YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SHRI V. R. PATEL COLLEGE OF COMMERCE, MEHSANA.
• Name of the Head of the institution	Dr. Jagdishbhai. K. Patel
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	+919428248518
• Mobile No:	9824611004
• Registered e-mail	prinjkpatel@yahoo.co.in
• Alternate e-mail	vrpccm@gmail.com
• Address	Nr. Nagalpur S. T. Pick Up Stand, Highway, Nagalpur, Mehsana.
• City/Town	Mehsana
• State/UT	Gujrat
• Pin Code	384002
2.Institutional status	
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**Hemchandracharya North Gujarat University, Patan**
• Name of the IQAC Coordinator	**Prof. Vishnubhai B. Patel**
• Phone No.	**9428248518**
• Alternate phone No.	**9428248518**
• Mobile	**9879057213**
• IQAC e-mail address	**acgv.2006@gmail.com**
• Alternate e-mail address	**prinjkpatel@yahoo.co.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.vrpccm.org/images/download/AQAR-2019-2020-4647.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.vrpccm.org/images/pdf/academic-calendar-2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**75.5**	**2012**	**31/03/2007**	**30/03/2012**
Cycle 2	**A**	**3.02**	**2019**	**05/05/2014**	**04/05/2019**

6.Date of Establishment of IQAC	**01/07/2008**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Shri V. R. Patel College of Commerce, Mehsana.	Finishing School	Govt. of Gujarat	2020-21 5 yrs	125000
Shri V. R. Patel College of Commerce, Mehsana.	Maintenance	Govt. of Gujarat	2020-21 5 yrs	257353
Shri V. R. Patel College of Commerce, Mehsana.	RUSA	Govt. of Gujarat	2020-21 5 yrs	8840

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	2
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
• If yes, mention the amount	382353
11.Significant contributions made by IQAC during the current year (maximum five bullets)	

1. Motivated teachers to use of Microsoft Teams for online Teaching Learning process and make online teaching effective as well active
2. Prepared Teaching materials for online Teaching Learning process
3. Arranged a lecture on Road Safety in association with Ministry of Road Transport, Govt. of India
4. Encouraged the students to take part in the online activities performed under the banner of Azadika Amrut Mahotsav
5. Motivated the teachers to prepare MCQs related to their subjects concerned for online examinations and upload them on the college library blog as well as their personal blogs.
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To renovate and paint the entire building of the college	The entire college building has been fully renovated and painted.
To orient the students for the competitive exams	Conducted Competitive Exams Training Programmes in association with Takshashila Institute
To organise a book fair	Organised a book fair between 28th December, 2019 and 30th December, 2019 i.e. for three days.
To go for cleanliness drive	Cleaned the entire college campus by NSS Volunteers
To organise more and more co-curricular and extra-curricular activities in order to explore the hidden potentialities of the students	A number of co-curricular and extra-curricular activities we organised 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	The principal motivated all the faculties to participate in the research-oriented activities.
To make a preparation for the NAAC Cycle III procedure	Preparation for the NAAC Cycle III procedure is in progress.

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Sardar Vidyabhavan Trust	10/10/2020

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	25/02/2022

15.Multidisciplinary / interdisciplinary

The institute has firm mission of educating the Youth of India knowledgeable, responsible, skilled, cultured, self-reliant, self-disciplined, adventurous, confident and competent human-beings. The Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum for enhancing the holistic approach in students.The institute follows credit-based syyabus in affiliation with Hemchandracharya North Gujarat University, Patan. It includes Commericial Study Concepts, Ethical value based concepts, Sportmanship Concepts, environmental stustainibility concepts, communal harmony and national integration based learning practices under the head of NCC AND NSS. Along with curriculum, the institute has efforts in the directions for arranging the value added courses like study of the humanities, language, arts, dance, drama, music, visual arts, media and more. It aims is to integrate Commerce stream with STEM.This framework of value added courses will help the students to develop their character traits such as perseverance, responsibility, and citizenship that will serve them well throughout their life. In regard to appy NEP 2020, the institute will provide platform to young generation to identify Society's issues by engaging themeselves in Research based learning and pave the soulutions for the same.

16.Academic bank of credits (ABC):

The College is affiliated to Hemchandracharya North Gujarat University , Patan, Gujarat. The University frames the Curriculam of all the subjects to be deliverd in the affiliated institutions. The University will execute and instruct about the New Education Policy including the Academic Bank of Credit (ABC). We will be following the instructionn for applying Academic bank of credits (ABC) as instructions receive form Hemchandracharya North Gujarat University , Patan, Gujarat.

17.Skill development:

The college has an effective system to provide support to students for skill development, career Counseling, competitive examination guidance, placement and entrepreneurship development also.The follwoing are continuous efforts by Teachers to enhance student's sills in various areas:

1.Finishing School Centre

2. For competitive examinations

2. Career counselling

3. Soft skill development

4. Remedial coaching

5. SCOPE-Language DELL lab

6. Bridge courses

7. Yoga and meditation

8. Personal Counselling

9. Women Entrepreneur Development

10. Womend Development Programmes

11. Gymasium

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The biggest challenge is to integrate students to acqauire inclination for learning new language and adapting culture also.The institute has SCOPE DELL lab. SCOPE: Society for Creation of Opportunity through Proficiency in English, a program in collaboration with Knowledge Consortium of Gujarat and Cambridge Esel University, UK is meant to develop four communicative skills LSRW. This aims to help stuidents for acquiring their English functional skills and communication skill which is inevitable for today's youth.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The Curriclum of all Semester papers have Specific objectives. The microplanning of teaching in the class, internal evaluation methods and term papers writings are given to the students. Every year our College organises Industrial visit to porovide practical learning to the students. The college ia also giving oppurtinity to groom professionaly by offering Finishing School trining to the final year

students to enahance their employibility skills. The college is constantly focusing on practical learning based education. As the College is affiliated to North Gujarat University, we are abide to follow the further planning to follow Outcome based education guidede in New Education policy.

20.Distance education/online education:

The institution has installed Over Head Projectors (OHPs) in classrooms to increase the participation and involvement of students in the subjects taught by the teachers concerned. • Since 2011, the college has facility for live telecast of BISAG (all Gujarat integrated classroom) online lectures on different subjects are made available to the students of Gujarat by the Commissionerate of Higher Education, Government of Gujarat. The faculties of our college have delivered lectures at BISAG.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**122**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**2600**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**667**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**UG-563 PG-285 TOATL: 848**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**6**

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**18**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**21**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**4570930**
4.3 Total number of computers on campus for academic purposes	**94**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The College is affiliated to Hemchandracharya North Gujarat

University , Patan, Gujarat. The University frames the Curriculam of all the subjects to be deliverd in the affiliated institutions.The College firmly ensures effective curriculum delivery through a coordinated, well planned and documented process as per the framed Academic Calendar given by University.All the Teachers of the institute play a important role in curriculum designing being member of Board of Studies at University level.

The IQAC paves the cruicial path for the smooth execution of all academic acativities.The institute prepares an Academic calendar in adavance before the onset of academic year and effectively implements the same.All the Faculty memebers are briefed for the same in the commencement of the year.The College IQAC regularly suggests improvement in the academic and administrative activities.The Feedback from all stakeholders are also collected and analyzed on a regular basis, and if necessary remedial measures are taken by the college IQAC. For the effective curriculum delivery, faculties use a strategy of student-centric learning methods. Efficient use of PPTs, video lectures, models, charts are creative medias for efficient academic enhancement. The college organizes expert lectures of eminent academicians and industrialists for the improvising and updating knowledge. The college has Telegram ccount through which we can reach to studnets to acknowledge them for academic schedule.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.vrpccm.org/page/academic-calendars

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Institute's Academic Calendar is prepared in synchrony with North Gujarat University academiccalendar. The college academic calendar is prepared in advance before the commencement of the semester by the IQAC coordinator, along with activecooperation and valuable inputs from the time-table committee, the examinationCommittee,and Cultural Committee. Adhering to this college academic calendar meticulously, all the faculties plan their

activities accordingly. Every department prepares itsschedule for term paper allotment and collection , unit tests, seminars,projects, field work whichare part of continuous internal evaluation. The Exam dates are notified throughthecollegeacademic calendar and are also displayed on the college notice boards as well as announced by faculty in the respective classes in advance. The submission dates and deadlines for term papersare also announced by respective faculty member in advance. Along with regualr studytests and term papers, surprise tests are also conducted by the concerned faculty to enhancecomprehension level of the students. After assessment, the assignments are shared with students their flaws are identified and rectified and marking pattern is also discussed. Theinternal marks are calculated as per the specific structure by examination committee and displayed to students before commencement of university exams. The students are asked to sign in the internal assessment mark lists/ registers of teachers once they are satisfied with the marksobtained.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.vrpccm.org/page/academic-calendars

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

2 B.COM & M.COM

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

5

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

NIL

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

NIL

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Future of any Nation is in the hands of youth today. Thus, it is an inevitable educational need to teach students ethical values. The college makes continuous efforts to make students aware of the cross cutting issues such as Professional ethics, Human Values and Environmental Sustainability too. The students are learning core and elective papers like Disaster Management, Human Resourse management, Environmental studies and many related.

Along with Curriculum, the college is giving platform to the styudents by arranging various activities such asSaptdhara(SevenBands) Activities.Through various cultural Competitionse.g.(Essay,Writing,Debate, Elocution, Street Plays, Rangoli, Cartoon, spot photography etc).The college tries to touch upon Gender, Environment and Sustainability, Human Values and Professional Ethical issues and makes the students healthy human being for a healthy society.Moreover, the College also addresses the cross-cutting issues through NSS, NCC and Women Development and Women Entrepreneur activities. We, also pave path to students forHuman Values and Professional Ethics by organizingVoters' Awareness, E-banking Awareness, celebration of National Festivals, Teacher's Day, Guru Purnima, Yoga Day, Sports Day , National Leaders' Birth Anniversaries and many more.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

325

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows   A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/forms/d/1Uq1GeHWfH78 i5MP5acbHntKrCAZyWXvr- x9UFdabAa8/edit#responses

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

For B. Com. Program: 650 M. Com. Program: 350

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

`UG 407 PG 261`

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

`The college firmly aims to enhance the academic performance of student.The techniques used for assessing learning levels and improving performance include the following methods: 1. Dut to Corona , The cOllege has arranged online sessson for motivating students 2.Orientation program 2. Bridge Course 3. Tests, Quiz, Presentations and seminars 4. Counselling 5. Online Class interactions 6.Finishing School 1.Orientation program: It is organized for newly admitted students at thebeginning of every academic year.The college tried to orient students on online mode due to pandemic.We do acquaint students regarding various cocurricular and extracurricular activities organized in the college.`

`2.Bridge Course: It is organized tobridge the knowledge gap between Higher secondary school subjectsand newsubjects at Graduate level.The bridge course also aims to overcome the language and communication barrier.On the basis of Bridge course, we do segrecate the advanced and slow learners.`

`3.Tests, Quiz, Presentations and seminars: Online Tests,Quiz have been conducted at department level toanalyzefor segregating the slow and advanced learners.`

`4. Counselling: Pandemic situation make students disturbed in some cases.Home assignments, question paper solving,and personal counseling wereprovided to them to bring them into a main stream.`

`5. Online Class interaction: Along with the regular Curriculam,the college meticulously had a intimate interaction with students thorugh online mode.`

`6. Finishing School: The College received the Nodal Centre for`

Finishing School from Higher Education Department, KCG.The advanced and slow learners arebenefited in this training .Finishing School trainers enable students to develop their life,employability and spoken English skills.

File Description	Documents
Link for additional Information	https://www.vrpccm.org/page/e-material
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1887	6+8=14

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The learning experience of the students is improved by various methods of experimental and participatory learning. The problem-solving methodologies are also implemented to increases the involvement of students in the learning process and to bridges the gap between theory and practice. The following strategies are used to enhance learning experiences amongst students:

- Online Class Interaction: Interactive method of teaching during regular theory classes through group discussion is adopted
- Group Discussion: Discussion & group activities are arranged to enhance leadership skills and fear free speaking
- Study Tour: However, due to pandemic, it was not possible to escort students at educational visit. Generally, study tour is organized for experimental learning. It helps the students to be familiarin the fields of trade and commerce.
- Guest Lectures: We do invite speacial reknowned expert to pave the path of speacialization to the srudents in particular

areas

- ○ **Participative learning through role play, case study and debates are arranged.**
- ○ **The use of ICT: Students are encouraged to make power point presentations on completion of projects.They acquire several skills (documentation, usage of statistical tools, analytical abilities and software management) while preparing the power point presentations.**
- ○ **Term Papers: Students are encouraged to browse, prepare question banks and handouts related to subjects.**
- ○ **Reading Hours: Library hours are allotted and additional reading habit developement of the students.**
- ○ **Mentoring: We do mentor the students academicall and emotionally for their developemnt in all dimensions.**

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.youtube.com/channel/UCH1OmvmXiID QEScGRkttLIg/videos

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- **The Institute has ICT enabled classrooms.The faculties use power point presentations,audio and videoclips to enhance learning process.**
- **The faculties also use of Microsoft teams,Google classroom for giving assignments,project submissions,quiz due to pandemic.**
- **A You-tube channel for the college is available.The faculties have recorded videos on various topics and uploaded on the channel for student's reference.**
- **The faculties delivered live lectures for effective online teaching and learning during the pandemic. Along with the above tools,the college have following facilities:**
- **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.**
- **OHP: 10Over Head Projectors have been installed in the classrooms to make the teaching more effective.**
- **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 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:5LCDsfor making BISAG and other programmes available to the students.**
- **SANDHAN: Under SANDHAN educational programmes are relayed through BISAG.Students can ask questions online too to get their doubts cleared by the experts.**

File Description	Documents
Upload any additional information	[View File]
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.youtube.com/channel/UCH1OmvmXiID QEScGRkttLIg/videos

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

6+8=14

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File]
Circulars pertaining to assigning mentors to mentees	[View File]
mentor/mentee ratio	[View File]

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

6

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

4

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

36

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

We believe that teaching-learning and evaluation is two sides of a single coin. We also believe that evaluation of students is also

important feedback to improve the quality of learning and teaching. An examination committee is constituted to coordinate internal examination. Our college is affiliated to Hemchandracharya North Gujarat University, Patan hence for external examination college is following rules and guidelines of the university. Transparency in the internal assessment is maintained by:

- Displaying students' marks on the notice board. It is also posted on the college website.
- By showing answer books to the students in the classrooms and pointing out the errors committed by them, if any.
- The answer books for the internal tests are preserved for one semester after the university results are declared.
- Prior to submitting the internal marks to the university they are displayed on the notice board and the students are informed to report to the Principal in case of any discrepancy in marks.
- Subjects where two teachers teach the same course, papers are set by both the teachers and one teacher evaluates paper of first internal test and the second teacher will evaluate the second internal test.
- To decide the best students, best NCC cadets & NSS volunteers, the teacher in charge, in consultation with the Principal, evaluates the students in terms of performance, etiquette, communication skills, leadership abilities, problem solving capacity and overall performance. The students, selected by the teacher concerned, are given prizes at the time of college annual day celebration.

File Description	Documents
Any additional information	[View File]()
Link for additional information	https://www.vrpccm.org/result

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- The mechanism for redressal of grievance with reference to evaluation at the college level is that the student can directly approach the respective subject teacher and share his/her problem. Very rarely if not satisfied the students can approach the Principal who will then tackle the matter by looking at the answer books of the students and necessary

measures are taken taking the opinion of the teacher into consideration and in rare cases another subject matter expert is asked to go through the answer books once again to know the truth.

- At the university level there is a facility of reassessment and rechecking which the students can avail.
- In case the students have complaint regarding the question paper, it is brought to the notice of the university authority who looks into the matter and tries to resolve the same.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.vrpccm.org/result , VRPCCM-TELEGRAM

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college website displays the Programme outcomes (PO), Programme specific outcomes (PSO) and course outcomes (CO) for all Programme offered by the institution. Before the commencement of academic year all the HoDs have their department meetings to discuss the syllabus and the course outcomes with the faculties. The PO, PSO, CO are communicated to the newly admitted studentsin the Orientation Program, along with the academic activities, achievements, and creative practices of the institute. The PO, PSO and CO are well communicated and discussed in detail with the students through the Mentor Meetings and Departmental club meetings by the respective faculties.

Programme Specific Outcomes – are designed to describe the skills that the students acquire along with the subjective learning for career, employability as well as entrepreneurship cultivation. Along with the classroom teaching, special emphasis is given to FieldVisits, Training, project-based learning, subject based presentationa nd seminars.

In order to make the studentsas well as teachers aware of the stated Programmes and Course outcomes at UG as well as PG levels, we preparea prospectus every year in advance and it is provided to the students seeking admission in our college. The prospectus contains curricular, co-curricular and extra-curricular activities as well.

The major programmes, courses and activities are: B. Com., M. Com., SCOPE, DELL, TALLY Accounting, N.S.S., N.C.C., Sports, Cultural activities etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.vrpccm.org/images/pdf/programme-course-outcomes.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Our college i.e. Shri V. R. Patel College of Commerce is affiliated to Hemchandracharya North Gujarat University, Patan, North Gujarat, India. Our college offers only twoprogrammes at two levels: UG andPG. Under twoprogrammes various courses are offered to enrich the knowledge of students pursuing both the degrees: B. Com. and M. Com.The students' knowledge, learning capability, learning attitude, punctuality, subject-related expertise etc. are evaluated and measured by us at regular intervals by holding semester-end tests i.e. Internal Tests and Presentations. The programme outcome of the current year i. e. 2020-2021 could not measured keeping in mind all criteria but it was measured by conducting online tests only on account of the prevalent Covid 19 Pandemic. The detailed information has been uploaded herewi

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.vrpccm.org/images/pdf/programme-course-outcomes.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

UG-560 PG-304 TOTAL:864

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.vrpccm.org/images/pdf/annualreport-2020-2021.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.vrpccm.org/page/student-satisfaction-survey

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

NIL

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	NIL

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

3

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

13

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings during the year

21

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension The following is a list of activities carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year.

1. **On the occasion of celebrating Independence Day and Republic Day we put loud speakers in the college campus and patriotic songs are sung by our students who take part in cultural programme organised on that particular day. Our college campus is surrounded by residential area. We invite the residents residing in the neighbourhood to take part in the celebration of Independence and Republic Day as well. Some residents remain present on these occasions.**
2. **We celebrate Yoga Day on 21 June every year and request our neighbours to be a part of the day and share their joys with us.**
3. **During the Covid 19 Pandemic we also distributed drugs (UKALA) among the surrounding residents.**
4. **The Government of Gujarat also makes an arrangement for election booth in our campus. This leads to the intimacy between the two- the college stakeholders and the residents.**
5. **As and when we made an arrangement for Vaccination Drive we made our students to make a survey of vaccination of the people living in the surrounding areas and requested them to take advantage of vaccination campaign.**

File Description	Documents
Paste link for additional information	https://www.vrpccm.org/album
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

296

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

9

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institute has ample ofinfrastructure facilities for teaching and learning which includes well- equipped ICT enabled classrooms, Seminar RoomS, Computer Laboratory, Digital English Language Lab (DELL), computing equipments, Audio-Visual Room, and digitalized library supported with AC reading room.The detailed list of infrastructure and physical facilities are mentioned in the file uploaded.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.vrpccm.org/page/college-at-glance

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institute has excellent facilities for sports,NSS,Culture and NCC activities. For sports the institute has amenities for indoor and outdoor games. The detailed information has been given in the file uploaded herewith.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.vrpccm.org/page/sports

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

21

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.vrpccm.org/page/college-at-glance
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

561620

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

We use the SOUL software in our library. It is state-of-the-art library automation software designed and developed by the INFLIBNET. It is used for automating any type or size of library in India. Nearly all sorts of automatic works related to library can be performed using SOUL software. SOUL 2.0 library software has different operation modules according to their entity and nature. It has 6 main modules and various sub-modules as per area of operation. The following is a short list of functions performed automatically with the use of SOUL:

1. Acquisition
2. Catalogue
3. Circulation

4. **OPAC**
5. **Serial Control**
6. **Administration**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://vrpcclibrary.wordpress.com/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

257254

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

`250 - 350`

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

`We have been using the latest Wi-Fi connections (100 MBPS & 5G Wi-Fi Routers) for the last few years. For further information kindly refer to the file attached herewith.We have 94 PCs installed at different places i. e. Computer Lab., DELL, Office, Library etc. We have replaced 10m computers in DELL in place of old version of PCs.Three new PCs with latest versions have been placed in the principal's office, NAAC room and Office as well.We have updated the LAN-based facility at three places. 1. Office 2. Library and 3. Computer Lab.During the time zone of Corona Pandemic we were compelled to go for online teaching and learning process. In order to impart education to our students we took help of different Apps. For using the said Apps we updated most of our technological devices accordingly. For the smooth engagement of classes we have converted 4G Wi-Fi routers into 5G routers.We have been using a Wi-Fi connection entitled NAMO Wi-Fi provided by the Govt. of Gujarat for the last few years. This NAMO Wi-Fi facility gets updated by the Government of Gujarat at regular intervals.`

File Description	Documents
Upload any additional information	View File
Paste link for additional information	THE DETAIL IS ATTACHED IN THE FILE

4.3.2 - Number of Computers

`94`

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

162389

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- We have a well-equipped computer lab. We have 50 computers with internet access.
- In Computer Lab. and DELL Havell's ELCB switches have been installed for taking precautionary measures against electrical hazards.
- In the library and administrative office electrical gadgets like stabilizers, Havell's ELCB switches etc. are used for regularizing voltage fluctuations.
- Ample staff is appointed to look after the building and the land i.e. the whole premises and its day to day cleanliness. The cleanliness is looked afterby the administrative staff.
- The change and repair of furniture is generally made during the vacation period whenever necessary engaging carpenters

etc.

- ○ **The equipments are maintained by the trust who has appointed a technician and electrician for the purpose. Complex repairing, if necessary, is got done by hiring the service of expert technician from the market.**
- ○ **In Computer Lab. and DELL Havell's ELCB switches have been installed for taking precautionary measures against electrical hazards.**
- ○ **In the library and administrative office electrical gadgets like stabilizers, Havell's ELCB switches etc. are used for regularizing voltage fluctuations.**
- ○ **For 24 hour water supply, management S.V.T. has constructed a huge water tank on the top floor from which water is supplied to the college, washrooms, garden etc.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1540 from Government Agencies

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1152 from Non-Government Agencies

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://www.vrpccm.org/page/skill-development
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1250

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1250

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

62

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

396

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The College believes in giving equal opportunity to the students in supporting the college faculty and Principal in running the affairs of the collegetransparently. The Students' Representative Committee of the college select the representatives by keeping certain criteria as characteristics of leadership, sincerity, hard work, commitment, honesty etc. This prepares the students for leadership roles, organizing events teamwork, execution skills. The major objectives are as under:

1. The Student Representatives play an important role in maintaining the code of conduct of the college and reporting any disciplinary issues to the committee members.
2. The Class Representatives help the class teacher in conducting class activities, Unit Tests, assignments as well as attendance of students.
3. To develop skills of students by involving them in the planning and implementation of academic and co-curricular activities.
4. To cultivate the learning process through practical experience that encourages and makes students more confident.
5. It also improves their communication and leadership skills.
6. At the end of every academic year, the students' representative Council is encouraged and awarded in the Annual Day Celebration for their active participation in conducting various activities of the college

File Description	Documents
Paste link for additional information	ADDED IN FILE
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

NIL

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institute has Alumni association plays a pivotal role in nurturing the College with all dimensions.The College Alumni Associationis a lifelong association of the students with their alma mater. The alumni play active role in development of college. The Alumni are part of the College IQAC and they are regularly invited to participate in the Quarterly College IQAC meetings to be acquainted with development of the college and help the institute to prosper through their valuable suggestions. The institute also collects the alumni feedback and the intellectual inputs from successful alumni. The suggestions of alumni are utilized to enrich the curriculum.Some Alumni provide a strong backbone and support for Vocational programs where they to participate in BoS as Industrial Representative and they have become an integral part of the Vocation Program: for design of Skill-based Curriculum, to provide Industrial

visits – trainings , deliver expert lectures and for offering placement. The institute alumni extend also help students by organizing Pre- placement camp for formal training of Interviews, GDs and Competitive Exam preparations etc. The Alumni also assist financially to the institute via fund and donations.

File Description	Documents
Paste link for additional information	ADDED IN FILE ATTACHED
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision

To impart qualitative and value-based commerce education for academic excellence.

Mission

To educate the commerce students in such a way that they can become knowledgeable, responsible, skilled, cultured, self-reliant, self-disciplined, adventurous, confident and competent human-beings who can render great services to the nation in general and the society in particular.

We try our level best to implement the things written in the vision and mission of our institution. The Vision and Mission of our institution get reflected in almost all areas of our governance. The detailed information has been given in the file uploaded herewith.

File Description	Documents
Paste link for additional information	https://www.vrpccm.org/page/vision-and-mission
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The effective leadership is visible in various institutional practices such as decentralization and participative management. Some of the practices are visible especially at the following two levels:

Student Level:

- **At student level, the institute has started a soft skill development programme, wherein the students are trained under various fields viz leadership, team building, decision making, time management, personal grooming etc.**

Faculty Level:

- **Each faculty member is given some administrative responsibilities to carry out and freedom is given to take informal decisions.**
- **Faculty members are motivated to become member of professional bodies of respective fields.**
- **Management and leadership workshops are organized by the institute for development of their faculty members.**
- **Faculty Members are allowed to be resource persons in other institutions.**
- **Faculty members are given responsibilities of various committees of the college.**

The detailed information has been given in the file uploaded herewith.

File Description	Documents
Paste link for additional information	ADDED IN FILE
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/perspective plan is effectively deployed at all levels in the following manner:

- **The Faculties are assigned responsibility of Sapt Dhara where it is their responsibility to manage all activities within the budget allocated and write a report.**
- **The outstanding achievement of the faculty is highlighted by the management and the principal of the institution on the annual day and on special occasions**
- **Faculty members are encouraged to participate in training programmes organized by KCG, a State Govt. initiative in their respective subject of specialization and research areas.**
- **Faculty members are also granted permission and encouraged to perform duties as resource persons in various academic institutions, government bodies and NGOs.**
- **Faculty members are counsellors of distance mode learning introduced by IGNOU and BAOU.**
- **Achievements of the faculty members and students are reflected in the magazine "Divita".**
- **Coverage in print media is a regular feature which is carried out as and when there are college activities and achievements.**
- **Members of management remain present on most of the events organized by the college**
- **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.**

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	ADDED IN FILE
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

We had to adopt online procedure for conducting administrative, curricular, co-curricular and extra-curricular activities due to

Corona Pandemic. Covid 19 was on the peak at the time of admission so we gave admission to the students online. Most of activities were performed online owing to Corona virus. The detailed information has been given in the file.

File Description	Documents
Paste link for additional information	ADDED IN FILE
Link to Organogram of the Institution webpage	NIL
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

1. Welfare Scheme for Teachers:

- **In case of an accident the college extends financial assistance of Rs. 10000 to the teacher who gets injured in an accident and Rs. 25000 in case of death**
- **We have well-organised Sardar Vidyabhavan Trust Sanchalit All Colleges Co-operative Credit Society for Staff Members. It gives loan to member for Rs. 25,00,000/-**

2. Welfare Scheme for Non-teaching staff:

- **In case of an accident the college extends financial assistance ofRs. 10000 to the administrative staff member who gets injured in an accident and Rs. 25000 in case of death because of accident.**
- **The college provides monetary help of Rs. 1000/- for dress, Rs. 200/- for shoes, Rs. 500/- for yearly washing allowance, Rs. 150/- for an umbrella. A cycle is given to a peon who is supposed to shoulder the administration-oriented responsibilities.**

3. Welfare Scheme for Students:

- **In case of an accident the college extends financial assistance amounting to Rs. 10000 to the student who gets injured and Rs. 25000 in case of death.Rs. 100000 is given by the state government to the kin and kith of the deceased and the college helps to attain this amount from the government by preparing proper documents.**

File Description	Documents
Paste link for additional information	FILE IS ATTACHED
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes

organized by the institution for teaching and non teaching staff during the year

NIL

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

2

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

TheInstitute follows the format ofPerformance Appraisal given for

Grant-in-aid College. The faculties are supposed to fill at the end of every year and submit to the IQAC. Suggestions are also made by the principal himself to enhance the quality of works.

Teaching Staff:

- Evaluation of teacher and courses is done by the students. The results are discussed with the respective teacher.
- An appraisal form is used by the institute which the teachers are supposed to fill in and submit within the stipulated time.
- Teacher's diary is checked every semester.
- Principal takes feedback from stakeholders.

Non-Teaching Staff:

- Evaluation of Non-Teaching staff is done by the principal himself.

- If not, the member concerned is summoned alone in the office and he or she is made to find or his or her loopholes. Suggestions are also made by the principal himself to enhance the quality of works.

File Description	Documents
Paste link for additional information	ADDED IN ATTACHED FILE
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- The external audit is done by a registered Chartered Accountant of Messers Ashwin K. Yagnik & Co. The accounts have been audited for the financial year 2020-21 i.e. up to 31st March, 2021.
- The last Government Audit was on 31st March 2017, where no major audit objections were raised.

File Description	Documents
Paste link for additional information	ADDED IN ATTACHED FILE
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

Rs.1,95,265

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Ours is a grant-in-aid institution and hence 100% salary grant is accrued from the government. Moreover the Government gives Rs. 60 per student per year for miscellaneous expenditure and Rs.40 for library use.. Financial resources of the college are the obtained from the State Government, UGC and fees collected from the students. The financial management is done by the Principal seeking support from the Office Superintendent of the administrative office. The institution seeks funding from various schemes of UGC, ONGC, Alumni, social bodies, sponsorships and NGOs as well. Payment of all the purchases of equipment, books, stationery, materials, salary of self-financed staff, infrastructural development etc. is made through Account payee cheques the principal maintains transparency. The accounting is systematically done by means of TALLY software. The process of optimal utilization of financial resources begins with the scrutiny of the annual budget by Sardar Vidyabhavan Trust (SVT) consisting of the Managing Trustee, other trustees and the Principal of the college. The annual budget of the forthcoming year is produced by the Principal which after due scrutiny and discussions is passed by the committee constituted by the Trust. The equipments

and other infrastructural requirements are bought after proper scrutiny. The deficit is borne by the management.

File Description	Documents
Paste link for additional information	ADDED IN ATTACHED FILE
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

For institutionalizing the quality assurance strategies and processesInternal Quality Assurance Cell (IQAC) has contributed significantly.A functional IQAC is a proof of quality maintenance and assurance of academic and administrative activities.The administration of the institution is maintained involving of the staff at every level.The IQAC formulates programme and then it is put up in the staff meeting where it is discussed and then each faculty member is given responsibility as per the plan.IQAC communicates and assign duties and responsibilities to each staff by conducting departmental meetings periodically. The principal in association with IQAC takes a close review of all the staff activities and suggests improvements wherever necessary.Both the curricular and extra-curricular activities are held quite smoothly by the active participation of the staff under the banner of IQAC.The teachers have been quite supportive to the academic needs of the students by offering reading materials, tutorials and add on programs.Each person in the office has been provided with a computer. Specific duties are allocated to the support staff.There is a regular External Audit by the Management and the Government.The office staff is trained and qualified CCC with the help of IQAC. Seminars, conferences, workshops etc. are organised under the aegis of IQAC.

File Description	Documents
Paste link for additional information	https://www.vrpccm.org/page/iqac
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the

incremental improvement in various activities

The principal reviews the test results of each semester of each subject. Subject and teacher evaluation help in improving the standards.Suggestion box has been placed in the college for students.It is opened at regular interval and discussed the suggestion offered by the students are accepted.Teachers make SWOC analysis in the class at individual level.To communicate the quality assurance policies, the college publishes a prospectus and a magazine wherein all the achievements of students as well as teaching and non-teaching staff members are highlighted. We invite stakeholders for participating in various activities of the college especially Annual Day celebration. Parents are invited for interactions with the principal,all head of the departments and subject teachers as well. News / Information / developments are published in the local leading newspapers.The Principal meets the Management to appraise the developments of the college.The college has a strong representation in the University administrative bodies like Academic council, Senate and Syndicate etc.Moreover,5 faculty members are members of Board of Studies of Commerce panelImportant information regarding the college is posted on the college website. Moreover information is communicated to students through Notice Boards and Telegram.

File Description	Documents
Paste link for additional information	https://www.vrpccm.org/page/feedback
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.vrpccm.org/page/annual-reports
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

SVRPCCM has formed various committees to ensure the sensitization, awareness and promotion of gender equity in the institute throughout the year. Here are some of the measures initiated by the Institution for the promotion of gender equity in the institute during the year 2020-2021.

1. Equal opportunities are provided to all boys and girls of the institute to take part in all curricular, co-curricular and extra-curricular activities of the college like NSS, NCC, Sports, Cultural Programmes etc.

2. Both boys and girls are encouraged to represent their classes in all activities of the college. Two representatives (one boy and one girl) are selected as Class Representatives from each division of all semesters.

3. Both boys and girls are motivated to be the part of almost of important committees formed by the members of IQAC and the management i. e. Sardar Vidyabhavan Trust (SVT). All core committees of the institute include boys and girls in important decision making procedure for the betterment of teaching-learning process as well as overall development of the college.

4. Security cameras are installed for safety and security of everyone in and around the campus.

5. The college arranges the International Women's Day celebratioin and also self -defence programmme for maitining the equality for

both the genders.

Attention: Due to sokme technical error, We are unable to see the document attachement option in the following table.

File Description	Documents
Annual gender sensitization action plan	7.1.1 1. Institution shows gender sensitivity in providing facilities such as: 1. Safety and Security 2. Counselling 3. Common Room Resource: The college is conscious to promote human ethical values of each gender. The colalege believes to encourage equality at the same time maintaining nobility of every men and women who are part of the college. The core asset of college is to provide unbiased approach in developing personal as well professional life. The college confirms gender sensitivity by providing the following facilities: • Safety and Security • Counselling • Common Room Facility • Safety and Security: The following measures have been adopted by college for safety and security: 1. Security Guard: The Security guards monitor the campus round the clock. The guards are also holding their respective positions at entrance gate, college gate, Full-time rectors are appointed for both Girls' and Boy's hostel. 2. CCTV Monitoring: CCTV cameras are installed at various places in the college premises which provide round the clock surveillance for observing the ongoing activities. 3. Suggestion Box: The College invites suggestions from all for the betterment of the college. The suggestion box is easily accessible for all near the clerk office. 4. Grievance Redressal Committee: The College has committees the Grievance Redressal Committee to provide appropriate solutions for suggestions as well as grievances of the students. 5. Anti-ragging Committee: The College has Anti-

ragging committee to monitor and address safety and security of the students. During the orientation programme the rules and regulations are presented ever year to prevent any kind of ragging. The committee is actively monitoring throughout the year. 6. Discipline Committee: The college Discipline committee monitors ongoing activities and drafts rules and regulation according to the need of time. 7. Health Aid Facilities: Both male and females doctors visit the college for health issues of students. Special care is given to the girl students. Every year the college conducts health, hemoglobin check-up camp, Thalassemia testing camp. The First Aid Box is kept in the clerk office for easy accessibility 8. Fire Safety Equipments: The fire extinguishers are installed at the various places of campus and college. The college conducts the fire audit and safety drills regularly. 9. Cleanliness Committee: The committee monitors cleanliness and hygiene in Girl's common room, Boys' common room, canteen, corridors, classrooms etc. The committee also promotes no pollution concept. 10. Gender sensitivity awareness programmes: The college regularly organizes theme based seminars, Guest lecturers to endorse social values such as gender equality and gender sensitivity. The college deals with social sizzling problems and highlights "Save Girl Child", "Educate Girl child", "women safety" through the cultural activities and poster presentation. 11. Women Development Cell: The College WDC cell strives to uplift the status of female students as well as bring out hidden potential by organizing various activities. WDC cell takes keen interest for overall development of females by arranging array of activates like Women's Day celebration, Seminars on "Work life balance" , "Workshops on Safety" "felicitation of women achievers" . Moreover, WDC arranges Yoga Day, Aerobics, Outing also. • Counselling: The College

	provides counselling in various genres for betterment of the students. The details are as following: 1. Mentoring: Every class is assigned with Mentor .The respective mentor interacts with students (Mentees) regularly to guide them. The mentor provides guidance and solutions for academic, stress, social, peer stress and personal issues. 2. Parent Teacher Interaction: If the need arises or else in few cases, the respective mentor interacts with parents or guardians in person or through telephonic communication for briefing the parents about their ward. • Common Room Facility : The college provides adequate facilities to Girls as well as boys which are as follows: 1. Separate common room: The College provides separate common rooms and washrooms for girls and boys. 2. Girls' common room facility: The desks are arranged for sitting and easy chairs are also placed. It is equipped with facilities like Sanitary Napkin Vending Machine and incinerator machine. It is well ventilated. 3. Boy's common room facility: The desks are arranged for sitting. It is well ventilated.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	7.1.1 1. Institution shows gender sensitivity in providing facilities such as: 1. Safety and Security 2. Counselling 3. Common Room Resource: The college is conscious to promote human ethical values of each gender. The college believes to encourage equality at the same time maintaining nobility of every men and women who are part of the college. The core asset of college is to provide unbiased approach in developing personal as well professional life. The college confirms gender sensitivity by providing the following facilities: • Safety and Security • Counselling • Common Room Facility • Safety and Security: The following measures have been adopted by college for safety and security: 1. Security Guard: The Security guards monitor the campus round the clock.

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7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy

B. Any 3 of the above

**Biogas plant Wheeling to the Grid   Sensor-
based energy conservation Use of LED bulbs/
power efficient equipment**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Since ours is a commerce college, we don't have solid waste, liquid waste, bio-medical waste, hazardous chemicals and radioactive waste etc.. But we have simple waste and E-waste only. The management of simple waste is as follows:

1. Simple waste:

The barrels have been kept at proper places to collect the simple waste consisting of wasted papers, leaves of trees, plastic bottles, rags etc. The Municipality has made an arrangement for the disposal of this simple waste.

2. E-waste:

We dispose of e-waste at regular intervals. Spoiled electronic items or unnecessary parts of electronic items are sold out to private retailed vendors.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	DATA HAS BEEN ENTERED IN THE FILE
Any other relevant information	View File

**7.1.4 - Water conservation facilities available
in the Institution: Rain water harvesting Bore**   **C. Any 2 of the above**

well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading   **C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

To strengthen the sense of Nationalism, cultural integrity and harmony amongst the students from various Communities, the college organizes and celebrates various National as well Regional festivals and birth-death anniversaries. The main objective is to awaken the students about National Integrity, tolerance, Unity and diversity of

various Ethnicities. The College celebrates the following Festivals:

1. Independence Day
2. Republic Day
3. National Youth Day
4. Guru Purnima
5. Language Bridge Course
6. Azadi ka Amrut Mahotsav- Elocution and Presentation on Indian Freedom Fighter
7. Essay Writing on Gandhian Philosophy on Gandhi Jayanti
8. Blood Donation Camp
9. Voter Awareness Programme
10. .Saptdhara Activities

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Teaching is noble profession. It is inevitable to make our emplyees and students to digest the values, duties , rights and responsiblities as a citizen of any nation. This is the core cobncept of our College teaching approches. By inculcating such concept, the College reularly organizes the following acities to awaken students for thier responcibilities as a part of their citizenship duty:

1. Election Awareness- Voter Awareness Programme

2. Freedom struggle of India Programme

3. Health Nutrition Frotnight

4. Save water Campaign

5. National Youth Day

6. World AID'S awareness Day

7. Teachre's Day

8. Republic Day

9. Indepence Day

The core aspect of celebrating such awareness programme is to awaken today's youth for their duties towards Nation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

7.1.11 - Institution celebrates / organizes national and

international commemorative days, events and festivals

- **Celebration of Birth Anniversary of Swami Vivekanand:**

We celebrated Swami Vivekanand Birth Anniversary in our college.

- **Celebration of 125th Birth Anniversary of Subhashchandra Bose:**

We celebrated Subhashchandra Bose Birth Anniversary in our college.

- **Celebration of 150th Birth Anniversary of Mahatma Gandhi:**

We celebrated 150th Birth Anniversary of Mahatma Gandhi in our college.

- **Celebration of Azadi Ka Amrit Mahotsav:**
- **Celebration of National Voting Day:**
- **Celebration of 72nd Independence Day:**
- **Celebration of International Women Day:**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	[View File](#)

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. To continue teaching-learning process during lock-down.

2. To provide guidelines for preventive steps to during the period of the Pandemic i. e. Covid 19.

The detailed information has been given in the uploaded file. Kindly visit our college website for detailed information:https://www.vrpccm.org/images/download/best-practices-2020-2021-5324.pdf

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college efforts genuinely to develop responsible young citizens who will be the promising future of our Nation. The college takes several initiatives for achieving the holistic objectives with 360-degree developments of students which are as followed:

1.National Services

2.Sensitivity Awareness activities

3.Participative, Practical and experiential Learning Methodology

4.Finishing School Nodal Centre

5.SCOPE – DELL Lab

The precribed details are mentioned in the attached file.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The College is affiliated to Hemchandracharya North Gujarat University , Patan, Gujarat. The University frames the Curriculam of all the subjects to be deliverd in the affiliated institutions.The College firmly ensures effective curriculum delivery through a coordinated, well planned and documented process as per the framed Academic Calendar given by University.All the Teachers of the institute play a important role in curriculum designing being member of Board of Studies at University level.

The IQAC paves the cruicial path for the smooth execution of all academic acativities.The institute prepares an Academic calendar in adavance before the onset of academic year and effectively implements the same.All the Faculty memebers are briefed for the same in the commencement of the year.The College IQAC regularly suggests improvement in the academic and administrative activities.The Feedback from all stakeholders are also collected and analyzed on a regular basis, and if necessary remedial measures are taken by the college IQAC. For the effective curriculum delivery, faculties use a strategy of student-centric learning methods. Efficient use of PPTs, video lectures, models, charts are creative medias for efficient academic enhancement. The college organizes expert lectures of eminent academicians and industrialists for the improvising and updating knowledge. The college has Telegram ccount through which we can reach to studnets to acknowledge them for academic schedule.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.vrpccm.org/page/academic-calendars

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Institute's Academic Calendar is prepared in synchrony with North Gujarat University academiccalendar. The college academic calendar is prepared in advance before the commencement of the semester by the IQAC coordinator, along with activecooperation and valuable inputs from the time-table committee, the examinationCommittee,and Cultural Committee. Adhering to this college academic calendar meticulously, all the faculties plan their activities accordingly. Every department prepares itsschedule for term paper allotment and collection , unit tests, seminars,projects, field work whichare part of continuous internal evaluation. The Exam dates are notified throughthecollegeacademic calendar and are also displayed on the college notice boards as well as announced by faculty in the respective classes in advance. The submission dates and deadlines for term papersare also announced by respective faculty member in advance. Along with regualr studytests and term papers, surprise tests are also conducted by the concerned faculty to enhancecomprehension level of the students. After assessment, the assignments are shared with students their flaws are identified and rectified and marking pattern is also discussed. Theinternal marks are calculated as per the specific structure by examination committee and displayed to students before commencement of university exams. The students are asked to sign in the internal assessment mark lists/ registers of teachers once they are satisfied with the marksobtained.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://www.vrpccm.org/page/academic-calendars

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating	A. All of the above

University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

2 B.COM & M.COM

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

5

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

`NIL`

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

`NIL`

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Future of any Nation is in the hands of youth today. Thus, it is an inevitable educational need to teach students ethical values. The college makes continuous efforts to make students aware of the cross cutting issues such as Professional ethics, Human Values and Environmental Sustainability too. The students are learning core and elective papers like Disaster Management, Human Resourse management, Environmental studies and many related.

Along with Curriculum, the college is giving platform to the styudents by arranging various activities such asSaptdhara(SevenBands) Activities.Through various cultural Competitionse.g.(Essay,Writing,Debate, Elocution, Street Plays, Rangoli, Cartoon, spot photography etc).The college tries to touch upon Gender, Environment and Sustainability, Human Values and Professional Ethical issues and makes the students healthy human being for a healthy society.Moreover, the College also addresses the cross-cutting issues through NSS, NCC and Women Development and Women Entrepreneur activities. We, also pave path to students forHuman Values and Professional Ethics by organizingVoters' Awareness, E-banking Awareness, celebration of National Festivals, Teacher's Day, Guru Purnima, Yoga Day, Sports Day , National Leaders' Birth Anniversaries and many more.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

325

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/forms/d/1Uq1GeHWfH78i5MP5acbHntKrCAZyWXvr-x9UFdabAa8/edit#responses

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

For B. Com. Program: 650 M. Com. Program: 350

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,

Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

UG 407 PG 261

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college firmly aims to enhance the academic performance of student.The techniques used for assessing learning levels and improving performance include the following methods: 1. Dut to Corona , The cOllege has arranged online sessson for motivating students 2.Orientation program 2. Bridge Course 3. Tests, Quiz, Presentations and seminars 4. Counselling 5. Online Class interactions 6.Finishing School 1.Orientation program: It is organized for newly admitted students at thebeginning of every academic year.The college tried to orient students on online mode due to pandemic.We do acquaint students regarding various cocurricular and extracurricular activities organized in the college.

2.Bridge Course: It is organized tobridge the knowledge gap between Higher secondary school subjectsand newsubjects at Graduate level.The bridge course also aims to overcome the language and communication barrier.On the basis of Bridge course, we do segrecate the advanced and slow learners.

3.Tests, Quiz, Presentations and seminars: Online Tests,Quiz have been conducted at department level toanalyzefor segregating the slow and advanced learners.

4. Counselling: Pandemic situation make students disturbed in some cases.Home assignments, question paper solving,and personal counseling wereprovided to them to bring them into a main stream.

5. Online Class interaction: Along with the regular Curriculam,the college meticulously had a intimate interaction

with students thorugh online mode.

6. Finishing School: The College received the Nodal Centre for Finishing School from Higher Education Department, KCG.The advanced and slow learners arebenefited in this training .Finishing School trainers enable students to develop their life,employability and spoken English skills.

File Description	Documents
Link for additional Information	https://www.vrpccm.org/page/e-material
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1887	6+8=14

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The learning experience of the students is improved by various methods of experimental and participatory learning. The problem-solving methodologies are also implemented to increases the involvement of students in the learning process and to bridges the gap between theory and practice. The following strategies are used to enhance learning experiences amongst students:

- Online Class Interaction: Interactive method of teaching during regular theory classes through group discussion is adopted
- Group Discussion: Discussion & group activities are arranged to enhance leadership skills and fear free speaking
- Study Tour: However, due to pandemic, it was not possible to escort students at educational visit. Generally, study

tour is organized for experimental learning. It helps the students to be familiarin the fields of trade and commerce.

- **Guest Lectures**: We do invite speacial reknowned expert to pave the path of speacialization to the srudents in particular areas
- **Participative learning** through role play, case study and debates are arranged.
- **The use of ICT**: Students are encouraged to make power point presentations on completion of projects.They acquire several skills (documentation, usage of statistical tools, analytical abilities and software management) while preparing the power point presentations.
- **Term Papers**: Students are encouraged to browse, prepare question banks and handouts related to subjects.
- **Reading Hours**: Library hours are allotted and additional reading habit developement of the students.
- **Mentoring**: We do mentor the students academicall and emotionally for their developemnt in all dimensions.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.youtube.com/channel/UCH1OmvmXi IDQEScGRkttLIg/videos

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- **The Institute has ICT enabled classrooms.The faculties use power point presentations,audio and videoclips to enhance learning process.**
- **The faculties also use of Microsoft teams,Google classroom for giving assignments,project submissions,quiz due to pandemic.**
- **A You-tube channel for the college is available.The faculties have recorded videos on various topics and uploaded on the channel for student's reference.**
- **The faculties delivered live lectures for effective online teaching and learning during the pandemic. Along with the above tools,the college have following facilities:**
- **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.

- **OHP: 10Over Head Projectors have been installed in the classrooms to make the teaching more effective.**
- **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 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:5LCDsfor making BISAG and other programmes available to the students.**
- **SANDHAN: Under SANDHAN educational programmes are relayed through BISAG.Students can ask questions online too to get their doubts cleared by the experts.**

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.youtube.com/channel/UCH1OmvmXiIDQEScGRkttLIg/videos

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

6+8=14

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

6

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	*View File*
Any additional information	*View File*
List of the faculty members authenticated by the Head of HEI	*View File*

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

4

File Description	Documents
Any additional information	*View File*
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	*View File*

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

36

File Description	Documents
Any additional information	*View File*
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	*View File*

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

We believe that teaching-learning and evaluation is two sides of a single coin. We also believe that evaluation of students is also important feedback to improve the quality of learning and teaching. An examination committee is constituted to coordinate internal examination. Our college is affiliated to Hemchandracharya North Gujarat University, Patan hence for external examination college is following rules and guidelines of the university. Transparency in the internal assessment is maintained by:

- Displaying students' marks on the notice board. It is also posted on the college website.
- By showing answer books to the students in the classrooms and pointing out the errors committed by them, if any.
- The answer books for the internal tests are preserved for one semester after the university results are declared.
- Prior to submitting the internal marks to the university they are displayed on the notice board and the students are informed to report to the Principal in case of any discrepancy in marks.
- Subjects where two teachers teach the same course, papers are set by both the teachers and one teacher evaluates paper of first internal test and the second teacher will evaluate the second internal test.
- To decide the best students, best NCC cadets & NSS volunteers, the teacher in charge, in consultation with the Principal, evaluates the students in terms of performance, etiquette, communication skills, leadership abilities, problem solving capacity and overall performance. The students, selected by the teacher concerned, are given prizes at the time of college annual day celebration.

File Description	Documents
Any additional information	[View File]()
Link for additional information	https://www.vrpccm.org/result

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- The mechanism for redressal of grievance with reference to

evaluation at the college level is that the student can directly approach the respective subject teacher and share his/her problem. Very rarely if not satisfied the students can approach the Principal who will then tackle the matter by looking at the answer books of the students and necessary measures are taken taking the opinion of the teacher into consideration and in rare cases another subject matter expert is asked to go through the answer books once again to know the truth.

- At the university level there is a facility of reassessment and rechecking which the students can avail.
- In case the students have complaint regarding the question paper, it is brought to the notice of the university authority who looks into the matter and tries to resolve the same.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.vrpccm.org/result , VRPCCM-TELEGRAM

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college website displays the Programme outcomes (PO), Programme specific outcomes (PSO) and course outcomes (CO) for all Programme offered by the institution. Before the commencement of academic year all the HoDs have their department meetings to discuss the syllabus and the course outcomes with the faculties. The PO, PSO, CO are communicated to the newly admitted studentsin the Orientation Program, along with the academic activities, achievements, and creative practices of the institute. The PO, PSO and CO are well communicated and discussed in detail with the students through the Mentor Meetings and Departmental club meetings by the respective faculties.

Programme Specific Outcomes – are designed to describe the skills that the students acquire along with the subjective learning for career, employability as well as entrepreneurship cultivation. Along with the classroom teaching, special emphasis is given to FieldVisits, Training, project-based learning, subject based presentationa nd seminars.

In order to make the studentsas well as teachers aware of the stated Programmes and Course outcomes at UG as well as PG levels, we preparea prospectus every year in advance and it is provided to the students seeking admission in our college. The prospectus contains curricular, co-curricular and extra-curricular activities as well. The major programmes, courses and activities are: B. Com., M. Com., SCOPE, DELL, TALLY Accounting, N.S.S., N.C.C., Sports, Cultural activities etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.vrpccm.org/images/pdf/programme-course-outcomes.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Our college i.e. Shri V. R. Patel College of Commerce is affiliated to Hemchandracharya North Gujarat University, Patan, North Gujarat, India. Our college offers only twoprogrammes at two levels: UG andPG. Under twoprogrammes various courses are offered to enrich the knowledge of students pursuing both the degrees: B. Com. and M. Com.The students' knowledge, learning capability, learning attitude, punctuality, subject-related expertise etc. are evaluated and measured by us at regular intervals by holding semester-end tests i.e. Internal Tests and Presentations. The programme outcome of the current year i. e. 2020-2021 could not measured keeping in mind all criteria but it was measured by conducting online tests only on account of the prevalent Covid 19 Pandemic. The detailed information has been uploaded herewi

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.vrpccm.org/images/pdf/programme-course-outcomes.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

`UG-560 PG-304 TOTAL:864`

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://www.vrpccm.org/images/pdf/annualreport-2020-2021.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.vrpccm.org/page/student-satisfaction-survey

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

`NIL`

File Description	Documents
Any additional information	[View File](#)
e-copies of the grant award letters for sponsored research projects /endowments	[View File](#)
List of endowments / projects with details of grants(Data Template)	[View File](#)

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

NIL

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NIL

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

3

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

13

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

21

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension The following is a list of activities carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year.

1. On the occasion of celebrating Independence Day and Republic Day we put loud speakers in the college campus and patriotic songs are sung by our students who take part in cultural programme organised on that particular day. Our college campus is surrounded by residential area. We invite the residents residing in the neighbourhood to take part in the celebration of Independence and Republic Day as well. Some residents remain present on these occasions.
2. We celebrate Yoga Day on 21 June every year and request our neighbours to be a part of the day and share their joys with us.
3. During the Covid 19 Pandemic we also distributed drugs (UKALA) among the surrounding residents.
4. The Government of Gujarat also makes an arrangement for

election booth in our campus. This leads to the intimacy
between the two- the college stakeholders and the
residents.

5. As and when we made an arrangement for Vaccination Drive we
made our students to make a survey of vaccination of the
people living in the surrounding areas and requested them
to take advantage of vaccination campaign.

File Description	Documents
Paste link for additional information	https://www.vrpccm.org/album
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

296

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

9

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institute has ample ofinfrastructure facilities for teaching and learning which includes well- equipped ICT enabled classrooms, Seminar RoomS, Computer Laboratory, Digital English Language Lab (DELL), computing equipments, Audio-Visual Room, and digitalized library supported with AC reading room.The detailed list of infrastructure and physical facilities are mentioned in the file uploaded.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.vrpccm.org/page/college-at-glance

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institute has excellent facilities for sports,NSS,Culture and NCC activities. For sports the institute has amenities for indoor and outdoor games. The detailed information has been given in the file uploaded herewith.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.vrpccm.org/page/sports

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

21

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.vrpccm.org/page/college-at-glance
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

561620

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

We use the SOUL software in our library. It is state-of-the-art library automation software designed and developed by the INFLIBNET. It is used for automating any type or size of library in India. Nearly all sorts of automatic works related to library can be performed using SOUL software. SOUL 2.0 library software has different operation modules according to their entity and nature. It has 6 main modules and various sub-modules as per area of operation. The following is a short list of functions performed automatically with the use of SOUL:

1. Acquisition
2. Catalogue
3. Circulation
4. OPAC
5. Serial Control
6. Administration

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://vrpcclibrary.wordpress.com/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

257254

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

250 – 350

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

We have been using the latest Wi-Fi connections (100 MBPS & 5G Wi-Fi Routers) for the last few years. For further information kindly refer to the file attached herewith.We have 94 PCs installed at different places i. e. Computer Lab., DELL, Office, Library etc. We have replaced 10m computers in DELL in place of old version of PCs.Three new PCs with latest versions have been placed in the principal's office, NAAC room and Office as well.We have updated the LAN-based facility at three places. 1. Office 2. Library and 3. Computer Lab.During the time zone of Corona Pandemic we were compelled to go for online teaching and learning process. In order to impart education to our students we took help of different Apps. For using the said Apps we updated most of our technological devices accordingly. For the smooth engagement of classes we have converted 4G Wi-Fi routers into 5G routers.We have been using a Wi-Fi connection entitled NAMO Wi-Fi provided by the Govt. of Gujarat for the last few years. This NAMO Wi-Fi facility gets updated by the Government of Gujarat at regular intervals.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[THE DETAIL IS ATTACHED IN THE FILE](#)

4.3.2 - Number of Computers

94

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

162389

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts.	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- We have a well-equipped computer lab. We have 50 computers with internet access.
- In Computer Lab. and DELL Havell's ELCB switches have been installed for taking precautionary measures against electrical hazards.
- In the library and administrative office electrical gadgets like stabilizers, Havell's ELCB switches etc. are used for regularizing voltage fluctuations.
- Ample staff is appointed to look after the building and the land i.e. the whole premises and its day to day cleanliness. The cleanliness is looked afterby the administrative staff.
- The change and repair of furniture is generally made during the vacation period whenever necessary engaging carpenters etc.
- The equipments are maintained by the trust who has appointed a technician and electrician for the purpose. Complex repairing, if necessary, is got done by hiring the service of expert technician from the market.
- In Computer Lab. and DELL Havell's ELCB switches have been installed for taking precautionary measures against electrical hazards.
- In the library and administrative office electrical gadgets like stabilizers, Havell's ELCB switches etc. are used for regularizing voltage fluctuations.
- For 24 hour water supply, management S.V.T. has constructed a huge water tank on the top floor from which water is supplied to the college, washrooms, garden etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the

Government during the year

1540 from Government Agencies

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1152 from Non-Government Agencies

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to institutional website	https://www.vrpccm.org/page/skill-development
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1250

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1250

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

62

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

396

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The College believes in giving equal opportunity to the students in supporting the college faculty and Principal in running the affairs of the collegetransparently. The Students' Representative Committee of the college select the representatives by keeping certain criteria as characteristics of leadership, sincerity, hard work, commitment, honesty etc. This prepares the students for leadership roles, organizing events teamwork, execution skills. The major objectives are as under:

1. The Student Representatives play an important role in

maintaining the code of conduct of the college and reporting any disciplinary issues to the committee members.

2. The Class Representatives help the class teacher in conducting class activities, Unit Tests, assignments as well as attendance of students.

3. To develop skills of students by involving them in the planning and implementation of academic and co-curricular activities.

4. To cultivate the learning process through practical experience that encourages and makes students more confident.

5. It also improves their communication and leadership skills.

6. At the end of every academic year, the students' representative Council is encouraged and awarded in the Annual Day Celebration for their active participation in conducting various activities of the college

File Description	Documents
Paste link for additional information	ADDED IN FILE
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

NIL

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institute has Alumni association plays a pivotal role in nurturing the College with all dimensions.The College Alumni Associationis a lifelong association of the students with their alma mater. The alumni play active role in development of college. The Alumni are part of the College IQAC and they are regularly invited to participate in the Quarterly College IQAC meetings to be acquainted with development of the college and help the institute to prosper through their valuable suggestions. The institute also collects the alumni feedback and the intellectual inputs from successful alumni. The suggestions of alumni are utilized to enrich the curriculum.Some Alumni provide a strong backbone and support for Vocational programs where they to participate in BoS as Industrial Representative and they have become an integral part of the Vocation Program: for design of Skill-based Curriculum, to provide Industrial visits – trainings , deliver expert lectures and for offering placement. The institute alumni extend also help students by organizing Pre-placement camp for formal training of Interviews, GDs and Competitive Exam preparations etc. The Alumni also assist financially to the institute via fund and donations.

File Description	Documents
Paste link for additional information	ADDED IN FILE ATTACHED
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**D. 1 Lakhs - 3Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision

To impart qualitative and value-based commerce education for academic excellence.

Mission

To educate the commerce students in such a way that they can become knowledgeable, responsible, skilled, cultured, self-reliant, self-disciplined, adventurous, confident and competent human-beings who can render great services to the nation in general and the society in particular.

We try our level best to implement the things written in the vision and mission of our institution. The Vision and Mission of our institution get reflected in almost all areas of our governance. The detailed information has been given in the file uploaded herewith.

File Description	Documents
Paste link for additional information	https://www.vrpccm.org/page/vision-and-mission
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The effective leadership is visible in various institutional practices such as decentralization and participative management. Some of the practices are visible especially at the following two levels:

Student Level:

- At student level, the institute has started a soft skill development programme, wherein the students are trained under various fields viz leadership, team building, decision making, time management, personal grooming etc.

Faculty Level:

- Each faculty member is given some administrative responsibilities to carry out and freedom is given to take informal decisions.
- Faculty members are motivated to become member of

professional bodies of respective fields.
- **Management and leadership workshops are organized by the institute for development of their faculty members.**
- **Faculty Members are allowed to be resource persons in other institutions.**
- **Faculty members are given responsibilities of various committees of the college.**

The detailed information has been given in the file uploaded herewith.

File Description	Documents
Paste link for additional information	[ADDED IN FILE]()
Upload any additional information	[View File]()

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/perspective plan is effectively deployed at all levels in the following manner:

- **The Faculties are assigned responsibility of Sapt Dhara where it is their responsibility to manage all activities within the budget allocated and write a report.**
- **The outstanding achievement of the faculty is highlighted by the management and the principal of the institution on the annual day and on special occasions**
- **Faculty members are encouraged to participate in training programmes organized by KCG, a State Govt. initiative in their respective subject of specialization and research areas.**
- **Faculty members are also granted permission and encouraged to perform duties as resource persons in various academic institutions, government bodies and NGOs.**
- **Faculty members are counsellors of distance mode learning introduced by IGNOU and BAOU.**
- **Achievements of the faculty members and students are reflected in the magazine "Divita".**
- **Coverage in print media is a regular feature which is carried out as and when there are college activities and achievements.**
- **Members of management remain present on most of the events organized by the college**

- **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.**

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	ADDED IN FILE
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

We had to adopt online procedure for conducting administrative, curricular, co-curricular and extra-curricular activities due to Corona Pandemic. Covid 19 was on the peak at the time of admission so we gave admission to the students online. Most of activities were performed online owing to Corona virus. The detailed information has been given in the file.

File Description	Documents
Paste link for additional information	ADDED IN FILE
Link to Organogram of the Institution webpage	NIL
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

1. Welfare Scheme for Teachers:

- **In case of an accident the college extends financial assistance of Rs. 10000 to the teacher who gets injured in an accident and Rs. 25000 in case of death**
- **We have well-organised Sardar Vidyabhavan Trust Sanchalit All Colleges Co-operative Credit Society for Staff Members. It gives loan to member for Rs. 25,00,000/-**

2. Welfare Scheme for Non-teaching staff:

- **In case of an accident the college extends financial assistance ofRs. 10000 to the administrative staff member who gets injured in an accident and Rs. 25000 in case of death because of accident.**
- **The college provides monetary help of Rs. 1000/- for dress, Rs. 200/- for shoes, Rs. 500/- for yearly washing allowance, Rs. 150/- for an umbrella. A cycle is given to a peon who is supposed to shoulder the administration-oriented responsibilities.**

3. Welfare Scheme for Students:

- **In case of an accident the college extends financial assistance amounting to Rs. 10000 to the student who gets injured and Rs. 25000 in case of death.Rs. 100000 is given by the state government to the kin and kith of the deceased and the college helps to attain this amount from the government by preparing proper documents.**

File Description	Documents
Paste link for additional information	FILE IS ATTACHED
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

NIL

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

2

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

TheInstitute follows the format ofPerformance Appraisal given for Grant-in-aid College. The faculties are supposed to fill at the

end of every year and submit to the IQAC. Suggestions are also made by the principal himself to enhance the quality of works.

Teaching Staff:

- Evaluation of teacher and courses is done by the students. The results are discussed with the respective teacher.
- An appraisal form is used by the institute which the teachers are supposed to fill in and submit within the stipulated time.
- Teacher's diary is checked every semester.
- Principal takes feedback from stakeholders.

Non-Teaching Staff:

- Evaluation of Non-Teaching staff is done by the principal himself.

- If not, the member concerned is summoned alone in the office and he or she is made to find or his or her loopholes. Suggestions are also made by the principal himself to enhance the quality of works.

File Description	Documents
Paste link for additional information	ADDED IN ATTACHED FILE
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- The external audit is done by a registered Chartered Accountant of Messers Ashwin K. Yagnik & Co. The accounts have been audited for the financial year 2020-21 i.e. up to 31st March, 2021.
- The last Government Audit was on 31st March 2017, where no major audit objections were raised.

File Description	Documents
Paste link for additional information	ADDED IN ATTACHED FILE
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

Rs.1,95,265

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Ours is a grant-in-aid institution and hence 100% salary grant is accrued from the government. Moreover the Government gives Rs. 60 per student per year for miscellaneous expenditure and Rs.40 for library use.. Financial resources of the college are the obtained from the State Government, UGC and fees collected from the students. The financial management is done by the Principal seeking support from the Office Superintendent of the administrative office. The institution seeks funding from various schemes of UGC, ONGC, Alumni, social bodies, sponsorships and NGOs as well. Payment of all the purchases of equipment, books, stationery, materials, salary of self-financed staff, infrastructural development etc. is made through Account payee cheques the principal maintains transparency. The accounting is systematically done by means of TALLY software. The process of optimal utilization of financial resources begins with the scrutiny of the annual budget by Sardar Vidyabhavan Trust (SVT) consisting of the Managing Trustee, other trustees and the Principal of the college. The annual budget of the forthcoming year is produced by the Principal which after due scrutiny and

discussions is passed by the committee constituted by the Trust. The equipments and other infrastructural requirements are bought after proper scrutiny. The deficit is borne by the management.

File Description	Documents
Paste link for additional information	ADDED IN ATTACHED FILE
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

For institutionalizing the quality assurance strategies and processesInternal Quality Assurance Cell (IQAC) has contributed significantly.A functional IQAC is a proof of quality maintenance and assurance of academic and administrative activities.The administration of the institution is maintained involving of the staff at every level.The IQAC formulates programme and then it is put up in the staff meeting where it is discussed and then each faculty member is given responsibility as per the plan.IQAC communicates and assign duties and responsibilities to each staff by conducting departmental meetings periodically. The principal in association with IQAC takes a close review of all the staff activities and suggests improvements wherever necessary.Both the curricular and extra-curricular activities are held quite smoothly by the active participation of the staff under the banner of IQAC.The teachers have been quite supportive to the academic needs of the students by offering reading materials, tutorials and add on programs.Each person in the office has been provided with a computer. Specific duties are allocated to the support staff.There is a regular External Audit by the Management and the Government.The office staff is trained and qualified CCC with the help of IQAC. Seminars, conferences, workshops etc. are organised under the aegis of IQAC.

File Description	Documents
Paste link for additional information	https://www.vrpccm.org/page/iqac
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of

operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The principal reviews the test results of each semester of each subject. Subject and teacher evaluation help in improving the standards.Suggestion box has been placed in the college for students.It is opened at regular interval and discussed the suggestion offered by the students are accepted.Teachers make SWOC analysis in the class at individual level.To communicate the quality assurance policies, the college publishes a prospectus and a magazine wherein all the achievements of students as well as teaching and non-teaching staff members are highlighted. We invite stakeholders for participating in various activities of the college especially Annual Day celebration. Parents are invited for interactions with the principal,all head of the departments and subject teachers as well. News / Information / developments are published in the local leading newspapers.The Principal meets the Management to appraise the developments of the college.The college has a strong representation in the University administrative bodies like Academic council, Senate and Syndicate etc.Moreover,5 faculty members are members of Board of Studies of Commerce panelImportant information regarding the college is posted on the college website. Moreover information is communicated to students through Notice Boards and Telegram.

File Description	Documents
Paste link for additional information	https://www.vrpccm.org/page/feedback
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.vrpccm.org/page/annual-reports
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

SVRPCCM has formed various committees to ensure the sensitization, awareness and promotion of gender equity in the institute throughout the year. Here are some of the measures initiated by the Institution for the promotion of gender equity in the institute during the year 2020-2021.

1. Equal opportunities are provided to all boys and girls of the institute to take part in all curricular, co-curricular and extra-curricular activities of the college like NSS, NCC, Sports, Cultural Programmes etc.

2. Both boys and girls are encouraged to represent their classes in all activities of the college. Two representatives (one boy and one girl) are selected as Class Representatives from each division of all semesters.

3. Both boys and girls are motivated to be the part of almost of important committees formed by the members of IQAC and the management i. e. Sardar Vidyabhavan Trust (SVT). All core committees of the institute include boys and girls in important decision making procedure for the betterment of teaching-learning process as well as overall development of the college.

4. Security cameras are installed for safety and security of everyone in and around the campus.

5. The college arranges the International Women's Day celebratioin and also self -defence programmme for maitining the

equality for both the genders.

Attention: Due to sokme technical error, We are unable to see the document attachement option in the following table.

File Description	Documents
Annual gender sensitization action plan	7.1.1 1. Institution shows gender sensitivity in providing facilities such as: 1. Safety and Security 2. Counselling 3. Common Room Resource: The college is conscious to promote human ethical values of each gender. The colalege believes to encourage equality at the same time maintaining nobility of every men and women who are part of the college. The core asset of college is to provide unbiased approach in developing personal as well professional life. The college confirms gender sensitivity by providing the following facilities: • Safety and Security • Counselling • Common Room Facility • Safety and Security: The following measures have been adopted by college for safety and security: 1. Security Guard: The Security guards monitor the campus round the clock. The guards are also holding their respective positions at entrance gate, college gate, Full-time rectors are appointed for both Girls' and Boy's hostel. 2. CCTV Monitoring: CCTV cameras are installed at various places in the college premises which provide round the clock surveillance for observing the ongoing activities. 3. Suggestion Box: The College invites suggestions from all for the betterment of the college. The suggestion box is easily accessible for all near the clerk office. 4. Grievance Redressal Committee: The College has committees the Grievance Redressal Committee to provide appropriate solutions for suggestions as well as

grievances of the students. 5. Anti-ragging Committee: The College has Anti-ragging committee to monitor and address safety and security of the students. During the orientation programme the rules and regulations are presented ever year to prevent any kind of ragging. The committee is actively monitoring throughout the year. 6. Discipline Committee: The college Discipline committee monitors ongoing activities and drafts rules and regulation according to the need of time. 7. Health Aid Facilities: Both male and females doctors visit the college for health issues of students. Special care is given to the girl students. Every year the college conducts health, hemoglobin check-up camp, Thalassemia testing camp. The First Aid Box is kept in the clerk office for easy accessibility 8. Fire Safety Equipments: The fire extinguishers are installed at the various places of campus and college. The college conducts the fire audit and safety drills regularly. 9. Cleanliness Committee: The committee monitors cleanliness and hygiene in Girl's common room, Boys' common room, canteen, corridors, classrooms etc. The committee also promotes no pollution concept. 10. Gender sensitivity awareness programmes: The college regularly organizes theme based seminars, Guest lecturers to endorse social values such as gender equality and gender sensitivity. The college deals with social sizzling problems and highlights "Save Girl Child", "Educate Girl child", "women safety" through the cultural activities and poster presentation. 11. Women Development Cell: The College WDC cell strives to uplift the status of female students as well as bring out hidden potential by organizing various activities. WDC cell takes keen interest for overall development of females by arranging array of activates like Women's Day celebration, Seminars on "Work life

	balance" , "Workshops on Safety" "felicitation of women achievers" . Moreover, WDC arranges Yoga Day, Aerobics, Outing also. • Counselling: The College provides counselling in various genres for betterment of the students. The details are as following: 1. Mentoring: Every class is assigned with Mentor .The respective mentor interacts with students (Mentees) regularly to guide them. The mentor provides guidance and solutions for academic, stress, social, peer stress and personal issues. 2. Parent Teacher Interaction: If the need arises or else in few cases, the respective mentor interacts with parents or guardians in person or through telephonic communication for briefing the parents about their ward. • Common Room Facility : The college provides adequate facilities to Girls as well as boys which are as follows: 1. Separate common room: The College provides separate common rooms and washrooms for girls and boys. 2. Girls' common room facility: The desks are arranged for sitting and easy chairs are also placed. It is equipped with facilities like Sanitary Napkin Vending Machine and incinerator machine. It is well ventilated. 3. Boy's common room facility: The desks are arranged for sitting. It is well ventilated.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	7.1.1 1. Institution shows gender sensitivity in providing facilities such as: 1. Safety and Security 2. Counselling 3. Common Room Resource: The college is conscious to promote human ethical values of each gender. The college believes to encourage equality at the same time maintaining nobility of every men and women who are part of the college. The core asset of college is to provide unbiased approach in developing personal as well professional life. The college

confirms gender sensitivity by providing the following facilities: • Safety and Security • Counselling • Common Room Facility • Safety and Security: The following measures have been adopted by college for safety and security: 1. Security Guard: The Security guards monitor the campus round the clock. The guards are also holding their respective positions at entrance gate, college gate,. Full-time rectors are appointed for both Girls' and Boy's hostel. 2. CCTV Monitoring: CCTV cameras are installed at various places in the college premises which provide round the clock surveillance for observing the ongoing activities. 3. Suggestion Box: The College invites suggestions from all for the betterment of the college. The suggestion box is easily accessible for all near the clerk office. 4. Grievance Redressal Committee: The College has committees the Grievance Redressal Committee to provide appropriate solutions for suggestions as well as grievances of the students. 5. Anti-ragging Committee: The College has Anti-ragging committee to monitor and address safety and security of the students. During the orientation programme the rules and regulations are presented ever year to prevent any kind of ragging. The committee is actively monitoring throughout the year. 6. Discipline Committee: The college Discipline committee monitors ongoing activities and drafts rules and regulation according to the need of time. 7. Health Aid Facilities: Both male and females doctors visit the college for health issues of students. Special care is given to the girl students. Every year the college conducts health, hemoglobin check-up camp, Thalassemia testing camp. The First Aid Box is kept in the clerk office for easy accessibility 8. Fire Safety Equipments: The fire extinguishers are installed at the various places of campus

and college. The college conducts the fire audit and safety drills regularly. 9. Cleanliness Committee: The committee monitors cleanliness and hygiene in Girl's common room, Boys' common room, canteen, corridors, classrooms etc. The committee also promotes no pollution concept. 10. Gender sensitivity awareness programmes: The college regularly organizes theme based seminars, Guest lecturers to endorse social values such as gender equality and gender sensitivity. The college deals with social sizzling problems and highlights "Save Girl Child", "Educate Girl child", "women safety" through the cultural activities and poster presentation. 11. Women Development Cell: The College WDC cell strives to uplift the status of female students as well as bring out hidden potential by organizing various activities. WDC cell takes keen interest for overall development of females by arranging array of activates like Women's Day celebration, Seminars on "Work life balance", "Workshops on Safety" "felicitation of women achievers". Moreover, WDC arranges Yoga Day, Aerobics, Outing also. • Counselling: The College provides counselling in various genres for betterment of the students. The details are as following: 1. Mentoring: Every class is assigned with Mentor .The respective mentor interacts with students (Mentees) regularly to guide them. The mentor provides guidance and solutions for academic, stress, social, peer stress and personal issues. 2. Parent Teacher Interaction: If the need arises or else in few cases, the respective mentor interacts with parents or guardians in person or through telephonic communication for briefing the parents about their ward. • Common Room Facility : The college provides adequate facilities to Girls as well as boys which are as follows: 1. Separate common room: The College provides

separate common rooms and washrooms for girls and boys. 2. Girls' common room facility: The desks are arranged for sitting and easy chairs are also placed. It is equipped with facilities like Sanitary Napkin Vending Machine and incinerator machine. It is well ventilated. 3. Boy's common room facility: The desks are arranged for sitting. It is well ventilated.

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Since ours is a commerce college, we don't have solid waste, liquid waste, bio-medical waste, hazardous chemicals and radioactive waste etc.. But we have simple waste and E-waste only. The management of simple waste is as follows:

1. Simple waste:

The barrels have been kept at proper places to collect the simple waste consisting of wasted papers, leaves of trees, plastic bottles, rags etc. The Municipality has made an arrangement for the disposal of this simple waste.

2. E-waste:

We dispose of e-waste at regular intervals. Spoiled electronic items or unnecessary parts of electronic items are sold out to private retailed vendors.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	DATA HAS BEEN ENTERED IN THE FILE
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus — C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: — A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit — D. Any 1 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

To strengthen the sense of Nationalism, cultural integrity and

harmony amongst the students from various Communities, the college organizes and celebrates various National as well Regional festivals and birth-death anniversaries. The main objective is to awaken the students about National Integrity, tolerance, Unity and diversity of various Ethnicities. The College celebrates the following Festivals:

1. Independence Day
2. Republic Day
3. National Youth Day
4. Guru Purnima
5. Language Bridge Course
6. Azadi ka Amrut Mahotsav- Elocution and Presentation on Indian Freedom Fighter
7. Essay Writing on Gandhian Philosophy on Gandhi Jayanti
8. Blood Donation Camp
9. Voter Awareness Programme
10. .Saptdhara Activities

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	[View File](#)

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Teaching is noble profession. It is inevitable to make our emplyees and students to digest the values, duties , rights and responsiblities as a citizen of any nation. This is the core cobncept of our College teaching approches. By inculcating such concept, the College reularly organizes the following acitities to awaken students for thier responcibilities as a part of their citizenship duty:

1. Election Awareness- Voter Awareness Programme

2. Freedom struggle of India Programme

3. Health Nutrition Frotnight

4. Save water Campaign

5. National Youth Day

6. World AID'S awareness Day

7. Teachre's Day

8. Republic Day

9. Indepence Day

The core aspect of celebrating such awareness programme is to awaken today's youth for their duties towards Nation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above

File Description	Documents
Code of ethics policy document	[View File]
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File]
Any other relevant information	[View File]

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

- **Celebration of Birth Anniversary of Swami Vivekanand:**

We celebrated Swami Vivekanand Birth Anniversary in our college.

- **Celebration of 125th Birth Anniversary of Subhashchandra Bose:**

We celebrated Subhashchandra Bose Birth Anniversary in our college.

- **Celebration of 150th Birth Anniversary of Mahatma Gandhi:**

We celebrated 150th Birth Anniversary of Mahatma Gandhi in our college.

- **Celebration of Azadi Ka Amrit Mahotsav:**
- **Celebration of National Voting Day:**
- **Celebration of 72nd Independence Day:**
- **Celebration of International Women Day:**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. To continue teaching-learning process during lock-down.

2. To provide guidelines for preventive steps to during the period of the Pandemic i. e. Covid 19.

The detailed information has been given in the uploaded file. Kindly visit our college website for detailed information:https://www.vrpccm.org/images/download/best-practices-2020-2021-5324.pdf

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college efforts genuinely to develop responsible young citizens who will be the promising future of our Nation. The college takes several initiatives for achieving the holistic objectives with 360-degree developments of students which are as followed:

1.National Services

2.Sensitivity Awareness activities

3.Participative, Practical and experiential Learning Methodology

4.Finishing School Nodal Centre

5.SCOPE – DELL Lab

The precribed details are mentioned in the attached file.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

Enhance the research culture amongst the students and promote publications by students as well as faculties. The college also wants theupgradation of College Infrastructure . Intensify various the activities of Start-up ecosystem development for promoting students for innovation and Entrepreneurship. Training of faculties for optimizing use of various tools and techniques for innovative teaching methods. Improve and enhance employability skills of all students. Introduction of various certificate courses for students andFaculty development programs for teachers. Organization of National and International level events in collaboration of Nationally Recognized institutes.Apart from the mentioned details; the followingare noteworthy plans for next academic year:

- **construction of an Elevator for the disabled**
- **built a special office for trust**
- **installation of Solar Panel on the roof of the college for energy**
- **To set up an Educational Studio**
- **To motivate all the students to join Gymnasium**
- **To do more activities pertaining to an increase in the Happiness Index**