 |
| Reference Books | 11397 | 2776355.80 | 26 | 4779.00 | 11423 | 2781134.80 |
| e-Books | N-List Membership 3135000+ | 5750.00 | N-List Membership 3135000+ | 5900.00 | N-List Membership 3135000+ | 5900.00 |
| Journals & Magazines | 30 | 20970.00 | | | 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 up-gradation (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 | 56271.00 |
| ii) Campus Infrastructure and facilities | 00 |
| iii) Equipments | 27403.00 |
| iv) Others + IQAC | 5750.00 |
| Total: | 89424.00 |

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 |
|------|-----|--------|--------|
| 1659 | 516 | -- | -- |

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

| | | | | | |
|-----|-----|-------|-------|------|-------|
| Men | No | % | Women | No | % |
| | 906 | 41.65 | | 1269 | 58.35 |

| Last Year | | | | | | This Year | | | | | |
|-----------|-----|----|-----|-----------------------|-------|-----------|-----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 1251 | 176 | 21 | 909 | 02 | 2359 | 1108 | 143 | 22 | 901 | 01 | 2175 |

Demand ratio 1:1.4

Dropout % 4.41

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

We invite experts of varied fields for career-related guidance of various academic fields in order to make the students aware of the employment opportunities in India and abroad as well. The students are also provided with the books concerned with competitive exams. They are motivated to make use of computers with internet access for gathering knowledge related to competitive exams also.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS 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

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 |
| 01 | 25 | 05 | 57 |

5.8 Details of gender sensitization programmes

Provided the details in Annexure VII: (Page 40)

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 | 870 | Directly deposited in the bank |
| 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 41)

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 42)**

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 43)

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 44)

6.4 Welfare schemes for

| | |
|--------------|----------|
| Teaching | --- |
| Non teaching | --- |
| Students | 85180.00 |

6.5 Total corpus fund generated

1080737.00

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 45)

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 46)

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)

- We celebrated the birth anniversary of Swami Vivekananda. A guest lecture was arranged. We invited Dr. Rajesh Makwana from Arts and Science College, Mehsana to deliver the speech on “Vivekananda – the Role Model for the Modern Youth”.
- Under the banner of NSS regular and off-campus activities were performed in order to inculcate the virtues associated with social services among the volunteers. NCC Cadets were motivated to render their services to the nation after the completion of their study. Sports persons were highly encouraged by making them participate in most of the games and sports organized by the college and university as well. They were asked to bring glory to the college by becoming champions in all games.
- We organize tree plantation programme every year to make the playground look green by planting a number of trees on its borderline. This year we did the same thing.
- Cleanliness is next to Godliness. We carried out the Cleanliness Drive this year and cleaned the entire campus with the help of the students. We inculcated the virtue of cleanliness among the students by making them follow the footsteps of our PM Shri Narendrabhai Modi with regard to cleanliness.
- The seminar under the aegis of Uttar Gujarat Vanijya Vartul, we organized one seminar to make the students aware of the recently introduced changes related to commerce and trade by the Government of India.
- More than five guest lectures for the students were arranged to make them aware of the current issues of society, state and the world at large.
- We made the students participate in the Election-oriented Awareness Programme organized under the protection of Gujarat Government. All the students took vows to exercise their franchise without fail and elect the right government in the days to come and especially the Parliamentary election. We made them understand the significance of casting votes in order to exercise their rights for electing the deserving politicians.

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

Provided the details in Annexure: XIV (Page No. 47 to 49)

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 every year 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: XV: (Page No. 50 to 51)

8. Plans of institution for next year

- To renovate and paint the entire building of the college
- To make a preparation for the NAAC Cycle III procedure
- To orient the students for the competitive exams
- To organise a book fair
- To go for cleanliness drive
- To organise more and more co-curricular and extra-curricular activities in order to explore the hidden potentialities of the students
- To motivate the faculties to do more research-oriented activities so that they can enrich the knowledge of the students



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

Annexure I

2.14: Significant Activities and contributions made by IQAC

IQAC focused on enhancing quality in all spheres during 2017-18. Major activities undertaken by IQAC are mentioned below:

- Took an initiative for the Induction programme for freshers i.e. B. Com. Sem. I Students
- Conducted Thalassemia Test
- Organised the following events:
 - Training Programme on Personality Development
 - Seminars on general topics and topics related to subjects prescribed for detailed study
 - Expert talks on syllabus-related topics
 - Educational Tour
 - Elocution competition to make the students better orators
 - Various competitions to explore hidden potentialities of students etc.
- Incorporated Cleanliness drive into the routine work
- Performed
 - Various activities related to women development and gender sensitization
- Motivated the experts to engage DELL/SCOPE/Competitive exam classes in order to make the students aware of the present demands of the society in particular and the world in general
- Encouraged the students to celebrate
 - Birth anniversary of national leaders
 - Teacher's day
 - Local festivals
 - Great days
 - Navratri
 - Annual day etc.

Annexure II

2.15: Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC

- To celebrate the days commemorating the achievements of great people with a view to develop personalities of the students.
- To make the students understand the importance of extra-curricular activities especially related to NSS, NCC, Sports, Cultural Programmes etc.
- To make the playground look green by planting a number of trees on its borderline.
- To inculcate the virtue of cleanliness among the students in order to make them follow the footsteps of our PM Shri Narendrabhai Modi (with regard to cleanliness).
- 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 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 make the students understand the value of casting votes in order to exercise their rights for electing the deserving politicians.

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 celebrate the days related to the achievements of great people.
- To inspire the students to engage themselves in extra-curricular activities like NSS, NCC, Sports etc.
- To celebrate the day “Tree Plantation” with a spiritual outlook i. e. God resides in trees and they need to be worshipped every day.
- To clean the campus as well as college building at regular intervals because it is rightly believed that cleanliness is next to godliness.
- To organize seminars or workshops related to commerce and trade.
- To arrange an expert lecture on Casting of Votes.

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 |
|--------|------------|---|
| July | 01/07/2017 | Online Admission Procedure was on for the students of B. Com. Sem. III, Sem. V and M. Com. Sem. III students |
| | 08/07/2017 | Celebration of Guru Purnima and Farewell function for Prof. R. N. Desai who was selected as a principal at Chanasma College |
| | 18/07/2017 | Appointment of Class Representatives |
| | 20/07/2017 | Conducted IQ Test for the B. Com. Sem. III students |
| August | 05/08/2017 | Talent Morning |
| | 08/08/2017 | Essay Writing Competition on the following topics was held: 1. Vaishnav Jan To Tene Re Kahiye (Who could be called a man of great stature?) 2. Mahushya Tu Bada Mahan Hai (O Man: You are great) |
| | 09/08/2017 | Elocution Competition on the following topics was held: 1. Vaishnav Jan To Tene Re Kahiye (Who could be called a man of great stature?) 2. Mahushya Tu Bada Mahan Hai (O Man: You are great) 7 Students took part in it. The winners were: 1. Prajapati Mittal K. 2. Suthar Manish N. 3. Zala Minaxi K. |
| | 10/08/2017 | Ragoli competition: Winners: 1. Suthar Manish 2. Raval Krupa 3. Amin Mittal |
| | 10/08/2017 | Competition for Preparation of Food Items (Vanagi Spardha): Winners: Prajapati Dharini 2. Prajapati Frena 3. Patel Reena |
| | 11/08/2017 | Hair Combing Competition: Winners: 1. Patel Shraddha 2. Solanki Semroz 3. Darji Anjali |
| | 11/08/2017 | Mehendi Applying Competition: Winners: 1. Kushwah Pooja 2. Prajapati Devanshi 3. Prajapati Priyanks |
| | 10/08/2017 | Organization of NSS Annual Camp at 10/08/2017 to 16/08/2017 at Zaloya near Suigam of Banaskantha district. |
| | 11/08/2017 | A Guest Lecture by Dashrathbhai Desai on History subject under the banner of GPSC CLASS II preparation. |
| | 15/08/2017 | Celebration of Independence Day |
| | 18/08/2017 | A Guest Lecture by Prashant Panchal on Bank P. O. subject under the banner of GPSC CLASS II guidance. |
| | 31/08/2017 | Organised an Orientation Programme on Importance of Legal Education for women S. M. Shah Law college, Mehsana. |
| | 31/08/2017 | A campus interview by Vodafone company. |

| | | |
|---------------------|--------------------------------|--|
| September | 07/09/2017 | A Tablet Distribution Ceremony for the students of B. Com. Sem. I was organised by the Government of Gujarat under the presidentship of Shri Nitinbhai Patel, the Deputy Chief Minister of Gujarat. |
| | 14/9/2017 | Beginning of First Internal Evaluation |
| October | 03/10/2017 | Beginning of University Examination of B. com. Sem. III & V |
| | 03/10/2017 | Declaration of Result of First Internal Evaluation of B. Com. Sem. III & V |
| | 09/10/2017 | Declaration of Result of First Internal Evaluation of B. Com. Sem. I & M. Com. Sem. V |
| October November | 16/10/2017 to 05/11/2017 | Diwali Vacation |
| November | 07/11/2017 | Beginning of the second semester |
| December | 29/12/2017 to 30/12/2017 | An industrial visit to Adani Industries at Mundra by 76 students of M.Com. students |
| January | 03/01/2018 | A guest lecture on “Art of Living” by the faculties named Kumari Ruchita Shah, Mrs. Sunita Mandal and Mrs. Kusum Shah from Art of Living Centre, Ahmedabad. |
| | 04/01/2018 | A guest lecture on “Personality Development” by Mr. Madhusudan Brahmhatt |
| | 12/01/2018 | A guest lecture on ‘Vivekananda – the Role Model for the Youth’ by Prof. Rajesh Makwana from Arts and Commerce College, Mehsana. |
| | 25/01/2018 | All the students of the college took a vow to exercise their rights to cast votes at the time of any election held in India without any sort of fear. |
| February | 05/02/2018 to 12/02/2018 | Term Paper Collection and Presentation by the students |
| | 19/02/2018 to 27/02/2018 | Internal Test for the students belonging to B. Com. Sem. II, IV, VI and M. Com. Sem. II, IV. |
| | 28/02/2018 | 1. Prize Distribution Ceremony was organised. Mr. K. K. Patel, the Managing Trustee, remained present as the chief guest and distributed the prizes among the winners. 2. Farewell function was also arranged on the same day after the Prize Distribution Ceremony was over. Mr. Manubhai Choksi, a reputed industrialist from the town, presided over the function and delivered a presidential speech. |
| March | 05/03/2018 to 08/03/2018 | Beginning of Re Test (Internal) for the students belonging to B. Com. Sem. II, IV, VI and M. Com. Sem. II, IV. |
| | 20/03/2018 to 27/03/2018 | University Examination for the students of B. Com. Sem. IV and VI. |
| March April | 29/03/2018 to 04/04/2018 | Central Assessment at the University Campus, Patan |

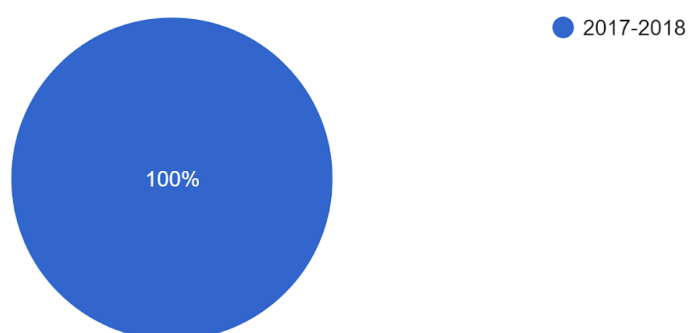
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|----------------------|--------------------------------|---|
| April | 05/04/2018 to 08/04/2018 | Preparation of Internal Exam Mark sheets and uploading them on the college website |
| | 09/04/2018 to 21/04/2018 | University Examination for the students of B. Com. Sem. II as well as M. Com. Sem. II & IV. |
| April May June | 27/04/2018 to 11/06/2018 | Summer Vacation |
| June | 12/06/2018 | Beginning of New (First) Semester : (New Academic Year) |
| | 12/06/2018 | Admission procedure/Preparation of Time Table i. e. Academic Calendar |
| | 19/06/2018 | Induction Ceremony for the New Entrants i. e. B. Com. Sem. I students |
| | 20/06/2018 | Commencement of Teaching |
| | 21/06/2018 | Celebration of International Yoga Day |
| | 22/06/2018 | Farewell Function for the faculty named Mr. Viralbhai Kedariya |
| | 25/06/2018 | Meeting of Class Representatives |
| | 28/06/2018 | Prepared RUSA grant proposal |

Annexure IV

1.3: Feedback from students

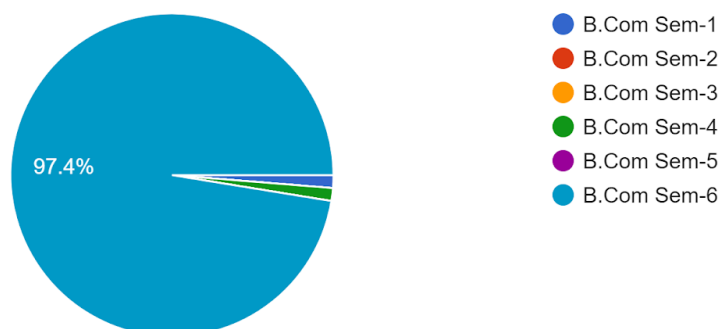
Current year

78 responses



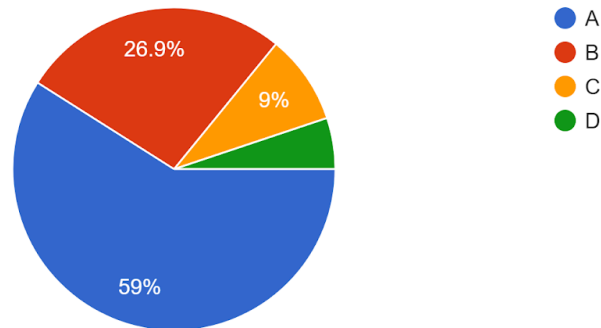
Class

78 responses

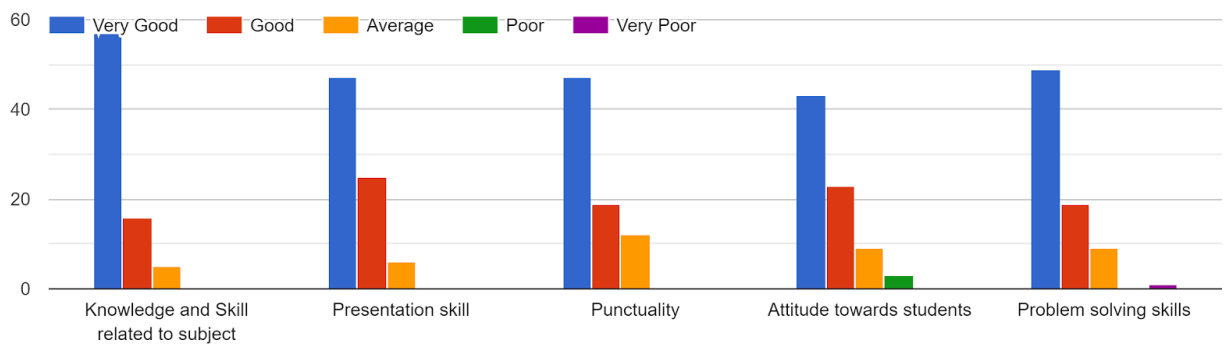


Division

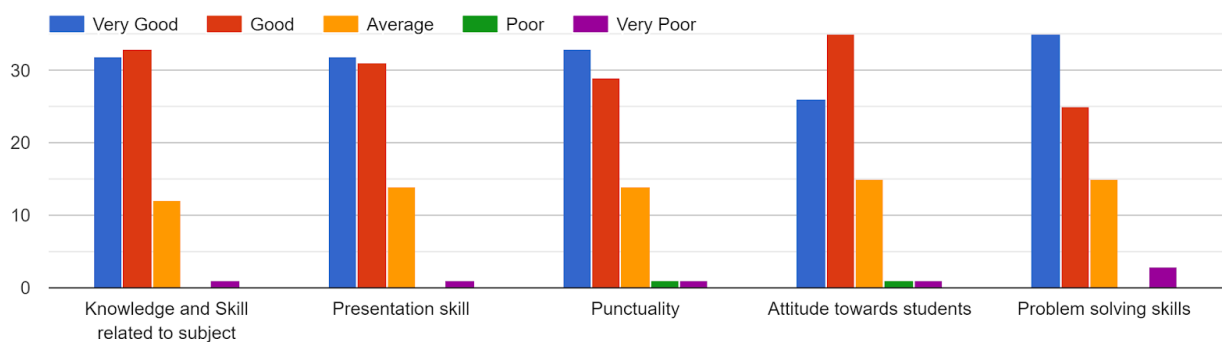
78 responses



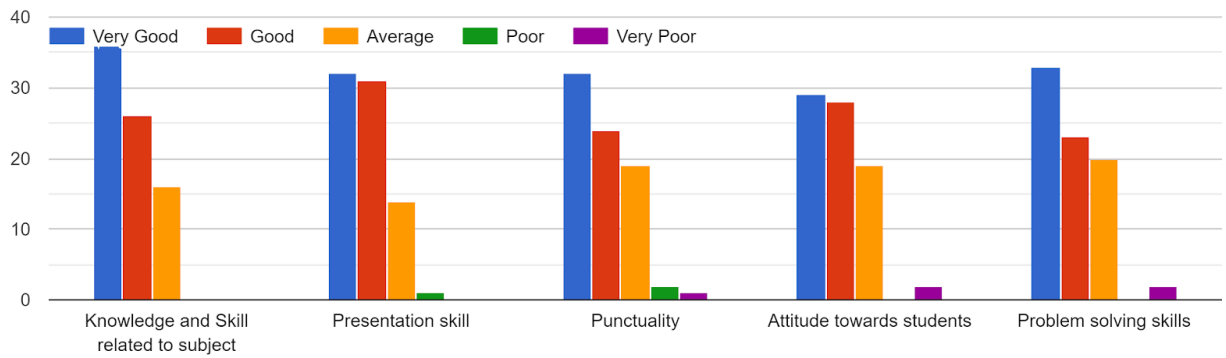
Prin. Dr. J. K. Patel



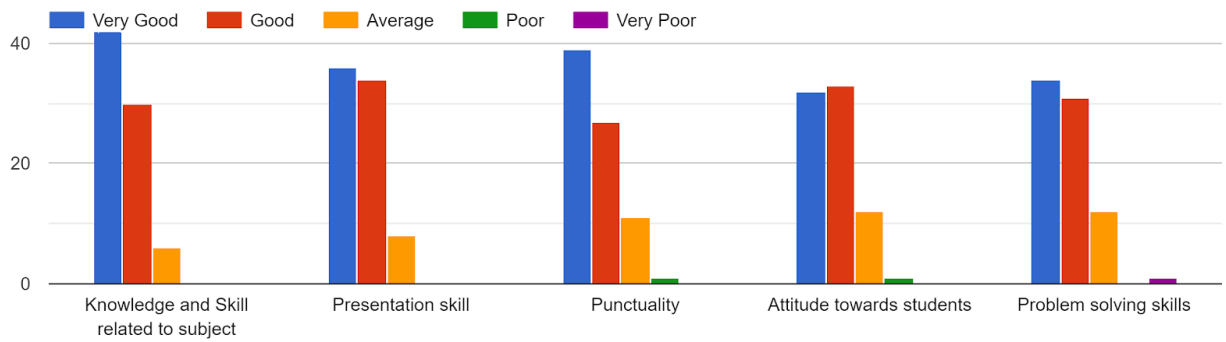
Dr. K. C. Modi



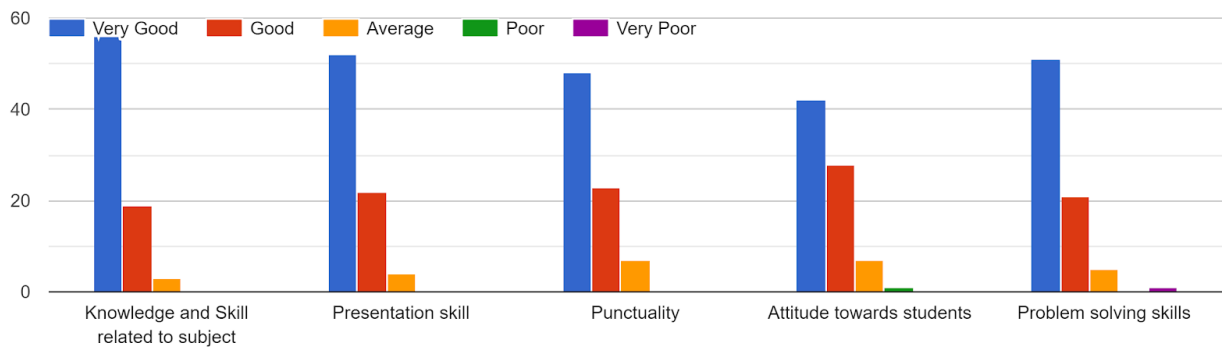
Dr. A. B. Kshatriya



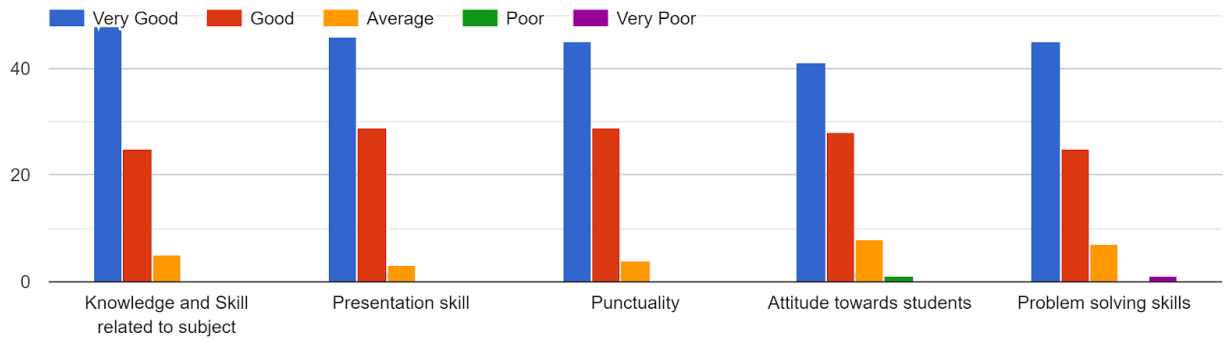
Prof. M. B. Pandya



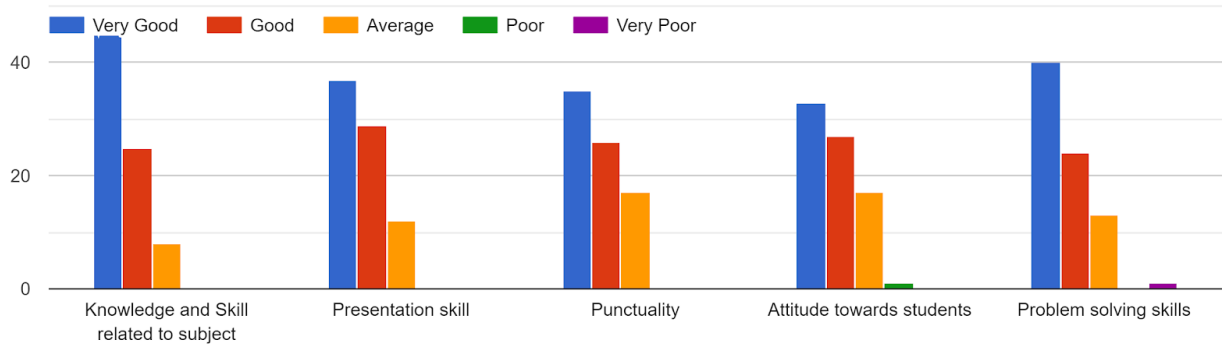
Dr. A. D. Parmar



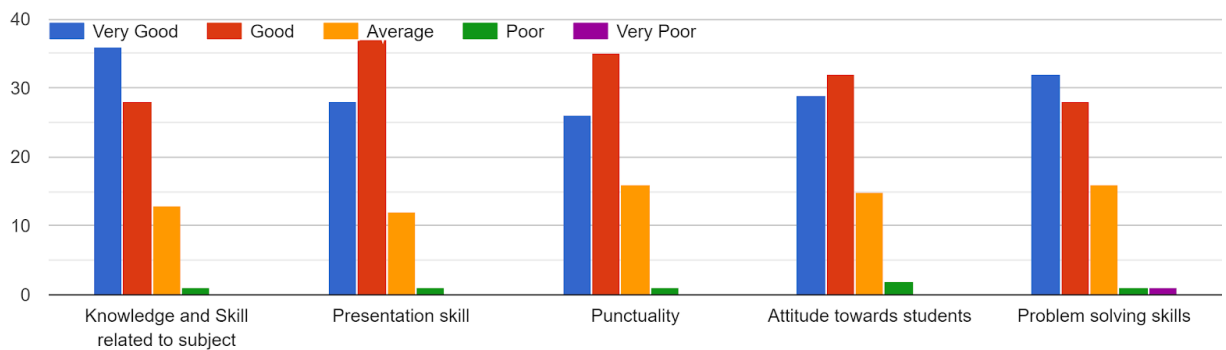
Prof. V. B. Patel



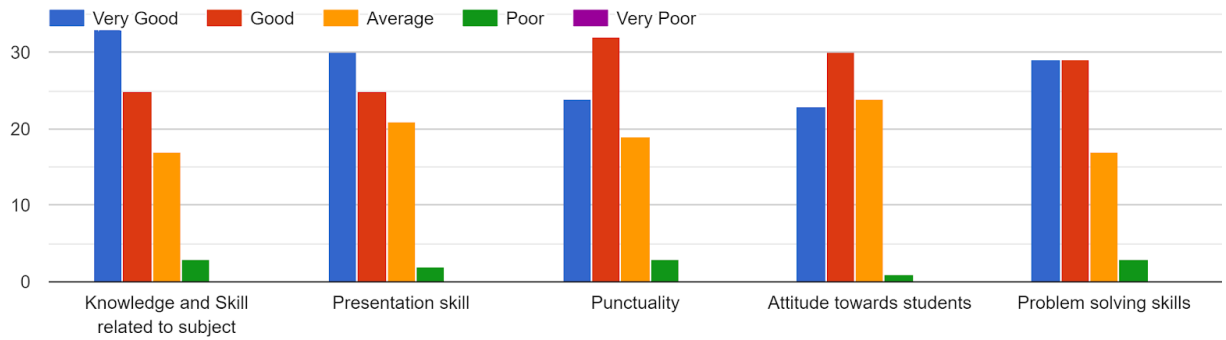
Dr. H. S. Viramgami



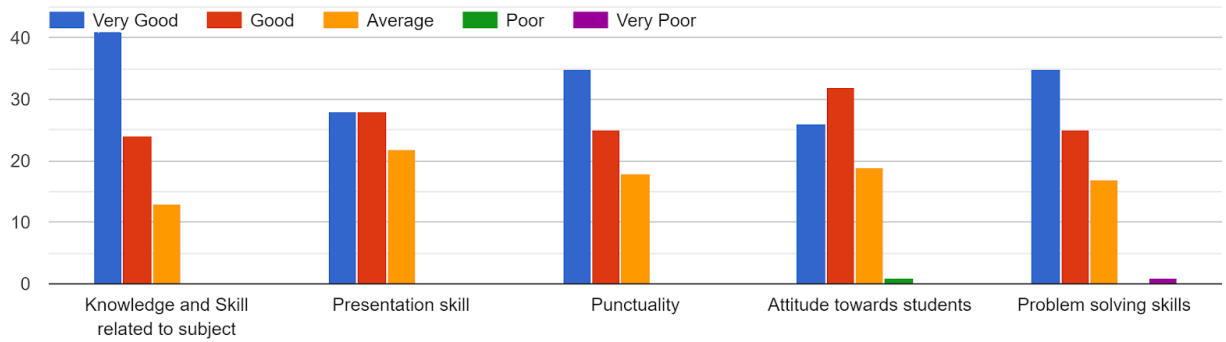
Prof. Viralbhai Kedaria



Prof. S. O. Gandhi

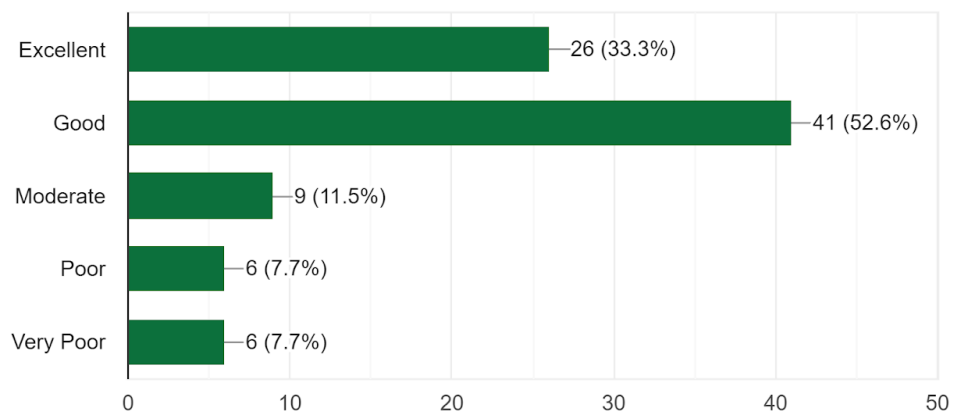


Prof. J. I. Prajapati



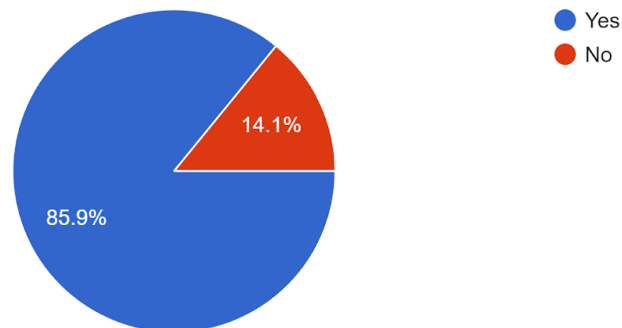
1. What is your opinion regarding the facilities provided by the college?

78 responses



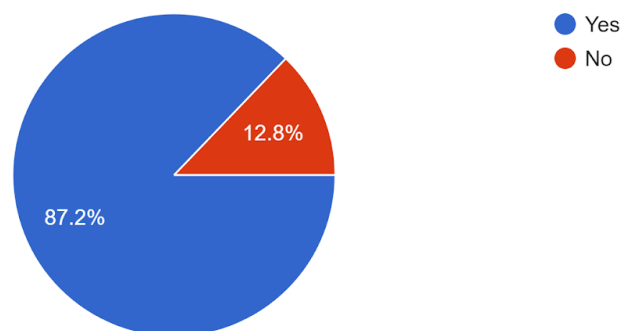
2. Is there a girls' room in the college?

78 responses



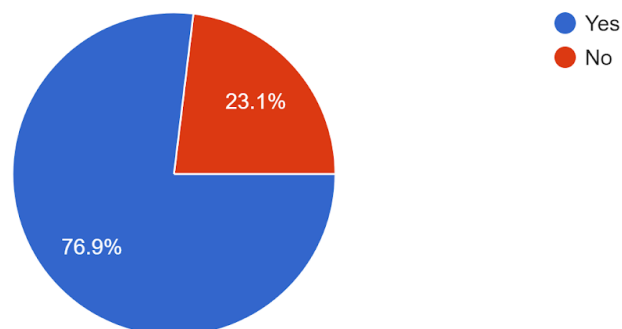
3. Does the college have ample space for playing outdoor games?

78 responses



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

78 responses



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 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.

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

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 Arduisi, 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:

Installation of CCTV Camera

2. Goal:

The college has got CCTV Cameras installed two years back at various places like each and every classroom, administrative offices, principal's office, computer lab. and college campus as well.

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 security in the campus. 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 protection of the students as well as the employees of the college. At the same time it is the dire need of the hour to protect the belongings of the students and the staff.

4. Evidence of Success:

One boy from B. Com. Sem. I was in love with his classmate. His classmate was his distant relative. The boy insisted her on getting engaged to him but she did not succumb to his unfair demands because she was not willing to get engaged to that boy. The boy got furious and threw acid on her face. She was badly injured and the acid caused a great damage to the skin on her face. With the help of CCTV camera the boy, who threw acid on her face, was caught by the principal and handed over to the police.

One girl from B. Com. Sem. III stole a mobile instrument of her classmate when she was giving a presentation in the classroom. After her presentation was over she came to know that somebody had stolen her mobile instrument. She made a complaint to the principal regarding the incident. The principal took the help of the CCTV installed in the specific classroom and he could recognise the girl who stole the camera.

5. Problems Encountered and Resources Required:

The initial phase of CCTV Cameras was quite challenging because the college authority was under the impression that it would incur much expenses in installing cameras in each and every room.

The teachers were also unwilling to get them installed in the classroom because they were under the impression that it would not allow them to take liberty with the stipulated time. They will have to go to their classrooms in time and cannot leave the classroom before time.

7.3: Best Practice II

1. Title of the Practice: Prayer before the commencement of the lectures

2. Goal:

- A. To creating a spiritual atmosphere whereby the students can become one with the Almighty.
- B. To motivate the students to say a prayer so that they can understand the importance of the Almighty who gives them the wisdom to pursue their study in an excellent manner.
- C. To make the students understand that prayers are not said for worldly gains and it is not wastage of time but an investment of time.

3. Context

If classes are commenced without a prayer, the students cannot pay their attention fully and grasp the knowledge of their subjects thoroughly. It is rightly said: “Where attention goes, energy flows and result shows.” A prayer helps the students become fully engrossed in their study. It inspires them to believe in the power and mercy of God. They come to know through the inspiring words of a prayer that they can solve any problem under the sky with the grace of God. They start believing that no problem is greater than God. There is a communion with God.

Ten minutes are devoted to a prayer before the commencement of the first lecture. There is no time curtailment in the college working hours. The faculties remain present in the classrooms when the prayer is going on. The students observe peace during a prayer. Once a prayer begins, no student is allowed to make a movement. If any student gets late, he or she is compelled to stand at a place where he or she has reached in the college premises. Self-imposed discipline is observed by the teachers and the taught.

4. Evidence of Success

The students and the teachers are of the opinion that a prayer creates an impact upon their mind and it enables them to follow their professional works in a concentrated manner. The concept of value added education is manifested in the manner and behaviour of the students. Many students supported this concept by sharing their ideas with the principal and the teachers as well. They do confess that they experience inner peace and inner power after the end of a prayer. A prayer proves to be a source of inspiration for them. It helps them in pursuit of their subject knowledge in a better way after a prayer. They feel that their prayers go up and the blessings of the Almighty come down. The students share their experiences related to a prayer with the teachers and their guardians as well. They inform the principal on certain occasions that their stress level gets reduced after a prayer. A spiritual prayer leads to a divine atmosphere and the college campus gets filled with divinity and harmony.

5. Problems Encountered and Resources Required

It is not an easy task to make the youth say a prayer every day. It is really a herculean task on the part of the college authority. At the initial stage they do not pay heed to a prayer and they play mischiefs during a prayer. The students are asked to close their eyes and concentrate their mind on God during a prayer but some of them do not follow the instructions verbatim.

After the prayer, the teachers have to explain them the importance of a prayer in a day today life. With the passage of time they start paying full attention to a prayer.

At the beginning of the new term it keeps the teachers on their toes to inculcate the virtue of discipline in the new entrants. Many a time students do not adjust themselves with this new change. It takes a few days for them to get accustomed to a new atmosphere but after a few days they get adjusted with the new academic environment.

The audio system of the college has some limitations. A prayer cannot be heard by the students standing at the gate of the college. The students, standing at the gate of the college, take it for granted that the prayer is going on and so they stand there and observe peace.

Annexure XV

SWOT Analysis

Strengths:

- Well-furnished and well equipped labs.
- Ten full time permanent staff, one part time and 12 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.
- Five faculty members are Ph.D holders, one faculty member is pursuing his Ph.D. degree and four 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 grant-in-aid colleges like us 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.
- 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 is one of the threats for the teachers as well. We, the senior teachers, are not technocrat i. e. techno-savvy and therefore we cannot keep pace with the young generation. The Youth can operate the modern electronic gadgets very easily.

THANKS