# Yearly Status Report - 2018-2019

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1. Name of the Institution** | **C P PATEL AND F H SHAH COMMERCE COLLEGE, ANAND** |
| Name of the head of the Institution | **R D MODI** |
| Designation | **Principal** |
| Does the Institution function from own campus | **Yes** |
| Phone no/Alternate Phone no. | **02692250710** |
| Mobile no. | **9898211089** |
| Registered Email | **iqaccppfhs1970@gmail.com** |
| Alternate Email | **drrdmodi@gmail.com** |
| Address | **NEAR N S PATEL CIRCLE, NEAR SARDAR PATEL OVERBRIDGE, BHALEJ ROAD,** |
| City/Town | **ANAND** |
| State/UT | **Gujarat** |
| Pincode | **388001** |

## 2. Institutional Status

| | |
|---|---|
| Affiliated / Constituent | **Affiliated** |
| Type of Institution | **Co-education** |
| Location | **Semi-urban** |
| Financial Status | **Self financed and grant-in-aid** |
| Name of the IQAC co-ordinator/Director | **DR S M PILLAI** |
| Phone no/Alternate Phone no. | **02692250710** |
| Mobile no. | **9512941211** |
| Registered Email | **iqaccppfhs1970@gmail.com** |
| Alternate Email | **drsmpillai9@gmail.com** |

## 3. Website Address

| | |
|---|---|
| Web-link of the AQAR: (Previous Academic Year) | https://www.cppfhscc.org/AQAR-2017-18.php |

## 4. Whether Academic Calendar prepared during the year

| | |
|---|---|
| **4. Whether Academic Calendar prepared during the year** | **Yes** |
| if yes,whether it is uploaded in the institutional website: Weblink : | https://www.cppfhscc.org/Academic%20Calendar.html |

## 5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
|---|---|---|---|---|---|
| | | | | Period From | Period To |
| **1** | **B** | **2.38** | **2008** | **28-Mar-2008** | **20-Feb-2014** |
| **2** | **B** | **2.76** | **2014** | **21-Feb-2014** | **20-Feb-2019** |

## 6. Date of Establishment of IQAC

| | |
|---|---|
| **6. Date of Establishment of IQAC** | **01-Jun-1970** |

## 7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|---|---|
| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |

| AISHE | 23-Jan-2019 6 | 1975 |
|---|---|---|
| INTERNAL AUDIT | 16-Dec-2018 12 | 1975 |
| ENERGY AUDIT | 02-Jan-2016 7 | 1975 |
| GENDER AUDIT | 02-Jan-2016 6 | 1975 |
| SAFETY AUDIT | 16-Jul-2016 12 | 1975 |
| GREEN AUDIT | 26-Feb-2018 6 | 1975 |
| MOU WITH GUJARAT KNOWLEDGE SOCIETY, AHMEDABAD FOR (STUDENT START-UP AND INNOVATION POLIY) | 07-Apr-2018 5 | 55 |
| MOU WITH ALL GUJARAT WOMEN'S ORGANIZATION 'SHAKTI MANCH', ANAND | 23-Jun-2018 2 | 1975 |
| GSIRF 2018-19 | 25-Nov-2018 6 | 1975 |
| PARTICIPATION IN NIRF 2018-19 | 06-Dec-2018 6 | 1975 |
| [View File](#) | | |

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| DDUKK (BVOC, MVOC & COMMUNITY COLLEGE) | UGC | UGC | 2018 180 | 6532000 |
| BCOM-G AND BBA-G | SWARNIM GUJARAT | STATE GOVERNMENT | 2018 180 | 20000 |
| BCOM-G AND BBA-G | UDISHA | STATE GOVERNMENT | 2018 180 | 20000 |
| BCOM-G AND BBA-G | UNNAT BHARAT ABHIYAN | CENTRAL GOVERNMENT | 2018 180 | 50000 |
| BCOM-G AND BBA-G | FINISHING SCHOOL | STATE GOVERNMENT | 2018 180 | 500000 |
| BCOM-G AND BBA-G | GRAHAK SURAKSHA | STATE GOVERNMENT | 2019 180 | 4000 |
| BCOM-G AND BBA-G | NSS UNIT GRANT | STATE GOVERNMENT | 2018 180 | 90000 |
| [View File](#) | | | | |

| | |
|---|---|
| **9. Whether composition of IQAC as per latest NAAC guidelines:** | **Yes** |
| Upload latest notification of formation of IQAC | [View File](#) |
| **10. Number of IQAC meetings held during the year :** | **12** |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | **Yes** |
| Upload the minutes of meeting and action taken report | [View File](#) |
| **11. Whether IQAC received funding from any of the funding agency to support its activities during the year?** | **Yes** |
| If yes, mention the amount | **0** |
| Year | **2018** |

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

**1) Applied for RUSA Grants 2) The IQAC ensures that the college maintains a consistently good academic record. 3) For proper outcome of academic standards the IQAC monitors teaching and learning process of the college. 4) Feedback is regularly taken to facilitate the process of Teaching and Learning. 5) The teachers are encouraged to participate in Refresher Courses, Orientation Programmes, Research, Seminars and Workshops etc. for their professional upgradation. 6) Faculties and Students are encourage to participate and contribute significantly in the Research Work. 7) The IQAC monitors the organizing of seminars, workshops etc. by individual departments to upgrade the knowledge base of the students, faculties and non teaching staff.**

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

| Plan of Action | Achivements/Outcomes |
|---|---|
| **Curriculum Flexibility recommended by the IQAC** | **Computer Literacy and Internet Surfing Certificate Programs were added for the Academic Year** |
| **As a quality improvement initiative, IQAC recommended monetary support for undergraduate students for their innovative project work under faculty mentorship or without** | **This was discussed at various level and accordingly approved by authority. Total of 01.65 lakhs was sponsored by tye various industries as funding for undergraduate students' project support** |

| | during the year 2018-19 |
|---|---|
| Organizing more number of Seminars/Conferences/Workshops /FDPs | In all 08 number of Seminars, Conferenes, FDPS and Workshops have been organized Out of which one of them has been NAAC Sponsored National Seminar |
| Use IT Resources to intentionally coordinate with the work of other students, faculty members or college officials | Google Classrooms and Google products have been incorporated for Teaching Learning Pedagogy |

[View File]

| **14. Whether AQAR was placed before statutory body ?** | **Yes** |
|---|---|

| Name of Statutory Body | Meeting Date |
|---|---|
| SARDAR PATEL EDUCATION TRUST, ANAND | 18-Aug-2021 |

| **15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?** | **Yes** |
|---|---|
| Date of Visit | **16-Dec-2018** |
| **16. Whether institutional data submitted to AISHE:** | **Yes** |
| Year of Submission | **2019** |
| Date of Submission | **23-Jan-2019** |
| **17. Does the Institution have Management Information System ?** | **Yes** |
| If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words) | **1) THE COLLEGE HAS ERP SYSTEM WORKNG FOR THE STUDENTS 2) THE SARDAR PATEL UNIVERSITY HAS DEVELOPED AN APP FOR THE STUDENTS TO PROVIDE THEM ALL KINDS OF STUDENTS RELATED INFORMATION. 3) THE COLLEGE HAS AN ONLINE SMS SYSTEM TO INFORM STUDENTS AND PARENTS WITH ALL THEIR MATTERS LIKE ADMISSIONS, PAYING THE FEES, EXAMINATION AND OTHER SUCH MATTERS. 4) THE COLLEGE HAS MADE THE WHATSAPP GROUP TO CIRCULATE ALL THE CIRCULARS REGARDIG ACTIVITIES AND SUCH INFORMATIONS. 5) THE FACULTIES HAVE DEVELOPED THEIR OWN MIS THRUGH GOOGLE CLASSROOM TO PROVIDE INFORMATION TO THE STUDENTS REGARDING THE UNITS TAUGHT AND EXAMINATIONS. 6) IQAC HAS DEVELOPED ITS** |

## Part B

## CRITERION I – CURRICULAR ASPECTS

### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college has taken proactive initiatives to ensure effective curriculum delivery of the University ensured through a well-planned and documented process: • While curriculum design and development process is undertaken by Board of Studies, Faculty of Management, Faculty of Business Studies and Faculty of Science of Sardar Patel University. Before introducing new academic programs/courses, feedback from Students, Experts industrialists, academicians, alumni and professional bodies are taken. • The Faculties of the Subjects are co-opted in the meetings and workshops organized by the conveners appointed by the affiliating University. • Alumni are appointed as Members of BOS of BVoc, MVoc and Community College. The College offers 10 Undergraduate courses and 03 Post graduate courses in the stream of Commerce, Business Administration and Computer Application.. • The college Information Brochure uploaded on the Sardar Patel University website (The College used to publish it's brochure on it's own website but after 2017-18 due to online Centralized admission the information of the college is published on the University website). • Teaching and Learning process is supplemented with practical work in laboratories, seminars, workshops, guest lectures, group discussions, departmental quiz, projects, group assignments, educational tours, field trips and industrial visits. • The effective curriculum delivery is also ensured through field work, project work and internship of the students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|---|---|---|---|---|---|
| Nil | DIPLOMA IN BANKING | 14/06/2018 | 180 | EMPLOYABILITY | BANKING KNOWLEDGE |
| Nil | DIPLOMA IN EVENT MANAGEMENT | 14/06/2018 | 180 | EMPLOYABILITY | EVENT MANAGEMENT SKILLS |
| Nil | DIPLOMA IN TAX PRACTICE | 14/06/2018 | 180 | EMPLOYABILITY | TAX CALCULATION SKILLS |
| Nil | DIPLOMA IN COMPUTER APPLICATION | 14/06/2018 | 180 | ENTREPRENEURSHIP | COMPUTER SKILLS |
| CERTIFICATE PROGRAM IN BEAUTY AND COSMETICS | Nil | 14/06/2018 | 32 | ENTREPRENEURSHIP | BEAUTY PARLOUR SKILLS |
|  | Nil | 14/06/2018 | 50 | SELF | LANGUAG |

| | | | | | |
|---|---|---|---|---|---|
| CERTIFICATE PROGRAM IN GERMAN LANGUAGE | | | | EMPLOYMENT | SKILLS |
| CERTIFICATE PROGRAM IN PERONALITY DEVELOPMENT | Nil | 14/06/2018 | 50 | SELF EMPLOYMENT | GROOMING SKILLS |
| CERTIFICATE PROGRAM IN IPR , COPYRIGHT AND TRADEMARK FUNDAMENTALS | Nil | 14/06/2018 | 60 | SELF EMPLOYMENT | IPR SKILLS |
| CERTIFICATE PROGRAM IN E NTREPRENEURS HIP AND INNOVATIONS | Nil | 14/06/2018 | 60 | SELF EMPLOYMENT | ENTREPRENE URSHIP SKILLS |
| CERTIFICATE PROGRAM IN SEWING | Nil | 14/06/2018 | 32 | SELF EMPLOYMENT | ENTRPRENEU RSHIP SKILLS |
| CERTIFICATE PROGRAM IN COMPUTER LITERACY | Nil | 14/06/2018 | 40 | SELF EMPLOYMENT | ENTRPRENEU RSHIP SKILLS |
| CERTIFICATE COURSE IN ENGLISH | Nil | 14/06/2018 | 58 | EMPLOYABIL ITY | LANGUAGE SKILLS |

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---|---|---|
| MVoc | INSURANCE AND FINANCIAL MANAGEMENT (BVoc-IFM) | 14/06/2018 |
| View File | | |

### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|---|---|---|
| BVoc | EXPORT IMPORT MANAGEMENT | 14/06/2018 |
| BCom | GENERAL | 14/06/2018 |
| BBA | GENERAL | 14/06/2018 |

| BCA | SELF FINANCED | 14/06/2018 |
|---|---|---|
| BBA | INFORMATION TECHNOLOGY MANAGEMENT | 14/06/2018 |
| BCom | SELF FINANCED | 14/06/2018 |
| BVoc | BANKING AND FINANCIAL SERVICES | 14/06/2018 |
| BVoc | SUPPLY CHAIN LOGISTICS | 14/06/2018 |
| MCom | SELF FINANCED | 14/06/2018 |
| MVoc | INSURANCE AND FINANCIAL MANAGEMENT | 14/06/2018 |
| PGDCA | SELF FINANCED | 14/06/2018 |
| BVoc | SOFTWARE DEVELOPMENT | 14/06/2018 |
| BVoc | INSURANCE AND FINANCIAL MANAGEMENT | 14/06/2018 |

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

|  | Certificate | Diploma Course |
|---|---|---|
| Number of Students | 884 | 68 |

## 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|---|---|---|
| CERTIFICATE COURSE IN ENGLISH | 14/06/2018 | 58 |
| DIPLOMA IN BANKING | 14/06/2018 | 12 |
| DIPLOMA IN EVENT MANAGEMENT | 14/06/2018 | 3 |
| DIPLOMA IN TAX PRACTICE | 14/06/2018 | 35 |
| DIPLOMA IN COMPUTER APPLICATION | 14/06/2018 | 18 |
| CERTIFICATE COURSE IN BEAUTY AND COSMETICS | 14/06/2018 | 57 |
| CERTIFICATE COURSE IN GERMAN LANGUAGE | 14/06/2018 | 121 |
| CERTIFICATE COURSE IN PERONALITY DEVELOPMENT | 14/06/2018 | 120 |
| CERTIFICATE COURSE IN IPR, COPYRIGHT, TRADEMARKS FUNDAMENTALS | 14/06/2018 | 119 |
| CERTIFICATE COURSE IN ENTREPRENEURSHIP AND INNOVATIONS | 14/06/2018 | 120 |
| [View File]() | | |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|---|---|---|

| BBA | GENERAL | 61 |
|------|---------|-----|
| BBA | GENERAL (COMPREHENSIVE PROJECT) | 33 |
| BBA | INFORMATION TECHNOLOGY MANAGEMENT | 40 |
| BBA | INFORMATION TECHNOLOGY MANAGEMENT(COMPREHENSIVE PROJECT) | 38 |
| BVoc | BANKING AND FINANCIAL SERVICES | 14 |
| BVoc | EXPORT IMPORT MANAGEMENT | 1 |
| BBA | GENERAL (INTERNSHIP) | 3 |
| BCom | GENERAL (INTERNSHIP) | 5 |
| BCom | GENERAL(COMMERCE/MANAGEMENT) | 59 |
| BCom | GENERAL (GUJARAT GOVERNMENT INTERNSHIP) | 66 |

[View File](#)

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| Students | Yes |
|----------|-----|
| Teachers | Yes |
| Employers | Yes |
| Alumni | Yes |
| Parents | Yes |

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

To understand and assess the expectations of students on curriculum, the institution collects feedback from the students, faculty, alumni and parents. This year the stakeholders evaluated the curriculum on a five point scale where the student can mark eight parameters as excellent, very good, good, satisfactory and not satisfactory. The parameters like depth, coverage, applicability, learning value, clarity and relevance of the course along with the relevance of additional source material and the extend of effort required by the students are analysed and evaluated by the students. Also, provision to add further suggestions are also given. The feedback is analysed department-wise to get a clear understanding of the course material. Open houses for the Redressal of grievances are conducted once in every semester. The parents are also given such an opportunity during the PTA. Open discussions are also promoted during these occasions. In addition to the general meetings the PTA as well as the alumni meets together department-wise as well. The alumni are usually keener in making suggestions for the growth of the institution and their productive proposals on the course as well as the institution are welcomed by the IQAC and authorities. Certificate programs are designed as per the student's suggestions. In addition to these, separate feedbacks are also taken to evaluate institutional performance and teacher's performance.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
| --- | --- | --- | --- | --- |
| MVoc | INSURANCE AND FINANCIAL MANAGEMENT | 50 | 7 | 7 |
| BVoc | SOFTWARE DEVELOPMENT | 50 | 23 | 23 |
| BVoc | EXPORT AND IMPORT MANAGEMENT | 50 | 14 | 14 |
| BVoc | BANKING AND FINANCIAL SERVICES | 50 | 39 | 39 |
| BCA | SELF FINANCED | 80 | 200 | 68 |
| BCom | GENERAL | 390 | 900 | 363 |
| BBA | GENERAL | 80 | 126 | 36 |
| BBA | INFORMATION TCHNOLOGY MANAGEMENT | 80 | 65 | 47 |
| BCom | SELF FINANCED | 120 | 60 | 45 |
| MCom | SELF FINANCED | 140 | 250 | 140 |
| [View File](#) | | | | |

### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
| --- | --- | --- | --- | --- | --- |
| 2018 | 1532 | 292 | 41 | 41 | 41 |

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
| --- | --- | --- | --- | --- | --- |
| 41 | 41 | 23 | 23 | 23 | 8 |
| [View File of ICT Tools and resources](#) | | | | | |
| [View File of E-resources and techniques used](#) | | | | | |

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentor-Mentee system has been implemented to provide a sense of belongingness and responsibility among the students who took admission here. The faculty members act as guardian (Mentor) for them to look after throughout their course tenure. The basic objective of this relationship is to guide the students in all aspects and domains so that they become strong professionals and great human beings. The college has developed a strong mentor-mentee system with an objective of having increased interaction between teacher and students (mentor and mentees), so that they develop a compassionate, sound and smooth communication practice for making teaching- learning process effective and efficient. There is a mentor Mentee Ratio of 1975 Students / 271 Mentors gives a ratio of 7.28 of Mentor mentee Ratio. Students get guidance in academic, co-curricular and extracurricular activities to develop socio-emotional competencies. The mentor remains in touch with the students regularly. There is a provision of two hours of mentoring in the college timetable on every Saturday. The college has developed it's system of Mentor Mentee under various patterns. 1) Regular Mentor: Mentee System: Where 41 Faculties Mentor the 1975 Students regularly. 2) Vivekanand Centre of Positive Thinking and Counseling: Where Senior Students mentor the Junior on gaining Confidence and having a Positive attitude towards their life. 3) Psychological Counseling: Where a Faculty from the Psychology Department of the Sardar Patel University is appointed by the college and Mentors the students on the Socio Psychological Problems of the students. 4) YOUVAN : wherein the Senior Students of Master of Commerce (MCOM) (SF) Mentor the students of Undergraduate Programs in their Academics and Non Academic Activities. 5) STUDENTS' START UP AND INNOVATION POLICY (SSIP) : An initiative of Knowledge Consortium of Gujarat (KCG), Government of Gujarat , Ahmedabad and has in built program of Mentor and Mentee System.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| :---: | :---: | :---: |
| 1960 | 41 | 1:48 |

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
| :---: | :---: | :---: | :---: | :---: |
| 51 | 41 | 10 | 41 | 14 |

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
| :---: | :---: | :---: | :---: |
| 2018 | DR KYATI PATEL | Assistant Professor | Chairman of Anand Madhyamik School Number 01, Managed by Anand Municipality, Anand |
| 2018 | DR R D MODI | Principal | .Honour for Blood Donation - Efforts towards providing Highest Units of Blood, BJP Yuva Mitra Mandal Anand |
| 2018 | DR R D MODI | Principal | Honour for Blood Donation- - Efforts towards providing Highest Units of Blood, Red Cross Society Anand |
| 2018 | DR R D MODI | Principal | Best Teacher Award - Best |

| 2018 | DR R D MODI | Principal | Teacher, Gayatri Parivaar Anand |
|-------|------------|-----------|-------------------------------|
| 2018 | DR R D MODI | Principal | Best Teacher Award - Lions Club International Anand Sardar, Anand |
| 2018 | DR R D MODI | Principal | Best Administrator Award - PEARL Foundation For Educational Excellence, Madurai, TamilNadu |
| 2018 | DR R D MODI | Principal | Best Library User Award - Continuously awarded since five years for Best Library User, Sardar Patel Education Trust Anand |
| 2018 | DR R D MODI | Principal | Excellent Performance in Saptadhara Cultural Program - Education Department Government of Gujarat |
| 2018 | DR KHYATI PATEL | Assistant Professor | Active Member of Bhartiya Janta Party |
| 2018 | DR KHYATI PATEL | Assistant Professor | Executive member of Juvenile Justice Board, Anand District (Nominated by Gujarat State Government |
| 2018 | DR KYATI PATEL | Assistant Professor | Chairman of Anand Madhyamik School Number 01, Managed by Anand Municipality, Anand |
| [View File](#) | | | |

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|----------------|----------------|----------------|----------------------------------------------------------|------------------------------------------------------------------------|
| BVoc | BVOC- SCL | SEMESTER-VI | 21/03/2020 | 16/09/2020 |
| BVoc | BVOC-BFS | SEMESTER-VI | 21/03/2020 | 16/09/2020 |

| BCom | BCOM-SF | SEMESTER-VI | 21/03/2020 | 16/09/2020 |
|------|---------|-------------|------------|------------|
| BCA | BCA-SF | SEMESTER-VI | 21/03/2020 | 16/09/2020 |
| BCom | BCOM-G | SEMESTER-VI | 21/03/2020 | 16/09/2020 |
| BBA | BBA-G | SEMESTER-VI | 21/03/2020 | 16/09/2020 |
| BBA | BBA-ITM | SEMESTER-VI | 21/03/2020 | 16/09/2020 |
| BVoc | BVOC-EXIM | SEMESTER-VI | 21/03/2020 | 16/09/2020 |
| BVoc | BVOC-SD | SEMESTER-VI | 21/03/2020 | 16/09/2020 |
| BVoc | BVOC-IFM | SEMESTER-VI | 21/03/2020 | 16/09/2020 |
| [View File](#) | | | | |

## 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college is affiliated to the Sardar Patel University and the college religiously follows the norms laid down by the affiliated University for the mechanism of internal evaluation system. The Institution implements continuous internal evaluation system(CIE) as a part of examination reforms at the institutional level. The institute prepares and publishes the academic calendar under the guidance of IQAC for the academic year which includes plans for continuous internal evaluation based on the available working or teaching days. There is examination committee and the question papers are set strictly as per the University Examination pattern. The criteria for internal assessment and weightage (40 of maximum marks in a course) divided as, 07 marks for seminar presentation, class participation assignment respectively, 07marks for class test, 06 marks for class attendance and 20 marks for Internal Exams in the Information Brochure published on the website of the college and University. As a part of the Conitnuous Internal Evaluation system the IQAC has recommended to take Class Assignments, Class Test, Field Projects, Viva Voce, Book Reviews, Industrial Visits and Presentations. The mentors make the students aware of their duties and responsibilities and motivate them to score high in internal assessment as this will add value to their overall academic score. The performance levels of the slow learners and the advanced learners are particularly evaluated to know the impact of special classes. Students are permitted to appear for re-test if he/she remains absent in the Internal Test. The last class test is conducted one month before the End Semester examination.

## 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

• Prior to the beginning of every academic session, the University publishes the Admission Brochure containing admission schedule and terms and vacations, admission procedure and regulations other Eligibility conditions, examinations, list of holidays and other information. • The same is uploaded on the college website for the information of all stakeholders. In the case of attendance, internal exam and assessment, the institution meticulously follows the Academic Calendar of the University. The College also prepares its own Annual Academic Calendar which is a defining feature of the institution well in advance before the commencement of the semester. The academic calendar is put in the IQAC meeting for discussion and approval. • In each course (subject/paper), internal assessment weightage is 40 (now 30 from 2019-20 Academic Year) of the total marks and is awarded on the basis of methods prescribed by the University like class tests, class attendance, assignment work, project work, MCQs and Open Book Test. • The tentative dates of the CIE are planned well in advance by the IQAC in consultation with Examination Committee and Student's Representative Council. The Schedule of the CIE and the End Semester Examination are displayed on the Notice Board of the respective Departments and College website.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.cppfhscc.org/ugpos.html

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---|---|---|---|---|---|
| BVOC(SCL) | BVoc | SUPPLY CHAIN LOGISTICS | 1 | 1 | 100 |
| BVOC (SD) | BVoc | SOFTWARE DEVELOPMENT | 1 | 1 | 100 |
| BVOC (EXIM) | BVoc | EXPORT AND IMPORT MANAGEMENT | 7 | 7 | 100 |
| BCOM(SF) | BCom | COMMERCE - ACCOUNTANCY- | 9 | 9 | 100 |
| BCA (SF) | BCA | COMPUTER APPLICATION | 52 | 47 | Nill |
| BBA (G) | BBA | MANAGEMENT | 35 | 29 | Nill |
| BCOM (G) | BCom | COMMERCE - ACCOUNTANCY | 220 | 174 | Nill |
| BBA-ITM (SF) | BBA | INFORMATION TECHNOLOGY MANAGEMENT | 37 | 37 | 100 |
| BVOC (B&F) | BVoc | BANKING AND FINANCIAL MANAGEMENT | 20 | 20 | 100 |
| BVOC(IFM) | BVoc | INSURANCE AND FINANCIAL MARKETING | 5 | 5 | 100 |
| View File | | | | | |

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://cppfhscc.org/2016-17-2-7-1.php

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|---|---|---|---|---|

| Nill | 00 | NIL | 0 | 0 |
| No file uploaded. | | | | |

## 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

| Title of workshop/seminar | Name of the Dept. | Date |
| --- | --- | --- |
| Faculty Development Program on How to use Cloud Storage to Share Document | COMPUTER APPLICATION | 12/08/2018 |
| Faculty Development Program on Online Payment: NEFT, RTGS, UPI | IQAC | 25/09/2018 |
| Workshop n Cloud Computing and Cyber Awareness | COMMERCE/ACCOUNTANCY | 18/12/2018 |
| Workshop On How To Prepare A Resume | DDUKK | 12/12/2018 |
| Faculty Development Program on MCQ, Online Tutorials, E leanings Portals | IQAC | 23/01/2019 |

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
| --- | --- | --- | --- | --- |
| NIL | NIL | NIL | Nill | NIL |
| No file uploaded. | | | | |

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center | Name | Sponsered By | Name of the Start-up | Nature of Start-up | Date of Commencement |
| --- | --- | --- | --- | --- | --- |
| NIL | NIL | NIL | NIL | NIL | Nill |
| No file uploaded. | | | | | |

## 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
| --- | --- | --- |
| 00 | 00 | 00 |

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

| Name of the Department | Number of PhD's Awarded |
| --- | --- |
| NIL | Nill |

3.3.3 – Research Publications in the Journals notified on UGC website during the year

| Type | Department | Number of Publication | Average Impact Factor (if any) |
| --- | --- | --- | --- |
| International | COMPUTER SCIENCE | 12 | Nill |
| International | COMMERCE/ACCOUNTA | 2 | Nill |

| | NCY | | |
|---|---|---|---|
| International | MATHEMATICS/STATISTICS | 1 | Nill |

View File

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | Number of Publication |
|---|---|
| COMMERCE ACCOUNTANCY | 2 |
| MANAGEMENT | 3 |
| ECONOMICS | 2 |
| COMPUTER SCIENCE | 2 |

View File

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|---|---|---|---|---|---|
| NIL | NIL | NIL | Nill | 0 | NIL | Nill |

No file uploaded.

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---|---|---|---|---|---|---|
| NIL | NIL | NIL | Nill | Nill | Nill | NIL |

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty | International | National | State | Local |
|---|---|---|---|---|
| Attended/Seminars/Workshops | 5 | 41 | 2 | 41 |
| Presented papers | 5 | 37 | 2 | Nill |
| Resource persons | 1 | 2 | Nill | Nill |

View File

## 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|---|---|---|---|
| Dental Check up Camp | NSS and Shri B N Patel Institute of Paramedical | 3 | 100 |

| Name of the activity | Organising unit/Agency | Number of teachers | Number of students |
|---|---|---|---|
| Clean Village, Green Village Campaign | NSS and Mr R B Sudani | 3 | 100 |
| Tree Plantation at Adas Village | NSS and Adas Village | 3 | 10 |
| No Addiction Rally and Drama Performance | NSS and Sindhi Samaj, Anand, Shri K H Ahuja | 3 | 100 |
| "Rally against Plastic Use" | NSS | 3 | 20 |
| Participate in Sujalam Sufalam Yojana | Government of Gujarat | 3 | 40 |
| Fund Raising rally | NSS and Mr R B Sudani | 3 | 350 |
| Rally on Save girl Child and Drama Performance | NSS and Patriot Club of India | 3 | 100 |
| [View File](#) | | | |

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|---|---|---|---|
| Cleanliness Campaign | Swachhata Leader Award | Patriot Club of India | 100 |
| Upliftment of Youth in the field of Cooking -2018 | Best Chef Award | Shakti Manch, Ahmedabad , Gujarat | 100 |
| Activities for Career Guidance to Blind and Disabled Youth | Helen Keller Award - 2018 | National Association for the Blind | 100 |
| Activities to Develop Actice Listening and Things Feeling Sense in Deaf Students | Shravan Award -2018-19 | Andh Apangjan Vikas Mandal , Mogri | 15 |
| Homeless Rescue and Rehabilitation Program | GULM | Anand Municipal Corporation, Anand | 25 |
| Water Bowl Project | Pranmitra Award-2018 | Rescue Rehabilitation | 50 |
| [View File](#) | | | |

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agency/collaborating | Name of the activity | Number of teachers participated in such | Number of students participated in such |
|---|---|---|---|---|

| | agency | | activites | activites |
|---|---|---|---|---|
| NSS | Indian Red Cross Society, Anand | Thalassemia Sickle Test | 3 | 600 |
| NSS | JCI, Anand | Training on "Time Management" | 3 | 100 |
| NSS | Patriot Club of India, Vadodara | Guest Lecture on "I CAN" | 3 | 100 |
| NSS | Mr R B Sudani | Tree Plantation | 3 | 200 |
| Social Extension and Outreach Activities | Prajapita Brahmakumari Ishvariya Vishwa-Vidyalaya, Anand | International Yoga Day | 3 | 222 |
| NSS | Patriot Club of India, Vadodara | NSS Orientation programme | 3 | 450 |
| NSS | Sindhi Samaj, Anand, Shri K H Ahuja | Guest Lecture on CASH | 3 | 100 |
| NSS | Prajapita Brahmakumari Ishvariya Vishwa-Vidyalaya, Anand | Gurubhakti din | 3 | 100 |
| NSS | JCI, Anand | Guest Lecture on "Leadership" | 3 | 100 |
| NSS | Indian Red Cross Society, Anand | Thalassemia Awareness Programme | 3 | 300 |
| | | [View File](#) | | |

## 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of activity | Participant | Source of financial support | Duration |
|---|---|---|---|
| Internship | 9 | Shwapp Foods Pvt Ltd, Sponsored by SPET, Anand | 27 |
| Industrial Visit | 41 | SHAH PAPERPLAST INDUSTRIES, NADIAD | 1 |
| Vocational Training | 100 | NSDQ, MHRD, Government of India | 1 |
| Vocational Training | 100 | Lions Club International , Anand | 1 |
| Students Faculty Exchange Program | 16 | J Z SHAH H P DESAI COMMERCE | 7 |

|  | COLLEGE, AMROLI, SURAT COLLEGE | |

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|---|---|---|---|---|---|
| Industrial Project | Industrial Visit | SHAH PAPERPLAST INDUSTRIES | 14/06/2018 | 13/06/2019 | 100 |
| Internship | Internship | Shwapp Foods Pvt Ltd, Sponsored by SPET, Anand | 14/06/2018 | 13/06/2019 | 9 |
| EXPERT LECTUREs, SEMINARs, WORKSHOPs, FDPs, MOTIVATIONAL TALKS, CAREER GUIDANCE LECTURE,GUIDANCE FOR COMPETITIVE EXAMS | Facultys and Students Exchange Progam | POST GRADUATE OF BUSINESS STUDIES, SARDAR PATEL UNIVERSITY, VALLABH VIDHYANAGAR | 14/06/2018 | 13/06/2019 | 100 |
| STUDENT COUNSELLING, ENGLISH IMPROVEMENT ACTIVITIES | Training | SHRI K H AHUJA, Sindhi senior Citizen Phorum,, Anand | 14/06/2018 | 13/06/2019 | 1975 |
| Internship for the BVOC Students | Vocational Training | NSDQ, MHRD, Government of India | 14/06/2018 | 13/06/2019 | 100 |
| Internship for the BVOC Students | Vocational Training | Lions Club International , Anand | 14/06/2018 | 13/06/2019 | 100 |

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---|---|---|---|

| | | | |
|---|---|---|---|
| MoU- PROF V B SHAH INSTITUTE OF MGT,R V PATEL COLLEGE OF COMMERCE, V L SHAH COMMERCE COLLEGE R H SHAH ARTS COLLEGE, | 14/06/2018 | FACULTY ECHANGE PROGRAM | 1975 |
| MoU- B N PATEL COLLEGE OF PHYSIOTHERAPY, ANAND | 14/06/2018 | FACULTY AND STUDENT EXCHANGE PROGRAM | 1975 |
| MoU- J Z SHAH ARTS H P DESAI COMMERCE COLLEGE, AMROLI | 16/12/2018 | FACULTY AND STUDENT EXCHANGE PROGRAM | 16 |
| MOU - LIONS CLUB ANAND SARDAR | 01/09/2018 | VOCATIONAL TRAINING | 100 |
| MoU- SMT S I PATEL IPCOWALACOLLEGE OF COMMERCE, PETLAD | 01/01/2018 | RESEARCH ACTIVITIES | 23 |

View File

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|---|---|
| 0 | 0 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| Classrooms with Wi-Fi OR LAN | Existing |
| Number of important equipments purchased (Greater than 1-0 lakh) during the current year | Existing |
| Value of the equipment purchased during the year (rs. in lakhs) | Existing |
| Seminar halls with ICT facilities | Existing |
| Classrooms with LCD facilities | Existing |
| Seminar Halls | Existing |
| Laboratories | Existing |
| Class rooms | Existing |
| Campus Area | Existing |

View File

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
|---|---|---|---|
| SOUL | Fully | 2.0 | 2014 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| Journals | Nill | Nill | 29 | 75545 | 29 | 75545 |
| Reference Books | 27397 | 3386696 | 38 | 11648 | 27435 | 3398344 |
| e-Journals | 6000 | Nill | Nill | Nill | 6000 | Nill |
| CD & Video | 249 | Nill | Nill | Nill | 249 | Nill |
| View File | | | | | | |

 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---|---|---|---|
| NIL | NIL | NIL | Nill |
| No file uploaded. | | | |

# 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/ GBPS) | Others |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 228 | 25 | 228 | 0 | 103 | 21 | 100 | 100 | 521 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 228 | 25 | 228 | 0 | 103 | 21 | 100 | 100 | 521 |

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

| 100 MBPS/ GBPS |
|---|

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|---|---|
| NIL | NIL |

# 4.4 – Maintenance of Campus Infrastructure

 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurredon maintenance of physical facilites |
|---|---|---|---|

| 1050000 | 1158612 | 1227507 | 1349680 |
|---|---|---|---|

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

? Allocation of space to build up infrastructure facilities is to be approved by the College Managing Committee ? The Finance Committee recommends the physical, academic and support facilities to the Governing Body for approval. ? Condition based maintenance and breakdown maintenance should be approved by the College Management Board. ? Budget for maintenance must be approved by the Finance Committee. ? Firefighting equipments are provided in the campus for preventing and tackling hazards. ? To conserve power, CFL bulbs have been replaced with LED lamps. ? Stock verification is done during the Summer Vacation. ? The overhead tanks are cleaned on a regular basis ? Bus is maintained by the Management Committee ? Library softwares and college office softwares are maintained by Mr. Jiten Vaidhya from Vadodara. ? The worn out rare books from the general library and department libraries are given for binding annually. ? Fire fighting equipments are maintained by Active Fire Safety , Vadodara. ? The playgrounds and sports equipments are maintained and monitored by the physical instructor. ? Instruments in labs are maintained regularly by the Technical staff of the IT Department of the College ? The Old Computers are donated to the schools of the Management

https://cppfhscc.org/2016-17-4-4-2.php

# CRITERION V – STUDENT SUPPORT AND PROGRESSION

## 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

|  | Name/Title of the scheme | Number of students | Amount in Rupees |
|---|---|---|---|
| Financial Support from institution | SCOLARSHIPS AND FREESHIPS | 29 | 203602 |
| Financial Support from Other Sources |  |  |  |
| a) National | 1-UMBRELLA-ST, 1A-VKY156-ST, 2-BCK-5-SC, 2A-BCK-6.1-SC, 3-BCK-78-SCBC, 4-DR.AMBEDKAR-EBC, 4.A-BCK-81A-OBC, 5.DISABLE | 304 | 3953252 |
| b)International | NIL | Nill | 0 |
| View File | | | |

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| LOTUS DAY CELEBRATION | 01/10/2019 | 77 | DDUKK, B N PATELINSTITUTE OF PARAMEDICAL AND SCIENCES |
| TEACHER'S DAY CELEBRATION | 05/09/2018 | 60 | NSS DEPARTMENT PATRIOT CLUB OF |

| | | | |
|---|---|---|---|
| | | | INDIA, ANAND |
| FORTE FRISK | 25/08/2018 | 90 | SELF FINANCED COMMMERCE DEPARTMENT (BCOM MCOM),SHRI SURESHBHAI PATEL , ARTIST OF HINDI GUJARATI FILMS |
| ON THE SPOT PAINTING | 04/08/2018 | 23 | SELF FINANCED COMMMERCE DEPARTMENT (BCOM MCOM), MR VIKRAMBHAI PATEL DRAWING TEACHER, J P THAKKAR ENGLISH MEDIUM SCHOOL, ANAND |
| PANCHATANTRA EVENTS | 30/07/2018 | 108 | SELF FINANCED COMMERCE DEPARTMENT (BCOM MCOM), PRINCE BEAUTY PARLOUR, VALLABH VIDHYANAGAR, KJT BALSHALA GUJ, MEDIUM , ANAND, V C PATEL ENGLISH SCHOOL, VALLABH VIDHYANAGAR, SARDAR PATEL UNIVERSITY PRESS, VALLABHVIDHYANAGAR |
| GEET GUNJAN-ANTAKSHARI COMPETITION | 23/07/2018 | 25 | SELF FINANCED COMMMERCE DEPARTMENT (BCOM MCOM) |
| GUEST LECTURE ON "I CAN" | 02/08/2018 | 100 | NSS DEPARTMENT PATRIOT CLUB OF INDIA |
| GUEST LECTURE ON LEADERSHIP | 02/08/2018 | 100 | NSS DEPARTMENT SINDHI SAMAJ , ANAND SHRI K H ADUJA |
| TRAINING ON TIME MANAGEMENT | 02/08/2018 | 100 | NSS DEPARTMENT PATRIOT CLUB OF INDIA |
| COLLEGE SONG RECITATION COMPETITION | 13/08/2018 | 17 | SELF FINANCED COMMMERCE DEPARTMENT (BCOM MCOM) MS. MANISHA HEMNANI, MUSIC AND DANCE TEACHER OF K J THAKKAR BALSHALA |
| [View File](#) | | | |

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passedin the comp. exam | Number of studentsp placed |
|---|---|---|---|---|---|
| 2018 | INTERVIEW CLINIC -SAFALAM | Nill | 182 | Nill | Nill |
| 2018 | YOUTH PARLIAMENT OF INDIA 2018 (A Forum for Democratic Dialogues) | Nill | 200 | Nill | Nill |
| 2018 | A CASE STUDY ON NIRAV MODI & THE PUNJAB NATIONAL BANK FRAUD | Nill | 33 | Nill | Nill |
| 2018 | HOW TO BE EFFECTIVE IN PERSONAL INTERVIEW | Nill | 41 | Nill | Nill |
| 2018 | REPORT OF A BIRD EYE VIEW ON BANKING SECTOR | Nill | 31 | Nill | Nill |
| Nill | HOW TO APPEAR IN EXAMINATION (TEACHERS AND STUDENTS) | Nill | 79 | Nill | Nill |
| 2018 | INTERVIEW CLINIC -SAFALAM | Nill | 182 | Nill | Nill |
| View File | | | | | |

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---|---|---|
| 11 | 11 | 11 |

**5.2 – Student Progression**

5.2.1 – Details of campus placement during the year

| On campus | Off campus |
|---|---|

| Nameof organizations visited | Number of students participated | Number of stduents placed | Nameof organizations visited | Number of students participated | Number of stduents placed |
|---|---|---|---|---|---|
| NIL | Nill | Nill | 00 | Nill | Nill |
| No file uploaded. | | | | | |

5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
|---|---|---|---|---|---|
| 2019 | 1 | BCOM-GENERAL | COMMERCE/ACCOUNTANCY | ANAND COLLEGE OF EDUCATION, ANAND | B.ED |
| 2019 | 16 | BCOM-GENERAL | COMMERCE/ACCOUNTANCY | D N INSTITUTE OF BUSINESS STUDIES | MCOM |
| 2019 | 3 | BCOM-GENERAL | COMMERCE/ACCOUNTANCY | AIBS. ANAND | MCOM |
| 2019 | 1 | BBA-GENERAL | MANAGEMENT | PG DEPARTMENT OF BUSINESS STUDIES, SARDAR PATEL UNIVERSITY , VALLABH VIDHYANAGAR | PGDCA |
| 2019 | 1 | BCOM-GENERAL | COMMERCE/ACCOUNTANCY | GUJARAT UNIVERSITY, AHMEDABAD | MBA |
| 2019 | 1 | BCOM-GENERAL | COMMERCE/ACCOUNTANCY | SARDAR PATEL UNIVERSITY, VALLABH VIDHYANAGAR , MSW DEPARTMENT | MSW |
| 2019 | 32 | BCOM-GENERAL | COMMERCE/ACCOUNTANCY | PG DEPARTMENT OF BUSINESS STUDIES, SARDAR PATEL UNIVERSITY , VALLABH VIDHYANAGAR | MCOM |
| 2019 | 3 | BCOM-GENERAL | COMMERCE/ACCOUNTANCY | PG DEPARTMENT OF BUSINESS STUDIES, SARDAR PATEL UNIVERSITY , | PGDCA |

| 2019 | 22 | BCOM – GENERAL | COMMERCE/ACCOUNTANCY | PG DEPARTMENT OF BUSINESS STUDIES, SARDAR PATEL UNIVERSITY , VALLABH VIDHYANAGAR | MCOM |
|-------|-----|----------------|----------------------|----------------------------------------------------------------------------------|------|
| 2019 | 6 | BCOM – GENERAL | COMMERCE/ACCOUNTANCY | G H PATEL OST GRADUAE DEPARTMENT OF BUSINESS MANAGEMNT | MCOM EXTERNAL |
|       |     |                | View File            |                                                                                  |      |

## 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| Items | Number of students selected/ qualifying |
|-------|------------------------------------------|
| Nill  | Nill                                     |
| No file uploaded. | |

## 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Number of Participants |
|----------|-------|------------------------|
| FOOTBALL MEN | INTERUNIVERSITY | 1 |
| HANDBALL | INTERUNIVERSITY | 1 |
| KABADDI WOMEN | INTERUNIVERSITY | 1 |
| KABADDI MEN | INTERUNIVERSITY | 2 |
| CRICKET MEN | INTERCOLLEGE | 13 |
| KABADDI WOMEN | INTERCOLLEGE | 11 |
| KABADDI MEN | INTERCOLLEGE | 12 |
| CRICKET MEN | INTERUNIVERSITY | 2 |
|          | View File | |

## 5.3 – Student Participation and Activities

### 5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|------|-------------------------|------------------------|------------------------------|--------------------------------|-------------------|---------------------|
| 2018 | 25M SPORTS PISTOL WOMEN (SSIP) NATIONAL / SILVER MEDAL | National | 1 | Nill | Nill | DAHIYA VISHWA JAG NESHBHAI |
| 2018 | 25M | National | 1 | Nill | Nill | DAHIYA |

| | | | | | | |
|---|---|---|---|---|---|---|
| | SPORTS PISTOL JUNIOR WOMEN (SSIP) NATIONAL/ GOLD MEDAL | | | | | VISHWA JAG NESHBHAI |
| 2018 | 10M PISTOL WOMEN (ISSNF) NATIONAL C HAMPIONSHI P/ BRONZE MEDAL | National | 1 | Nill | Nill | DAHIYA VISHWA JAG NESHBHAI |
| 2018 | 10M PISTOL JUNIOR MIXED TEAM (ISSF) NATIONAL C HAMPIONSHI P/ BRONZE MEDAL | National | 1 | Nill | Nill | DAHIYA VISHWA JAG NESHBHAI |
| 2018 | 10M PISTOL WOMEN (ISSNF) NATIONAL C HAMPIONSHI P / GOLD MEDAL | National | 1 | Nill | Nill | DAHIYA VISHWA JAG NESHBHAI |
| 2018 | 10M PISTOL JUNIOR WOMEN (ISSF) NATIONAL C HAMPIONSHI P (INDIVID UAL AND TEAM) / BRONZE MEDAL | National | 1 | Nill | Nill | DAHIYA VISHWA JAG NESHBHAI |
| | | | View File | | | |

 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student representation and participation have been an integral part of academics and administrative activities. It provides necessary assistance to students, to acquire meaningful experiences for learning in the campus The College has an active Student's Representative Council (SRC) which functions under the Headship of Chairperson and Vice Chairperson and the faculty members in charge of the various Committees and cells. The council helps share students' ideas, interests, and concerns with teachers and the management. The Students Representative Council often also helps raise funds for activities

within and outside the college, including social events, community projects, and outreach activities. The SRC comprises the following members: Chairperson (Principal) Vice Chairperson(VicePrincipal) General Secretary (Senior Male Student) Lady General Secretary(Senior FemaleStudent) Class representatives (Meritorious Male Student) Ladies' Representaties (Meritorious Female Student) • Students Council has been constituted as per University statute. The Council consists of student representatives selected from each class on the basis of academic performance. They are called Class Representatives and Ladies Representative. The Principal is the Chairperson. The Vice Principal is the Vice Chairperson. • The student members of the council are the active members of the Statutory and Non Statutory Committees of the college. • The IQAC Committee has 5 active student members from SRC.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The college has a strong Alumnae Association which is registered (6/2019) and functional. The association aims to build a link between the alumnae and the Alma Mater, with selfless intention for the growth and the development of the college and the society. They offer practical support to the students to face the current challenges of the competitive, professional world as they start their career. The executive committee members are elected once in three years and they are responsible for the functioning of the association The association organizes an annual meet at the college every year on the second Saturday of August and those who are successful in various walks of life are honored. Throughout the year, alumnae chapter meetings are organized at different places of the nation. A glittering galaxy of alumnae come together enthusiastically with cherishing memories to intensify the strong bond with their alma mater The alumnae make a considerable contribution for the betterment and excellence of the college The alumnae as members of BoS are actively involved in framing the syllabus The alumnae are invited as resource persons for workshops and seminars. Many of our alumnae are well placed in software industries and well-reputed educational institutions

5.4.2 – No. of enrolled Alumni:

126

5.4.3 – Alumni contribution during the year (in Rupees) :

27100

5.4.4 – Meetings/activities organized by Alumni Association :

5

# CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

PRACTICE - 1 : The institution has always strived in line with the stated policy of its quest for excellence in its vision and mission statements, which is set out through decentralized and participatory governance. The organizational cultures endorse an inclusive culture with comprehensive vision and facilitate a healthy system of interdependence and collaboration between the Management, Principal Staff. In this line the college has organized UGC sponsored one day seminar on Banking Financial sectors emerging issues and Prospect, UGC sponsored one day national seminar on VOCATIONALIZATION OF

COMMERCIAL EDUCATION: A STEP AHEAD WITH DIFFERENT PROSPECT, One Day UGC Sponsored National Seminar on "VOCATIONAL STUDIES: SKILL, EMPLOYABILITY, ENTREPRENEURSHIP, LABORS MARKET, AND NATIONAL CONFERENCE ON GLOBAL CHANGES IN BUSINESS AND ECONOMY-IMPACT ON SOCIETY and NAAC Sponsored One Day National Seminar on "UNDERSTANDING TH NEW FRAMEWORK OF NAAC." PRACTICE-2 : Initiations for New Programs: The Faculty members bring out innovative ideas of initiating New Programs to benefit the students with more Academic Flexibility. They approach the Principal with the innovative idea and after having he elaborate discussion with the group of Faculties, the viability of the ideas is being worked out. The Principal then approaches the Governing Body (SPET) and gives input of the idea and submit the report to the Governing Body. A meeting is then conducted by the Governing Body with Principal, Head of the Departments and Staff Representatives and after due discussions and after ensuring about the viability of the project, the Governing Body approves the idea, suggests directions to execute the idea. Thereafter the Principal with complete autonomy works towards achieving the goal long with decentralized execution of powers to Head of the Departments and the Staff reppresentatives. The management and main stakeholders have developed strategies with a vision for the future of opening new gateways to transform the institution (established in 1970, awarded highest grant in 2014 for establishing DEEN DAYAL UPADHYAY KAUSHAL KENDRA running Programs like BACHELOR OF VOCATION, MASTER OF VOCATION and COMMUNITY COLLEGE) into an excellent renowned institution. The emphasis was on vocational training and communication to enable them to enter the mainstream of economic development as equal partners with adequate knowledge and skills for leadership, employment and entrepreneurship. The following Programs are run under the Banner of DEEN DAYAL UPADHYAY KAUSHAL KENDRA: 1. BACHELOR OF VOCATION(Banking And Financial Services) 2. BACHELOR OF VOCATION((Export and Import Management)) 3. BACHELOR OF VOCATION(Insurance and Financial Marketing) 4. BACHELOR OF VOCATION(Software Development)) 5. BACHELOR OF VOCATION(Supply Chain and Logistics) 6. BACHELOR OF VOCATION(Event Management) 7. BACHELOR OF VOCATION(Travel, Tourism and Hospitality)) The college in collaboration under the PMKVY (Prime Minister Kaushal Vikas Yojana), has provided training to students in different courses viz. Banking Financial services Insurance and Customer Relationship, E media, Innovative marketing practices (product sale), GST implications and Indirect tax, Case Study on Satyam Computers, Orientation Program of "Student start up Innovation Policy Cell"

| 6.1.2 – Does the institution have a Management Information System (MIS)? |
|---|
| Yes |

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type | Details |
|---|---|
| Industry Interaction / Collaboration | Interaction and collaboration with industry is organized by the College to facilitate skill and knowledge application and enhance the availability of internship and employment opportunities for the students. Experts from industry, educational and research institutions are invited for interactive collaboration. The emphasis is on building and strengthening personal and professional networks through workshops, internship fellowships and pre-placement talks to develop |

| | |
|---|---|
| | productivity and exposure. These practices have made the College a sought after campus for recruitment. Job Fairs organized by the Career Guidance and Placement Cell of the College have contributed enormously to the strengthening of the College's collaboration with industry. The IQAC and college facilitates the faculties to carry out Minor Research Projects by having a Good interface with the industries. |
| Human Resource Management | Structured and dynamic processes driven by human Engagement of qualified work force with effective interface is adopted. The College trails decentralized modes of functioning, and works through duly appointed committees. It practices transparency and accountability mechanisms. Frequent meetings and interactions are held with stakeholders to share views and advice them. The practice of work allocation has facilitated and optimized multi-tasking competencies. To ensure efficient working of the system, the administration undertakes random checking. The College has a Grievance Cell and a system to redress the complaints of the teaching and nonteaching staff and the students. With timely facilitation of entitlements, redress of grievances and appreciation of tasks, the College ensures reconciliation of individual situations with institutional mechanisms. Practice of best recruitment and retention. Nurturing the culture of Continuous Learning Willing on continuous development of human resources Annual (based on multipronged, objective and fair reward Opportunities for the individual growth and advance, allowing the Teaching and Non-teaching staff to attend Conferences, Workshops, Trainings and Short Term Faculties are allowed to attend Refresher Courses a Courses. They are encouraged to pursue Doctoral Studies, encouraged to write Research Articles, Books. |
| Research and Development | As part of fostering research tradition in the campus the Sardar Patel Education Trust for the benefit of all affiliated units has started a Research Centre. The College also has a Research Cell. Regular |

| | |
|---|---|
| | seminars/conferences/ workshops/ trainings conducted contribute immensely to develop research culture. Our teachers regularly prepare minor/major research projects for either UGC sponsored or Industrial Sponsored. We have many successful projects to our credit and many in the process of completion. Five teachers have received approvals to do minor research through UGC and One teacher has received funds from UGC. The proposal of Three faculties are approved but awaiting the funds to be received. The college has organized 09 National Seminars out of which 05 are UGC sponsored and 01 NAAC Sponsored and 02 jointly sponsored by different linkages, 01 the Management and the college., State level Seminar 01 and 07 Insitutional Seminars. Moreover, 01International Workshop of Three Weeks, 04 National workshops and 08 Institutional Workshops and 65 Training Programs at Insitutional Level. To encourage research initiatives among students we have started Minor Research Projects sponsored by Industries under the guidance of the Faculties. The students also participate and present their papers in Seminars and Conferences of Gujarat Economic Association and Indian Economic Association. They also participate in workshops and present papers in seminars initiated by Sardar Patel University, other colleges and Institutes. The Management, the University, the MoUs with different institutes, NGOs, Stakeholders contribute in providing assistance for Research related activities (over and above the aid provided by the UGC,State Governent, NAAC and Central Government). Faculties participate and present papers in the National and International Seminars/Conferences. The Students and Faculties take up Minor Research Projects sponsored by industries. |
| Examination and Evaluation | The institution has time tested full proof standardized examination procedure which takes care of standard needs of the evaluation system. Examination Committee is formed to ensure transparency and credibility in the conduct of Exams. Student Friendly Reforms introduced are re-examinations |

| | |
|---|---|
| | for students who lost their chance to appear for the Internal Examination and Supplementary Exams that Save a Year. On Demand examinations are taken by the affiliating University. Examination Committee is formed to ensure transparency and credibility in the conduct of Exams. The examination reforms implemented have resulted in transparency, reduction of evaluation days, speedy processing, reduced subjectivity, early redressal of exam related grievances, early publication of results and e-enabled internal exams. In each course (subject/paper), internal assessment weightage is 40 (now 30 from 2019-20 Academic Year) of the total marks and is awarded on the basis of methods prescribed by the University like class tests, class attendance, assignment work, project work, MCQs and Open Book Test and project work. The criteria for internal assessment are mentioned in the Brochure of the University and the copy of the same is displayed on the departmental notice boards. The IQAC provides with the Code of conduct for Examination and is circulated to the students and faculties through whatsapp groups and circulars. The mentors make the students aware of their duties and responsibilities and motivate them to score high in internal assessment as this will add value to their overall academic score. Old Question papers are made available in the Library and vigorous practice on the model questions are given to the students. All the students are well informed about their performance in Class Tests, Assignments and Open Book Test by displaying the awards on the notice-boards. Students having grievances can approach the Examination Committee any concerned grievance is brought to the notice of the Principal. Further, steps are also taken to circumvent re-occurrence. |
| Curriculum Development | 28 Faculties of the institution are active members of different Board of Studies in the affiliating University. Our faculty members contribute incalculably to the curriculum development either as active Coordinators/Conveners/Members of the syllabus framing / revising committees or by conducting workshops in the |

Campus for the teaching fraternity of the affiliating Sardar Patel University or by participating as members in the workshops conducted at other Institutions. Regular formal and informal interactions with Teaching fraternity of our Institution, Industrialists, Alumni, Parents and Stakeholders of the institution helps to plan and implement the curriculum effectively. Feedback from experts and stakeholders have helped the institution to introduce 7 new programmes, 356 new courses and 64 Diploma courses. The Institution has structured Syllabus of 528 UG and 42 PG Courses. The Outcome Based Education initiated are supported by POs, COs and PSOs. The college has Four Types of Programs under its Umbrella.UGC MHRD (Government) Programs, Grant-in-Aid Programs, Self Financed Programs and Autonomous Programs. The College offers in all 13 UG programs in Computer Science, Commerce and Management studies, 02 PG programs in Commerce, 04 Diploma Prrograms in Commerce and 1 PG Diploma in Science Program. In the post accreditation period the college has implemented 07 new UG programs (Government), 01 PG Program (Government) and 04 Diploma Programs.. All the 560 courses are under the Choice Based Credit. The institution has integrated cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum. The College has Six functional WEBSITEs . In addition to this, the University prospectus also contains all the information needed by students at the time of admission. The affiliating University has Help Desk managed by Grant-in-Aid HEIs and online Centralized Admissions have started since 2017-18 in PG Programs and since 2018-19 in UG Programs. Academic Calendar, Academic Diary of Teachers, Induction. Programs, Parent's Meet, Alumni Meet help us in effectively deploying the Curriculum, supported with latest technology and tools help in effective communication and delivery of curriculum. Faculties participate in University examinations as Conveners, Moderators, Paper Setters, and Evaluators.

| | |
|---|---|
| Teaching and Learning | C P Patel and F H Shah Commerce College adheres to the admission policies of the Sardar Patel University.and Government of Gujarat. The Academic Calendar is prepared in each academic year. Efforts are taken to identify Slow Learners and remedial teaching is provided for them. Earn While you Learn Programme and Collaborative learning where the Advanced Learners share knowledge. Slow learners are supported by our teachers through counseling, special tests, bridge courses, add on courses, etc. Through the recommendations of IQAC the teachers use interactive and participation methods of teaching. Critical thinking, Creative and scientific cultures are the basic qualities which are developed in students through Seminars, Projects, Presentation and Group discussions, Tutorials, etc. After appointing qualified and efficient teachers, the Principal continuously evaluates their performance through formal/informal feedbacks and counsel them wherever necessary. Teachers use interactive and adopt participation methods in the class room through question and answer session, debates, student as a teacher, etc. The College has a mentoring system in place. Professional counselling is offered to those students who need help. The college being affiliated to the Sardar Patel University follows the stated policies of the University Effective steps for the implementation and deployment of the curriculum are taken by the institute. To make the learning process more ICT oriented, the college management has equipped classes with learning tools. Students are urged to make use of this technology to enhance their class presentations. Free internet browsing through NAMO WiFi , is provided to the students. Staff Advancement Programmes are conducted every year for Staff members. Teachers are encouraged to participate in the more than 100 Capacity Building Programs to upgrade their knowledge and skills. Such Programs are organized by the institution also. |
| Library, ICT and Physical Infrastructure / Instrumentation | The College executes to equip the students with required skills in services sector. The landscape of ICT in the college has broadened which is |

visible by its 03 computer labs, 01Language Lab, 01 Digital English Language Learning Lab (DELL), 02 Workshops and Smart Classrooms enabled with latest technology. The Library has a rich collection of e-resources. It has eLearning Resources which the students and faculties access using their separate login ID and Password. The college has an in-built ICT based strong Learning Management System (LMS). The college has excellent infrastructure facilities. Class rooms are well ventilated and spacious. There are 228 COMPUTERS AND 749 NAMO TABLETS(Provided by the Government of Gujarat to the UG students who have cleared their 12th Board exam in First Attempt) computers and supported by Internet Service Providers – NAMO WiFi, UNET, BSNL, RELIANCE JIO, GTPL, IPFIBER, etc. providers with a speed of 150 MBPS, leased line. All softwares are licensed versions and all laboratories are equipped with latest version of software and technology. Campus area is kept clean by the group of housekeeping staff. The institute has 24 hour security staff and CCTV at certain important locations. Vehicle parking is provided free of cost. Maintenance of computers is looked after by our Technical Staff of the IT department. Library is fully automated and well equipped and an open library system with it's resources to cater to students need. It is covered by CCTV. The college has Well Developed Support System for the students. Physical facilities have been expanded to create an ambience conducive for academic excellence and holistic development. Various departments and administrative sections are housed in the Main Block and the Computer Department in the Trust block. The college has spacious class rooms, Principal's Chamber with modernity, auditoria, IQAC, laboratories, conference hall, Smart room, English Language Lab, DELL, NCC room, NSS room, Ladies Room, Boys Room, Staff Room, Women's Cell, Grievances Cell, Anti Ragging Cell, Population Education Cell, Equal Opportunity Centre, Incubation Centre for Entrepreneurship, Women Empowerment Centre, Sports facilities, Admin Office, Vivekananda Positive Thinking

| | and Counseling Cell, IPR Cell, etc. |
|---|---|
| Admission of Students | The procedure for admission of students annually is laid down by the Sardar Patel University. Since the College is a Constituent College of the University, admission of the students to the College follow a centralized pattern and are done in accordance with the norms set by the University. The information of the Admissions is provided to the stake holders through prospectus, website, notice boards, hoardings displayed in the nook and corner of the town for the General Public to the programs offered, counseling during admission etc. boards are kept at entrances. We have a team of professors divided in groups across the courses and assigned the work of Counseling by making a proper schedule during admission answer the queries of the students. The students accordingly select their course of study. This process makes the student have what career options he/she can choose and accordingly take admissions. |

6.2.2 – Implementation of e-governance in areas of operations:

| E-governace area | Details |
|---|---|
| Planning and Development | • Enterprise Resource Planning (ERP) Package. • Online Tendering through CPP Portal of GoI. • 6 Websites (SPET, COLLEGE, IQAC, DDUKK, LIBRARY and BLIND ACCESSIBLE ) • Dedicated domain ID for governance heads like Budget, Leave, Events, Internal Assessment, Conferences, Booking of College Venues, • Library Management – SOUL • Online submission of Budget Estimates and sanction of finances. • Online submission of Leave Application and sanction thereof. • Social Media Updates by Social Media Champion on Instagram, Twitter and Facebook. • SPET feedback • e-Feedback (Students, Parent stakeholders) • Attendance System( Biometrics Attendance • Staff Notice (Long) (EMail PDF Format) • Notice (Short) • Whatsapp • Communicating with Students through Whatsapp |
| Administration | • Email facility. • Online Provisional Certificate. • Electronic dissemination of information. • AISHE Data on MHRD Portal. • UGC Portal • NIRF Portal • Commissioner of Higher Education Portal • Knowledge Consortium of Gujarat Portal • Sardar Patel |

| | |
|---|---|
| | University Portal • GSIRF Portal • Online RTI Return Filing. • Live Streaming Infrastructure and Facility through LAN. • Online Alumnae Database including Online Registration • ELog Book |
| Finance and Accounts | • Accounting Software (Accounts Leader) for all financial data and management of accounting records. • Payroll Software and Staff Management • Govt. of India's Public Finance Management System (PFMS). • Grants from UGC received through PFMS and booking expenditure thereon • Expenditure, Advance Transfer (EAT) Module. • Online Procurement of Goods and Services through GeM. • Scholarship System |
| Student Admission and Support | • e-Marketing • Online Registration of Students Admission • e-Syllabus • e-Time Table • Model Quest For students • e-Old University Exam Papers |
| Examination | • e-Circulars of Examination both University and e-Time Table of exams • Online MCQs Test • e-Messag on Whatsapp • Attendance System 6. Practical Exam Format) • e- Result Declaration 8. Online Sector Skil • Online Competitive Examinations for Students |

## 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---|---|---|---|---|
| 2018 | DR R D MODI | TWO DAYS FACULTY DEVELOPMENT PROGRAM BASED ON "EFFECTIVE COMMUNICATION SKILL AND JOYFUL PERSONALITY DEVELOPMENT THROUGH SENSE MANAGEMENT | C P PATEL AND F H SHAH COMMERCE COLLEGE, ANAND | 200 |
| 2018 | MITTAL THAKKAR | DATA ANALYSIS IN COMP AND MGT | DEPARTMENT OF BUSINESS STUDIES(SARDAR PATEL UNIVERSITY) | 600 |
| 2018 | KAMAL AGAL | INTERNATIONAL CONFERENCE ON | INTERNATIONAL SOCIETY FOR | 5000 |

| | | TRANS DISCIPLINARY RESEARCH IN SOCIAL SCIENCES AND HUMANITIES ,AT SILVASA | APPLIED COMMERCE RESEARCH AND DEVELOPMENT WING,AHEMDABAD | |
|---|---|---|---|---|
| 2018 | KHYATI PATEL | EMERGING GLOBAL ECONOMICS SITUATION : IMPACT ON TRADE AND AGRO BUSINESS IN INDIA | CHARUTAR VIDHA MANDAL `S BHIKHABHAI JIVABHAI VANJIYA MAHAVIDHALAYA VALLABH VIDYANAGAR AGRO-ECONOMIC RESEARCH CENTER SARDAR PATEL UNIVERSITY | 1180 |
| 2018 | KAMAL AGAL | WORKSHOP ON ACCOUNTING AND TAX | P.G.DEPARTMENT OF BUSINESS STUDIES,V.V.NAGAR | 200 |
| 2018 | KAMAL AGAL | EMERGING GLOBAL ECONOMICS SITUATION IMPACT ON TRADE AND AGRO BUSINESS IN INDIA | CHARUTAR VIDHA MANDAL `S BHIKHABHAI JIVABHAI VANJIYA MAHAVIDHALAYA VALLABH VIDYANAGAR AGRO-ECONOMIC RESEARCH CENTER SARDAR PATEL UNIVERSITY | 1180 |
| 2018 | Dr. R. D. MODI | FACULTY DEVELOPMENT PROGRAM ON HOW TO USE CLOUD STORAGE TO SHARE DOCUMENT | C P PATEL AND F H SHAH COMMERCE COLLEGE, ANAND | 100 |
| 2018 | Dr. R. D. MODI | FACULTY DEVELOPMENT PROGRAM ON ONLINE PAYMENT: NEFT, RTGS, UPI | C P PATEL AND F H SHAH COMMERCE COLLEGE, ANAND | 100 |
| 2018 | Dr. R. D. MODI | INTERNATIONAL CONFERENCE ON TRANS DISCIPLINARY RESEARCH IN SOCIAL SCIENCES AND HUMANITIES ,AT SILVASA | INTERNATIONAL SOCITEY FOR APPLIED COMMERCE RESEARCH AND DEVELOPMENT WING,AHEMDABAD | 5000 |
| 2018 | ASHOK GAUR | FEE OF GRATITUDE FOR | SARDAR PATEL EDUCATION TRUST | 750 |

| | | DELIVERING EXP0RT TALK | ANAND | | |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|---|---|---|---|---|---|---|
| 2018 | FACULTY DEVELOPMENT PROGRAM ON HOW TO USE CLOUD STORAGE TO SHARE DOCUMENT | FACULTY DEVELOPMENT PROGRAM ON HOW TO USE CLOUD STORAGE TO SHARE DOCUMENT | 12/08/2018 | 12/08/2018 | 41 | 13 |
| 2018 | FACULTY DEVELOPMENT PROGRAM ON ONLINE PAYMENT: NEFT, RTGS, UPI | FACULTY DEVELOPMENT PROGRAM ON ONLINE PAYMENT: NEFT, RTGS, UPI | 25/09/2018 | 25/09/2018 | 41 | 13 |
| 2018 | TWO DAYS FACULTY DEVELOPMENT PROGRAM BASED ON "EFFECTIVE COMMUNICATION SKILL AND JOYFUL PERSONALITY DEVELOPMENT THROUGH SENSE MANAGEMENT | TWO DAYS FACULTY DEVELOPMENT PROGRAM BASED ON "EFFECTIVE COMMUNICATION SKILL AND JOYFUL PERSONALITY DEVELOPMENT THROUGH SENSE MANAGEMENT | 20/11/2018 | 22/11/2018 | 41 | 13 |
| 2018 | WORKSHOP ON CLOUD COMPUTING AND CYBER AWARENESS | WORKSHOP ON CLOUD COMPUTING AND CYBER AWARENESS | 18/12/2018 | 18/12/2018 | 41 | 13 |
| 2018 | WORKSHOP ON HOW TO PREPARE A RESUME | WORKSHOP ON HOW TO PREPARE A RESUME | 12/12/2018 | 21/12/2018 | 41 | 13 |
| 2019 | ONE DAY NAAC SPONSORED | ONE DAY NAAC SPONSORED | 19/01/2019 | 19/01/2019 | 41 | 13 |

| | NATIONAL SEMINAR ON "UNDERSTANDING THE NEW FRAMEWORK OF NAAC" | NATIONAL SEMINAR ON "UNDERSTANDING THE NEW FRAMEWORK OF NAAC" | | | | |
|---|---|---|---|---|---|---|
| 2019 | FACULTY DEVELOPMENT PROGRAM ON MCQ, ONLINE TUTORIALS, e-LEARNINGS PORTALS | FACULTY DEVELOPMENT PROGRAM ON MCQ, ONLINE TUTORIALS, e-LEARNINGS PORTALS | 23/01/2019 | 23/01/2019 | 41 | 13 |

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---|---|---|---|
| WORKSHOP ON CLOUD COMPUTING AND CYBER AWARENESS | 41 | 18/12/2018 | 18/12/2018 | 1 |
| TWO DAYS FACULTY DEVELOPMENT PROGRAM BASED ON "EFFECTIVE COMMUNICATION SKILL AND JOYFUL PERSONALITY DEVELOPMENT THROUGH SENSE MANAGEMENT | 41 | 20/11/2018 | 22/11/2018 | 3 |
| EMERGING GLOBAL ECONOMICS SITUATION IMPACT ON TRADE AND AGRO BUSINESS IN INDIA | 1 | 12/06/2018 | 12/06/2018 | 1 |
| WORKSHOP ON ACCOUNTING AND TAX | 1 | 07/01/2018 | 07/01/2018 | 1 |
| INTERNATIONAL CONFERENCE ON TRANS DISCIPLINARY | 2 | 11/07/2018 | 12/07/2018 | 2 |

| | | | | |
|---|---|---|---|---|
| RESEARCH IN SOCIAL SCIENCES AND HUMANITIES ,AT SILVASA | | | | |
| EMERGING GLOBAL ECONOMICS SITUATION : IMPACT ON TRADE AND AGRO BUSINESS IN INDIA | 1 | 25/12/2018 | 25/12/2018 | 1 |
| DATA ANALYSIS IN COMP AND MGT | 1 | 06/08/2018 | 06/08/2018 | 1 |
| FEE OF GRATITUDE FOR DELIVERING EXP0RT TALK | 1 | 05/09/2018 | 05/09/2018 | 1 |
| FACULTY DEVELOPMENT PROGRAM ON HOW TO USE CLOUD STORAGE TO SHARE DOCUMENT | 41 | 12/08/2018 | 12/08/2018 | 1 |
| FACULTY DEVELOPMENT PROGRAM ON ONLINE PAYMENT: NEFT, RTGS, UPI | 41 | 25/09/2018 | 25/09/2018 | 1 |

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| 41 | 41 | 3 | 10 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|---|
| • Annual Paid vacation to both teaching and nonteaching staff • Partial/Full fee waiver to wards of employees • Maternity and Paternity leave • Provident fund • Emergency healthcare facility • Transport facility • Casual leave of 12 days • Tea and Coffee served by the institution. | Group insurance • Annual Paid vacation to both teaching and nonteaching staff • Full fee waiver to wards of employees • Maternity and Paternity leave • Provident fund • Interest Free Financial help from the Management • Emergency healthcare facility • Transport facility • Uniforms, Umbrellas, Torch, Bicycles etc. provided. • Casual leave of 12 days • | • Fee waivers (in free ships by Management and Faculties some the fees of underpriveledged students). • Extended dates given for fee payment • Personal counseling, through PsychoSocial counseling Cell • Access to first aid • Medical care Free for the benefit of employees • Book for SC/ST students |

| | Tea and Coffee served by the institution • Reserve Fund for Emergency is kept | |
| --- | --- | --- |

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college is government aided - privately managed and receives financial assistance from the State and the Central government, University Grants Commission (UGC), Governing Body of the college Students' Fees Grants and Scholarships from various agencies and funding organizations besides state government and non-government agencies. The college Bursar along with the Convener Purchase committee guide, supervise and ensure that all financial transactions are done after due care and as per rules. The internal and external financial audits are conducted regularly. The college has a systematic mechanism of Internal audit and External Audit for all the financial activities which take place from time to time. After getting the requirements from different corners and subsequent approval of the Principal, the purchase committee purchases the items as per the laid down procedure and rules. The Convener purchase committee along with the Bursar of the college keeps a strict vigil on the purchase system. The accountant of the college maintains all the financial records in accounting software Tally ERP 9. All the vouchers and bills are duly audited by a team of qualified and well experienced Chartered Accountant. The Internal Academic and Administrative Audit is also carried out.

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
| --- | --- | --- |
| INDIVIDUALS | 397600 | Welfare Activities for Students |
| [View File](#) | | |

6.4.3 – Total corpus fund generated

| |
| --- |
| 788890 |

## 6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
| --- | --- | --- | --- | --- |
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | KNOWLEDGE CONSORTIUM OF GUJARAT, AHMEDABAD | Yes | DR D U PATEL, PRINCIPAL, N H PATEL COLLEGE OF EDUCATION, ANAND and DR USHA SARDA , ASSOCIATE PROFESSOR, N H PATEL COLLEGE OF EDUCATION , ANAND |
| Administrative | Yes | KNOWLEDGE CONSORTIUM OF GUJARAT, | Yes | DR D U PATEL, PRINCIPAL, N H PATEL COLLEGE |

| | | AHMEDABAD | | OF EDUCATION, ANAND and DR USHA SARDA , ASSOCIATE PROFESSOR, N H PATEL COLLEGE OF EDUCATION , ANAND |
| --- | --- | --- | --- | --- |

**6.5.2 – Activities and support from the Parent – Teacher Association (at least three)**

• **Principal is available to the Parents for any talk and feedback. • The parents of the new entrants are invited for communication with the Principal and the Administration on Orientation Days for College. • This has been valued by the Parents and has created a bond between the parents and the institution.**

**6.5.3 – Development programmes for support staff (at least three)**

• **Technical Staff and Lab Assistants are encouraged to attend Training for Technical Development under University Scheme and Programs. • The Administrative and Accounts Support Staff are facilitated by the College to undergo Trainings and Specialized Courses at the University Level. • The Library Staff is encouraged to attend Training Programs at the University Level or any other organization. • They are also encouraged to participate in research activities, present papers and attend Refresher Courses and/or Orientation Courses.**

**6.5.4 – Post Accreditation initiative(s) (mention at least three)**

**1. COMPLETE AUTOMATION OF LIBRARY AND DIGITAL AND VIRTUAL LIBRARY MAY BE PROVIDED 2. COLLABORATIVE LINKAGES WITH INDUSTRY AND INSTITUTES OF RESEARCH MAY BE UNDERTAKEN 3. STUDENTS TO BE COACHED FOR NET, SLET AND COMPETITIVE EXAMINATION AND REGULAR TEACHING HOURS MAY BE INCREASED 4. IMPROVEMENT AND MAINTENANCE OF INFRASTRUCTURE AND PROVIDING GREATER SPORTS FACILITIES NEEDS TO BE URGENTLY UNDERTAKEN 5. FEEDBACK MECHANISM FROM STUDENTS, ACADEMIC PEERS, ADMINISTRATION AND OTHER STAKEHOLDERS MAY BE FORMALIZED 6. TUTOR-WARD SYSTEM SHOULD BE INSTITUTIONALIZED AND PLACEMENT CELL STRENGTHENED**

**6.5.5 – Internal Quality Assurance System Details**

| a) Submission of Data for AISHE portal | Yes |
| --- | --- |
| b)Participation in NIRF | Yes |
| c)ISO certification | Yes |
| d)NBA or any other quality audit | Yes |

**6.5.6 – Number of Quality Initiatives undertaken during the year**

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
| --- | --- | --- | --- | --- | --- |
| 2019 | ONE DAY NAAC SPONSORED NATIONAL SEMINAR ON " UNDERSTANDIN G THE NEW FRAMEWORK OF NAAC" | 19/01/2019 | 19/01/2019 | 19/01/2019 | 100 |
| 2018 | INTERNAL | 16/12/2018 | 16/12/2018 | 16/12/2018 | 25 |

| | | | | | |
|---|---|---|---|---|---|
| | AUDIT | | | | |
| 2018 | NIRF - PARTICIPATED | 06/12/2018 | 06/12/2018 | 06/12/2018 | 25 |
| 2018 | PROVISION OF BCOM, BBA(G), BCA, BBA9ITM), BVOC, MVOC, PGDCA, MCOM, COMMUNITY COLLEGE, ALL TYPES OF OTHER ACTIVITIES - FROM 20th October, 2016 TO 19TH OCTOBER, 2019 | 20/10/2018 | 20/10/2018 | 20/10/2018 | 1975 |
| 2018 | Internship-Shwapp Foods Pvt Ltd, Sponsored by SPET, Anand | 27/08/2018 | 27/08/2018 | 26/10/2018 | 9 |
| 2019 | GENDER AUDIT-02/01/2016 till date | 02/01/2019 | 02/01/2019 | 01/01/2020 | 5 |
| 2018 | SAFETY AUDIT-16th July, 2016 till date | 16/07/2018 | 16/07/2018 | 15/07/2020 | 5 |
| 2018 | 3 STAR RATED IN GSIRF-2018-19 | 25/11/2018 | 25/11/2018 | 25/11/2018 | 25 |
| 2019 | EQUIPMENT AUDIT | 10/03/2019 | 10/03/2020 | 10/03/2020 | 5 |
| 2019 | AISHE | 23/01/2019 | 23/01/2019 | 23/01/2019 | 5 |
| | View File | | | | |

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period from | Period To | Number of Participants | |
|---|---|---|---|---|
| | | | Female | Male |
| Interactive Session and Discussion on Gender Sensitization | 19/06/2018 | 19/06/2019 | 139 | 55 |

| Beti Bachavo - Expert Talk | 10/07/2019 | 10/07/2019 | 43 | 55 |
|---|---|---|---|---|
| Workshop on Cooking Classes | 06/08/2018 | 11/08/2018 | 34 | Nill |
| Health Awareness - Expert Talk | 18/01/2019 | 18/01/2019 | 89 | Nill |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

| Percentage of power requirement of the University met by the renewable energy sources |
|---|
| Tree plantation,Rain Water harvesting, Hazardous waste management, E-waste management, Solar Panel Percentage of power requirement of the College met by the renewable energy sources-100 per cent |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|---|---|---|
| Physical facilities | Yes | Nill |
| Provision for lift | Yes | Nill |
| Ramp/Rails | Yes | Nill |
| Braille Software/facilities | Yes | Nill |
| Rest Rooms | Yes | Nill |
| Scribes for examination | Yes | Nill |
| Special skill development for differently abled students | Yes | Nill |
| Any other similar facility | Yes | Nill |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|---|---|---|---|---|---|---|---|
| 2019 | 1 | 1 | 31/01/2019 | 1 | Dental Check up Camp | Health Awareness | 103 |
| 2018 | 1 | 1 | 10/08/2018 | 1 | Rally against Plastic Use | Environment Consiousness | 23 |
| 2018 | 1 | 1 | 10/10/2018 | 1 | Fund Raising rally | Empathy towards the needy | 353 |
| 2019 | 1 | 1 | 23/01/2019 | 1 | No Addiction | Health Awareness | 103 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | Rally and Drama Performance | | |
| 2019 | 1 | 1 | 23/01/2019 | 1 | Tree Plantation at Adas Village | Environment Consiousness | 13 |
| 2019 | 1 | 1 | 29/01/2019 | 1 | Clean Village, Green Village Campaign | Environment Consiousness | 103 |
| 2019 | 1 | 1 | 30/01/2019 | 1 | Rally on Save girl Child and Drama Performance | Gender Sensitisation | 103 |
| 2019 | 1 | 1 | 31/01/2019 | 1 | Rally on Literacy Awareness Abhiyan | Social Upliftment | 103 |
| 2019 | 1 | 1 | 01/02/2019 | 1 | Rally on Save Environment | Environment Consiousness | 103 |
| Nill | 1 | 1 | 01/02/2019 | 1 | Drama on Swachha Bharat | Cleanliness Drive | 103 |

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title | Date of publication | Follow up(max 100 words) |
|---|---|---|
| CPPFHSCC BOOK OF CODE OF ETHICS | 10/05/2018 | Ethics for students are well displayed on the institutional Website so that the students can read it and follow the instructions. Discipline team along with members of Students take care that discipline protocols are followed by all the students of the college. The students are required to put on their Identity Cards and Uniform Compulsorily except two days off for the Uniform. This is well informed to the students through Representative council |

meetings and circulars. The College Principal , Dr R D Modi keeps a special watch by taking rounds time and again when the classes are on and the round of the campus at different intervals. Regulations and the code of Conduct is pasted in Diary of the faculties for their ready reference and they also have to put on their Identity Cards Compulsory, their attendance with Biometrics is taken. The Presence of the faculties and students is taken in every lecture. Before moving out of the campus during the duty hour the faculties have to note it down in the MOVEMENT REGISTER. A Research Advisory Committee has been formed to Check Malpractices and Plagiarism.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---|---|---|
| CELEBRATING INDEPENDENCE DAY | 15/08/2018 | 15/08/2018 | 20 |
| CELEBRATING RAKSHABANDHAN | 20/08/2018 | 20/08/2018 | 300 |
| GURUBHAKTHI DIN | 26/07/2018 | 26/07/2018 | 100 |
| Tree Plantation | 26/07/2018 | 26/07/2018 | 200 |
| Gujarat Establishment Day | 01/05/2018 | 01/05/2018 | 100 |
| CELEBRATING BIRTHDAY OF SHRI S R RANGANATHAN | 09/08/2018 | 09/08/2018 | 100 |
| Birth Anniversary of Late Deendayal Upadhyay | 25/09/2018 | 25/09/2018 | 52 |
| World Environment Day | 05/06/2018 | 05/06/2018 | 25 |
| Hindi Day | 14/09/2018 | 14/09/2018 | 34 |
| International Women's Day | 08/03/2018 | 08/03/2018 | 150 |
| View File | | | |

## 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Conservation of water bodies, promoting water literacy, cleaning the college campus, solid waste management and promoting the use of eco-friendly products are some of the initiatives taken by the college. Extraordinary focus was on two critical issues namely solid waste management and energy conservation. Public transport being a viable and sustainable alternative to reduce carbon emissions, 74 of students and staff depend on public transport system and 23 are pedestrians. While 2 use bicycles to commute, only 6 of students and staff use private vehicles as a mode of transport. The campus, despite being situated in the heart of the town, has utilized to its maximum extent the available spaces for nurturing plants. It also promotes upcycling of textile and tailoring/upholstery waste. Single use disposable cups for tea and coffee consumption were replaced with steel glasses. As a measure to reduce the use of paper in administrative work, admission procedures, payment of exam fees, question banks, internal mark entry, attendance entry and publication of results are done online.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

BEST PRACTICE – I Title of the Practice: STUDENT'S MANAGEMENT SYSTEM Objectives of the practice: To drive youth to reach full potential by nurturing their innate genius in a congenial atmosphere To facilitate acquisition of competencies, skills, talents and promote multi disciplinary explorations To offer a range of curricular, co curricular, extracurricular, metacurricular experiences to retrain, reskill and reinvent oneself To explore domains that lie beyond cognitive mastery of disciplines Context: The main purpose of higher education is to bring into being a new generation who would establish a new world. Apart from giving importance to talents, specialization, achievement and success, Holy Cross College intends to cultivate an awakening intelligence in students to create a new culture, structure and civilization. Students need to be emotionally intelligent and mentally stable to tackle future challenges and unpredictable situations. So, the concern is to help a future generation blossom to its full potential by engaging in investigating the fundamental reality of life. The one hour which was initially squeezed in to the regular working hours for this practice was later made in to an additional hour directed by the Governing Body based on feedback received from staff and students. The practice: • Through participation in club activities, committees, forums, cultural porgammes, eco spiritual practices, sports, library activities, internet browsing etc. students spend time in diverse learning methods and activities mostly in a self organized learning environment • They harness their own energies in the most optimal way through self learning, collaborative research projects (CRP) and social responsibility projects (SRP) • They donate blood, conduct medical camps, do peer counseling and visit care homes • They listen to and practice Expert talks, record the best investments they've made in life, discuss ethics and consumerism, conduct unmanned sales, sell hand made products, practice street plays, listen to motivational speakers, observe nature, do organic gardening, attend sessions in yoga, make use of the library for their academic needs and leisure needs, and do a lot more other useful and engaging activities • Students get groomed in multiple intelligences Evidence of Success: ? Students act with responsibility, honesty and accountability. ? Students carry out 'Swachh Bharat' activities in villages ? Students give radio talks, awareness programmes, stage street plays, educate illiterates (outside the college) give digital literacy to locals and clear garbage on shorelines ? Students are better equipped to face academic challenges, face interviews with confidence and tackle conflicting situations in peaceful ways ? Discipline is not enforced in the campus. It simply happens with simple reminders ? There is a remarkable growth curve in their curricular,

cocurricular and extracurricular activities ? Public feedback through WhatsApp on student activities is very encouraging ? Their research topics are unique, universal and useful ? This has enhanced the quality quotient of the student – teacher relationship and has also strengthened their global quotient Problems encountered: ? The demands of the society to conform to set standards deter students from experimenting with new ventures ? Some students are negligent and do not make optimal use of this opportunity ? Continuity is lost during vacation and other breaks ? Material accumulations and memory skills are the important yardsticks to measure success ? Material accumulations and memory skills are the important yardsticks to measure success Resources Required: The college has funds pouring from UGC, State and Central Government and the students are trained to optimally use the resources and come out with positive outcome.

BEST PRACTICE: II Title of the Practice: NAVRATNA PROGRAM ? Objectives of the Practice: ? To ensure Awareness among the students of the college should have about the National Identity Documents like Aadhar Card, Voter'ID, PAN Card, Pass Port, Driving License. ? It is most urgent to educate the students about the need for National Identities employment assistance ? Supporting the Government in carrying out its mission ? The Context: The Union Government of India is contemplating preparation of a National Register of Indian Citizens and issue of Multi-purpose National Identity Cards (MNICs) based on this register. The main purpose of this project, to be known as, Multi-purpose National Identity Card project is to provide a credible individual identification system and simultaneous use for several multifarious socio-economic benefits and transactions within and outside the Government. A large number of people remain without identity documents - poor and rural people especially. Through this program the youth of the college understand the importance of having them. The college identifies the following needs for awareness among the students regarding the national Identity, because a National Identity is an identity card with photo, usable as an identity card at least inside the country, and which is issued by an official authority. Identity documents are used for multiple purposes: • For domestic and international travel • To obtain a mobile phone SIM card • To apply for a passport • To obtain government benefits • In certain cases when asked to do so by law-enforcement officers Therefore the college has undertaken the responsibility of helping the youths of the college by conducting a very Best Practice of NAVRATNA PROGRAM under which the following honorary services are provided to the students of the college: 1. Issuing of Aadhar Card 2. Issuing of Voter's Identity Card 3. Issuing of PAN Card 4. Issuing of Passport 5. Issuing Driving License 6. Registration of the Students in Employment Office 7. Opening up of Bank Account 8. Opening of emails accounts 9. Issuing of Insurance Policies The Practice: The Principal of the college along with the IQAC of the college has form a committee regarding NAVRATNA PROGRAM. Each of the Ratna(GEMS) is handled by a convener, with Coopted members and Students incorporated in the Committee as below :

NAVRATNA COMMITTEE

| Sr. No. | Activities | BCOM(G) / BBA(G) | BCA/BBA-ITM/PGDCA | B.COM (SF)/ M.Com (SF) | DDU KAUSHAL KENDRA | Students Name |
|---|---|---|---|---|---|---|
| 1 | Aadhar Card | Dr. B P Bhuva | Prof. Rimple Gamadiya | Dr. Divyang Vyas, Dr. Ankita Brahmbhatt | Dr. Brijesh Valand | Rana Shivam |
| 2 | Election Card | Dr. S M Pillai | Prof. Dhaval Thakkar | Prof. Jayadeep Patel, Dr. Ankita Brahmbhatt | Dr. Rajesh Patel | Solanki Madhi |
| 3 | Bank Account | Dr. V K Tandel | Dr. Mehul Patel | Dr. Ankita Brahmbhatt | Prof. Anil Shah | Yadav Mahesh |
| 4 | Passport | Dr. R D Modi | Prof. Miral Patel | Dr. Ankita Brahmbhatt | Dr. Rajesh Patel | Nitin Parmar |
| 5 | PAN Card | Pror. R D Tailor | Prof. Mitesh Patel | Prof. Sandhya Joshi | Prof. Chirayu Shastry | Mayurdhwag Chauhan |
| 6 | Driving License | Prof. S V Pinto | Dr. Mittal Thakkar | Dr. Ankita Brahmbhatt | Dr. Rajesh Patel | Ram Krupali |
| 7 | Insurance | Dr. H J Padiya | Dr. Nayan Patel | Dr. Ankita Brahmbhatt | Dr. Rajesh Patel | Jinal Patel |
| 8 | Employment Registration | Dr. R D Modi | Prof. Dhaval Thakkar | Dr. Imran Pathan, Prof. Sheetal Mecwan, Prof. Sandhya Joshi | Dr. Rajesh Patel | Palak Bhavsar |
| 9 | Email Address | Dr. R D Modi | Dr. Nayan Patel | Dr. Ankita Brahmbhatt | Prof. Anil Shah | Suthar Nensi P |

•

The college has set the practice since the 2014-15 • In the first phase the college circulates the circular for the newly Admitted Students for the above mentioned National Identities to the students of First Year • The students who have not attained Eighteen years of age are allowed to obtain the identities in the NAVRATNA PROGRAM of the next Academic Year. • In the second phase, those who were left out in the first phase of the program are given the chance. • The college arranges to bring the Application forms from the respective offices and circulates them among the students. • A particular deadline is given to them and the filled up forms are collected by the Conveners and members of the committee. • The collected filled up forms are sent to the respective office. • The follow up action is done by the respective committee members. • After the Identities are issued by the respective Departments of the Government, they are collected and issued the students. • In the later stage any grievance like the spelling mistakes or non issue of the cards are considered and the other follow up actions are taken. • Loss of Identity Cards after once issuing them is also followed up. ? Evidence of Success: So far since five years the college has helped a total of 4072 students in the year 2014-15, 3365 students in 2015-16, 3435 students in 2016-17, 3979 students in 2017-18 and 4397 students in 2018-19 in the in the mission of issuing National Identities. ? Problems encountered and resources required : • Initially it was difficult to convince the students about the Program. They preferred to make through family or parents rather than a college helping in issuing such identities. • Delay in bringing the supporting documents to complete the application forms. • Difficulty in convincing the parents. • Delays by the Government departments in timely issue of the Identity Cards. • Initially vigorous follow up actions were required ? Solutions to the Problems: Convinced the parents through are Parents Teachers meetings Took the support of Alumni The mentors took the responsibilities of

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://cppfhscc.org/2016-17-7-2-1-1.php

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Vision of the Institution is to offer a cadre of well-developed manpower to meet the middle and lower level managerial requirements of the industries and business establishments in the surrounding areas and to provide opportunities to students irrespective of caste, creed or religion for giving meaningful education so as to help them build their careers in the field of business and management. In order to mould and empower students in the quest of knowledge and skills and to help them achieve excellence in various fields, thereby also preparing them to face global challenges, the Institute has established its distinctive approach towards this comprehensive Vision by modeling of Certificate Programs or by allowing the students to organize events and take up multidisciplinary project development (Industrial/ Student's Start Up and Innovation Policy-SSIP/ Unnat Bharat Abhiyan-UBA / Entrepreneurship Development Cell). 1. Title of the Institutional Distinctiveness : Skill Development Initiatives: 2. Objectives of the Institutional Distinctiveness: • Provides training, support and guidance for all occupations • To Skill the Youths for Self Employability • To nurture the Entrepreneurial Creativity among the Youths 3. The Context : Curricular Aspects, it was proposed that "Augmentation of quality and number of courses to be offered and additional courses like skill development/Foreign Language, e-learning courses etc." will be done and the same has been implemented successfully and the documents are available in the college. This has involved extensive efforts made by the college for training the students in providing market oriented skills and soft skills along with

regular programmes run in the college and in this way enhancing their employment opportunities. A number of MoUs have been signed with various Public and Professional agencies to run various course and conduct training programs for students over the period of time. 13 Add-on /Certificate Programs are available to provide an authentic learning experience to the students. The college has also started five BVoc Programmes - approved by UGC. The faculties and experts from the University and other colleges were involved to have a proper designing of the syllabus of the Add On Programs. The members of the BOS of the Add on and Diploma Programs contributed effectively in the Syllabus Planning of the Add on Programs. 4. The Outcome : The College has a Deen Dayal Upadhyay Kaushal Kendra (DDUKK) since 2017-18 and the Seven programs of BVOC, MVOC and Community College is run under its aegis. For the 13 Value added Programs conducted various Workshops and seminars have been organized .

| Provide the weblink of the institution |
| :---: |
| https://cppfhscc.org/2016-17-7-3-1.php |

## 8.Future Plans of Actions for Next Academic Year

Future Plans of action for next academic year 1) To Offer New Certificate Programs that can provide extensive flexibility of Curriculum to the students 2) To train the Faculties to develop more e-content 3) To augment facilities for the development of e-content 4) To employ career guidance and placement measures for final year students. 5) To execute various gender sensitization and social awareness programs. 6) To conduct Skill Development programmes for students 7) To Observe various days to promote institutional values and social responsibility among students 8) To conduct Orientation and Value education Programmes 9) To conduct Bridge course and orientation programmes for First year UG students 10) To Conduct programmes to promote self-reliance in students 11) To conduct Social extension activities in the nearby villages by Unnat Bharat Abhiyan 12) To encourage the faculty to apply and obtain awards, recognitions and fellowships from recognized institutions.