C.P.PATEL & F.H.SHAH COMMERCE COLLEGE, ANAND

(MANAGED BY SARDAR PATEL EDUCATION TRUST, ANAND)
NAAC RE-ACCREDITED

AFFILIATED TO

SARDAR PATEL UNIVERSITY

VALLABH VIDHYNAGR

GUJARAT STATE, INDIA

ANNUAL QUALITY ASSURANCE REPORT

(AQAR)

2016-17

SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

AN AUTONOMUS INSTITUTION OF THE UNIVERSITY GRANT COMMISSION

P.O.BOX NO. 1075, OPP: NLSIU, NAGARBHAVI,

BANGALORE- 560072

INDIA

NOTEWORTHY ACHIEVEMENTS OF THE COLLEGE

1. The College is the <u>Recipient of Highest Amount of UGC Grant</u> among the colleges of India

2. The college runs <u>Government Courses, Self Financed courses, Autonomous Courses</u>

3. Through NIRF <u>Ranked among 150 to 200 rankings</u> and stands number 5th <u>among All the Commerce Colleges of India.</u>

4. Academic and Administrative Audit Cycle-2 Completed on 7th & 8th April, 2017 and the College is <u>Ranked Ist Position among all the colleges of Gujarat with CGPA 3.56</u>

5. <u>ISO 9001-2000 Certification</u> received.

6. Green Audit conducted

7. Energy Audit conducted

8. Equipment Audit conducted

9. Gender Audit conducted

10. College designs syllabus of more than 450 subjects in three consecutive years.

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

PART – A

1. Details of the Institution

1.1 Name of the Institution

> C.P.PATEL & F.H.SHAH COMMERCE COLLEGE, ANAND

1.2 Address Line 1

> N.S.PATEL CIRCLE, SARDAR PATEL OVERBRIDGE

Address Line 2

> BHALEJ ROAD,

City/Town

> ANAND, TA & DIST. ANAND

State

> GUJARAT

Pin Code

> 388 001

Institution e-mail address

> cpcollege.anand@gmail.com

Contact Nos.

> M – 9909250303

Name of the Head of the Institution:

> Dr. R.D.Modi
> Principal

Tel. No. with STD Code:

> (02692)250710

Mobile:

> M -990925030

Name of the IQAC Co-ordinator:

> Dr. Sajena Pillai

Mobile:

> 9909250303

IQAC e-mail address:

> iqaccppfhscc@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 1887*

> GJCOGN13540

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-20
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

> EC/66/RAR/089

1.5 Website address:

> http://www.cppfhscc.org

Web-link of the AQAR:

> http://www.cppfhscc.org

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.38	2007-08	5 years
2	2nd Cycle	B	2.76	2013-14	5 years
3	3rd Cycle	-	-	-	-
4	-	-	-	-	-

1.7 Date of Establishment of IQAC :   DD/MM/YYYY | 19th June, 2009 |

1.8 AQAR for the year *(for example 2010-11)*

| AQAR for the year 2016-17 |

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

AQAR(i) 2013-14 19th November,2014

AQAR(ii) 2014-15 13th February,2016

AQA(iii) 2015-16 21th November,2016

1.10 Institutional Status

University   State [√] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [√]   No [ ]

Constituent College   [ ] Yes [ ]   No

Autonomous college of UGC   Yes [√]   No [ ]

Regulatory Agency approved Institution   Yes [√]   No [ ]

 (eg. AICTE, BCI, MCI, PCI, NCI)

** MINISTRY OF HRD, GOVERNMENT OF INDIA APPROVED DEEN DAYAL UPADHYAY KAUSHAK KENDRA

Type of Institution Co-education [√] Men [ ] Women [ ]

             Urban [ ]   Rural [√] Tribal [ ]

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

             Grant-in-aid + Self Financing [√]   Totally Self-financ [ ]

5 | P a g e

ALSO GOVERNMENT AFFILIATED COURSES UNDER BACHELOR OF VOCATION AND AUTONOMOUS STATUS GIVEN BY UGC FOR COURSES UNDER COMMUNITY COLLEGE

1.11 Type of Faculty/Programme

Commerce | √ |

Management | √ |

Others   (Specify) | .   COMPUTER APPLICATION |

1.12 Name of the Affiliating University *(for the College* | SARDAR PATEL UNIVERSITY, VALLABH VIDHYANAGAR |

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | CENTRALGOVERNMENT |

University with Potential for Excellence | | UGC-CPE | |

The college has obtained the largest amount of fund from UGC   for DEEN DAYAL UPADHYAY KAUSHAL KENDRA – COMMUNITY COLLEGE (AUTONOMOUS

COLLEGE OF UGC) & UGC Aided Bachelor of Vocation (BVOC) and (MVOC) therefore the authorities at UGC said only the status of CPE would be given to the college but the fund under CPE cannot be disbursed.

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme | | DST-FIST | |

UGC-Innovative PG programmes | | Any other (*Specify*) | UGC Aided Bachelor of Vocation (BVOC) and   Autonomous College- Community College (CC). |

UGC-COP Programmes | |

2. IQAC Composition and Activities

2.1 No. of Teachers

| 10 |

2.2 No. of Administrative/Technical staff

| 01 |

2.3 No. of students

| 05 |

2.4 No. of Management representatives

| 01 |

2.5 No. of Alumni

| 02 |

2. 6 No. of any other stakeholder and

community representatives

| 01 |

2.7 No. of Employers/ Industrialists

| 01 |

2.8 No. of other External Experts

| 02 |

2.9 Total No. of members

| 23 |

2.10 No. of IQAC meetings held

| 20 |

2.11 No. of meetings with various stakeholders: | 06 | No. | 06 |

Non-Teaching Staff Students | 03 | Alumni | 02 |

Others:

Students: 02

Others: 02

2.12 Has IQAC received any funding from UGC during the year?   Yes | | | √ |

If yes, mention the amount | NIL |

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 95 | International | - | National | 09 | State | 0 | Institution Level | 80 |

(ii) Themes | ANNEXURE-2.1 |

2.14 Significant Activities and contributions made by IQAC

1.	National Seminars Organized	33.	Academic Activities for the year.
2.	State Level Seminar Organized	34.	Academic Calendar for the year.
3.	Examination reform	35.	Industrial Interaction for Curriculum Development
4.	NIRF data Submission and Ranked among 150 to 200 Rankings 5th in India among all the Commerce Colleges	36.	Faculties participated & presented papers in Conferences / Workshops/ Seminars, International/National/State Level.
5.	Academic and Administrative Audit completed on 7th and 8th April, 2017 Secured Ist Rank among all the colleges of Gujarat State with 3.56 CGPA	37.	Framing & Deigning of Syllabus of various courses.
6.	RUSA funding Management	38.	Short Term courses and Add On courses added in the year for students and faculties
7.	Online Feedback system initialed	39.	Updating the working website
8.	One Institutional workshops of Faculty	40.	Visit to Sardar Patel University IQAC
9.	AISHE database prepared	41.	Maintenance of campus discipline.
10.	Non Teaching Training	42.	Improving Infrastructural Facilities
11.	Minor Research Projects of faculty and Students (UGC as well as Industry Sponsored)	43.	Better ICT facilities on campus.(Personal Websites for students to download Reference material and E-Books)
12.	Orientation program for Semester I Students	44.	Initiating Examination Reforms

13.	Research Center affiliation by state level body	45.	Result Analysis
14.	MOUs with several Academic and Industries bodies	46.	Organized for Promotion of Research Culture.
15.	Exit meeting for Semester VI Students	47.	Organize workshops and seminars for students
16.	Research publication work done by Faculties (Syllabus Text Books and Research Papers) with ISSBN and ISSN Numbers	48.	Faculty participated in Orientation, Refresher and Short Term Courses of UGC Academic Staff College
17.	Academic visits organized for the students	49.	Faculty Enhancement initiatives taken
18.	Coaching classes for competitive exams - UGC -NET, CSIR -NET, Civil Service, Bank Test and PSI exams	50.	Navratna Campaign organized. (Campaign for students for Helping them to obtain Passport, Voter'sID Card, Adhar Card, PAN Card, Driving License, Bank A/c, Employment Registration, Insurance, email Address.
19.	Obtaining Stakeholder Feedback: Student, faculty & Expert feedback (Academic Departments), Alumni feedback (Alumni Association), Employer feedback (Training & Placement), Parents' Feedback	51.	Fosters innovation and creativity in students through exhibitions, group discussions, poster presentations, study tours etc
20.	Digitalization of Administration Department	52.	Movie Club
21.	Conducting Academic Audit - by the Management of the college	53.	Medical Check-up camps organized for the students
22.	Campus Placements done	54.	Celebration of various festivals of India.

23.	Value-Based Education	55.	Initiating the Saptadhara Programs of the State Government.
24.	Conducting various Competitive Exams for students.	56.	Bird Feeder Distribution done All Over India as a part of Save Sparrow Campaign
25.	Obtaining Patent Rights	57.	Bringing up certain newer disciplinary measures for the students and faculties.
26.	Programs initiated towards Entrepreneurship Development of the students.	58.	Providing benefits to the students, Teaching and Non-Teaching Staff from SARDAR PATEL EDUCATION TRUST WELFARE FUND (SPETWF)
27.	Equipment Auditing done	59.	Gender Audit Conducted
28.	Financial Auditing done.	60.	NSS Orientation Program was organized
29.	Participation of Faculties in Non Gujarati Resident & Senior Citizen activities organized by the Management.	61.	organizes various programs on Positive Thinking under Vivekananda Counseling Centre for Positive Thinking
30.	Adaption of Four village by the college	62.	Yoga and Sports activities enhanced
31.	Book Shop initiated, providing books at fifty percent discounted price.	63.	Remedial Classes for SC/ST/OBC (Non-Creamy Layer), EB & Minority Students at free of cost.
32.	Completed the process of ISO Certification		

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Sr. No.	Plan Of Action Perspective Plan For Three Academic Year(2013-14 to 2015-16)	Achievements Academic Year (2015-16)
1.	Applying for COLLEGE FOR POTENTIAL FOR EXCELLENCE	Obtained the highest grant of Rs. 12 crores to start BVoc, MVoc & Community College (An Autonomous College Sponsored by UGC), therefore UGC agreed to give the CPE Status without any funding. But we wanted to apply for it again with complete procedures.
2.	Augmenting Research Activities among the Faculties	Executed
3.	Encouraging more students for taking up Research Activities	Executed
4.	Enhancing Publication work	Executed
5.	Forming UGC Committee to have a more in-depth study of the Plans and Grants of UGC	Executed
6.	Increasing Industry Interaction	Executed
7.	Promoting Consultancies of the college	Executed
8.	Adding more number of New Courses	Executed (Added more Diploma Courses under Community College)
9.	Organizing more National and International Seminars	Executed

10.	Boosting the use of ICT	Executed
11.	Green Audit	Executed
12.	Energy Audit	Completed
13.	Gender Audit	Executed
14.	Financial Audit	Completed
15.	Equipment Audit	Executed
16.	Administrative Audit	Executed
17.	Acaddemic and Administrative Audit (AAA)	Completed
18.	Organizing more of Campus Placement Programs	Executed
19.	Automation of Library	70 %
20.	Forming student's study circle	Executed
21.	To enter into MoU with other colleges, Institutions, Universities, Industries, NGOs and other organizations	Executed
22.	Academic Audit	Executed
23.	Utilization of Solar Energy	Executed
24.	More Social extension Services	Executed
25.	More Environment Conscious Activities initiated	Executed
26.	More reformed Evaluation System	Initiated
27.	Create more linkages	Initiated
28.	NIRF Data Submission	Completed
29.	AISHE Data Submission	Competed
30.	RUSA Fund Management	Executed
31.	ISO Certification Process completed	Completed

The Academic Calendar of the year is UPLOADED on the college website.

2.15 Whether the AQAR was placed in statutory body   √   ☐

Management √   √   Syndicate ☐   Any other body

Provide the details of the action taken

> AQAR had been placed in the Governing Council meeting and is approved

P A R T – B

CRITERION – I

1.1   Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	02	-	-	02
PG	01	-	01	01
UG	08	-	03	08
PG Diploma	01	-	01	01
Advanced Diploma	03	-	-	03
Diploma	03	-	-	03
Certificate	07	-		07
Others	MPhil – 1	-	-	01
Total	26	-	05	26

Interdisciplinary		-		
Innovative	06	-	06	06

1.2   (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options | Existing |

 (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	16
Trimester	Nil
Annual	07 Certificate Courses

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

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

Annexure: 1.3

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> ✓ Yes, there is Revision of syllabus on regular basis by the Sardar Patel University.
>
> ✓ In the Academic Year 2015-16 the syllabus of Bachelor of Commerce and Bachelor of Business Administration

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> ✓ Our Hon. Managing Trustee and Secretary, Shri B.N.Patel is a member of Global Sports Federation
>
> ✓ ACRIL CENTRE introduced-An MoU with IT companies and Sardar Patel Education Trust for Research & Development Project (ACRIL)

CRITERION – II

2. TEACHING, LEARNING AND EVALUATION

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
43	09	08	-	Adhoc Faculties – 26 Visiting Faculty-01

2.2 No. of permanent faculty with Ph.D.

10

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

	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
Grant-in-Aid	00	00	08	00	00	00	00	00	08	00
Self-Financed	09	00	-	-	-	-	25	01	35	00

2.4 No. of Guest and Visiting faculty and Temporary faculty

G-01		VF-00	=	01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	09	83	17
Presented	07	24	02
Resource Persons	-	06	12

** Total 109 Seminars, 08 Conferences, 27 workshops, 07 Short Term Courses and 33 Faculty Development Programs /Trainings.

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

All the Innovative Practices from the last Academic Year is continued. Moreover

1. In BVOC and CC maintaining a Collective Daily work Diary which Assigned by all the faculties and Nodal Officer, so that there can be an everyday Track Record of what is Accomplished and what can be Accomplished.

2. Syllabus completion Certificate is being signed by the CR & LR of each Class

3. The Academic Committee of the college looks into various matters of the curriculum and teaching and Learning Process.

4. More number of Training Programs and Research Activities are carried out to make teaching-Learning Process more fruitful.

5. Quality Circles, teaching through films, use of social media like WhatsApp Groups for discussion of newspaper articles, etc. were other novel methodologies which were appreciated by the learners.

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

180

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

✓ Internal assessment

✓ Photocopy of evaluated answer (by the College)

✓ Question Bank has been developed for all subjects.

✓ MCQ's prepared in each subject

✓ Sardar Patel University Examination Reform Unit Meetings are held and the one of our Faculty Prof. R.D.Tailor is an active member of the Unit.

✓ The policies of the University are followed

✓ Students are shown the Assessed Answer papers to understand their own mistakes they have made so that they do not repeat it next time.

- ✓ Answer sheets of meritorious students are shown to the students to enabling them to learn a proper way of writing in the exams.

- ✓ The students who have failed to submit their Assignments have to compulsorily give a Re-Test by paying some Penalty. This Evaluation Process has been initiated by the Principal of our college.

13 Faculties of our college are involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

13	13	13

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise Distribution of pass percentage :   ANNEXURE 2.11

** The RECENT Results of APRIL,2017 are awaited and will be soon uploaded on the Website of the college

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

The IQAC has identified qualitative and quantitative indicators and has designed the process for monitoring and evaluating the teaching learning process.

The quantitative indicators are as follows:

i. Number of programmes and enrichment courses.

ii. Number of learners.

iii. Number of faculty members.

iv. Number of lectures.

v. Number of teaching days.

vi. Success rate.

vii. Available resource.

The qualitative indicators are as follows:

i. Academic excellence.

ii. Work ethics.

iii. All round development of the learners.

To monitor the quality of teaching learning, the IQAC has developed the following process:

Preparation of teaching plan, Scrutiny of daily lecture schedule by Principal, Interaction of Principal with Divisional Representatives, Feedback obtained by HODs, Coordinators, Vice-Principals and Faculty member appraisals at the end of every semester, Academic Audit conducted by the Management,

To Evaluate the Teaching-Learning Process, the IQAC has adopted the following procedure:

Maintaining Academic Diary, Analysis of learners' feedback about faculty members, Performance of learners in internal test and semester end examinations and overall Result Analysis, Interaction of the Principal with the faculty members to discuss feedback and results and Review of academic progress at the meetings of the Local Managing Committee.

Over and above the following system has been introduced in this year like Academic Audit conducted by the Management, ISO Certification, Teacher Development Programs, more enhanced participation in Research Activities,

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	All the Faculties of the college have fulfilled this criterion.
UGC – Faculty Improvement Programme	03
HRD programmes	02
Orientation programmes	-
Faculty exchange programme	02
Staff training conducted by the university	05
Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	02
Others	05

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees		Number of Vacant Positions		Number of permanent positions filled during the Year		Number of positions filled temporarily	
Administrative Staff	Clerks	Peon	Clerks	Peon	Clerks	Peon	10	20
	04	03	03	05	0	0		
Technical Staff	04		-		-		-	

CRITERION – III

3. RESEARCH, CONSULTANCY AND EXTENSION

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

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

It is evident from the previous AQARs i.e. AQAR 2013-14, AQAR 2014-15 and AQAR 2015-16 that the IQAC continuously strives to inculcate a culture of research among the staff and the students. The Research Committee of the college has been established which conducts several Faculty Development Programs. The research Committee Convener/ Academic Advisor has been encourages teachers to undertake research by providing the necessary information and guidance. The College also provides support and cooperation to teachers who undertake major / minor research projects (sanctioned by the University/ Industry Sponsored).

The University also provides Seed money to the faculties desiring to carry out Minor Research Projects.

The Manageent of the college also provides complete Financial Help to the faculties for Research Work. The Management has a separate Seed Money for the augmenting Research Culture in the Institution.

- Dr. R.D.Modi, Principal of the college and Dr. B.P.Bhuva, Faculty in Statistics have submitted the Major Research Proposals.

- One Major Research Prrojecct completed by Dr. M.I.Parmar, a faculty of Mnagement subject.

- Faculties have taken up Industrial Research Projects.

- Students have taken Industrial Sponsored Mionr Research Projects.

- Initiating Seminars and Workshops for the Growth of Non-Teaching /Library department of the college.

- We collaborate with our Management Sister Institutes for consultancy work.

- Every Faculty is encouraged to write Research Articles and Papers and also contribute towards publication of books.

- Faculties are encouraged to act on topics relevant with need of the time and organize Seminars and Workshops.

- The Management as well as the Institute encourage the Faculties and support them completely in all regards.

- Faculties year by year participate and contribute papers in the Seminars and Workshops contributing towards Research Development in greater degree.

- Faculties contribute to the publication of Research Articles and Papers and also contribute towards publication of books.

- Faculties organize Seminars and Conferences and workshops on topics relevant with need of the time.

- Approaching the Organizations for Reviewing the Publications done by the faculties

- Publication done with ISSN and ISBN numbers.

- Infrastructure for research has been created and upgraded every year.

- We encourage our students also to participate, in Seminars and Conferences and write Research papers and also to present them.

- Three of our Faculties are also Research Guides who guide the students of University for their Doctorate Studies.

- We support our students involved in research by providing Library facilities, Modern lab facilities, Computer and Internet facilities, Adjustment of lecture timing and such other help as and when they require.

- Pen drives were given to each faculty.

- Approaching the Industries and other Government Departments to carry out Research Work on the Topics related to them.

- Encouraging Overseas Research Activities to the faculties.

- International, National, State, and Local Level Workshops, Seminars and Conferences organized.

- Consultancy work undertaken

- Providing Library facilities, Modern lab facilities, Computer and Internet facilities, Adjustment of lecture timing and such other help as and when the faculties require.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	02 Proposals Submitted
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	05 Industry Sponsored + 01 UGC Sponsored	06	06	28 More
Outlay in Rs. Lakhs	Rs. 1,35,000 + Rs. 90,000 = Rs. 2,25,000/-		-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	07	07	04
Non-Peer Review Journals	-	-	04
e-Journals	-	-	-
Conference proceedings	07	07	11

3.5 Details on Impact factor of publications:

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	-		-	-
Minor Projects		UGC	01 Approved & grant disbursed (Rs.1,30000/-) 04 Approved but grant not disbursed	Rs. 90000/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	01 Year	GIDC, Anand	(02 Projects approved & sanctioned) Rs.50,,000/-	-
Projects sponsored by the University/ College/ Management of the College	01 Year	SPET	01 Project	Rs. 50,000/-
Students research projects *(other than compulsory by the University)*	01 year	GIDCC Vithal Udhyognagar	05 Projects	Rs. 25000/-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published -1)With ISBN No. | 04 | Chapters in Edited Books | 13 |

**One Journal with ISSN No. and 05 under process

ii) Without ISBN No. | 06 |

3.8 No. of University Departments receiving funds from

UGC-SAP | | CAS | | DST-FIST | |

DPE | | DBT Scheme/fund | |

*NOTAPPLICABLE

3.9 For colleges   Autonomy | 01 | CPE | * | DBT Star Scheme | |

INSPIRE | | CE | | Any Other (specify) | |

- DEEN DAYAL UPADHYAY KAUSHAL KENDRA – COMMUNITY COLLEGE (AUTONOMOUS COLLEGE OF UGC) – 01. The only College of Gujarat among the Arts and Commerce Colleges having this kind of Autonomous College.

- UGC Aided Bachelor of Vocation (BVOC) and (MVOC) - UGC-NSDQ - 01

- therefore the authorities at UGC said only the status of CPE would be given to th college but the fund under CPE cannot be disbursed.

3.10 Revenue generated through consultancy :

The current years Consultancy income generated will be calculated during after the month of April, but it will be more than Rs. 1,50,000/-

3.11 No. of conferences   organized by the Institution   95 (including national, State & Institutional level for faculties and Students)

Level	International	National	State	University	College
Number	01	09	06	01	80
Sponsoring agencies	SPET & COLLEGE	UGC, NAAC, STAKE HOLDERS,MANAGEMENT & COLLEGE	STAKE HOLDERS, MANAGEMENT & COLLEGE	SARDAR PATEL UNIVERSITY, VALLABH VIDHYANAGAR	MANAGEMENT & COLLEGE

3.12 No. of faculty served as experts, chairpersons or resource persons | 04

3.13 No. of collaborations   **International** | 03 | **National** | 04   **Any other** | 16

3.14 No. of linkages created during this year | 10

3.15 Total budget for research for current year in lakhs : Rs. 2,58,000/-

   From Funding agency | Rs.1,83,000   **From Management of University** | Rs. 75,000/-

   Total | 2,58,000/

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	01 Applied
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
1.	02	-	-	-	-	-

3.18 No. of faculty from the Institution
   who are Ph. D. Guides
   and students registered under them | 03

| 10

3.19 No. of Ph.D. awarded by faculty from the Institution | 10

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

   JRF | -   **SRF** | -   **Project Fellows** | -   **Any other** | -

3.21 No. of students Participated in NSS events:

     University level | 05   **State level** | 389

     National level | 500   **International** | 75

** At College Level Program | 829 | **students have participated**

3.22 No. of students participated in NCC events:

University level | 15 | State level | 25

Nat | 11 | - el

International level

3.23 No. of Awards won in NSS:

University level | 05 | State level | 03

Nati | - | - el

International level

** One for Blood donation by Indian Red Cross Society.

3.24 No. of Awards won in NCC:

University level | 02 | State level | 01

Nati | 01 | el

International level

3.25 No. of Extension activities organized

University foru | 01 | College fo | 09

NCC | 08 | NSS | 09 | Any | 07 Through SPET

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

The below activities continue from the last Academic Year, 2015-16, as they are the notworthy activities and so we decided to continue in the cureent Academic Year, 2016-17 also. Over and above the below activities we have initiated other ew Activities also in the current Academic Year.

1.   Oath taken by our students to not to fly the kites as a contribution towards saving the life of the birds.

2.   After the Kite Flying Festival is being celebrated, the used kites and threads are burnt in order to avoid accumulation of garbage.

3.   No bursting of cracker during Diwali Festival or any other celebration to save the environment from the Pollution.

4. Celebrating Save Petrol Day by avoiding vehicles for a day and using bicycles.

5. We welcome our guests with bouquets, with Bird Feeder, Tulsi Saplings and Charkha.

6. Students by taking the permission of the Panchayats save energy by switching off the street lights in the morning and switching on in the evening.

7. Four NSS Camps on Water harvesting & Water Recharging activities were organized.

8. Ban on use of Plastic bags in the Campus.

9. Clothes donation among vulnerable group of society.

10. Food packet and Kit Distribution to under privileged kids in the village.

11. Plantation of Plants in the College Campus with Tree Guard.

12. Research Activity carried out by the village People.

13. Beti Bachavo Campaign done in the college.

14. Showing Inspirational movies through 'Movie Club'.

15. Note Books Distribution done through Book Shop of the college by distributing the superior quality Classmate Brand books at Half the Price.

16. When the Construction work was going on in the Campus the Labours were provided water.

17. During the Admission Time in the beginning of the Academic the Visitors (Students & Parents visiting for admission) are provided water and seating arrangements and Pandals are tied for the their comforts .

18. Bird Feeder Distribution done, All Over India as a part of Save Sparrow Campaign under the auspices of Environment Club.

19. The college has a Vivekanand Counselling Centre for Positive Thinking and it organizes various programs on Positive Thinking like having students' participation in 3-Days Sanskruti Swadhyay Kasauti Youth Residential Camp organized at Shri Ramkrishna Ashram,

Rajkot, organizing BookExhibition on the Life of Shri Swami Vivekanand, Showing Documentary Film on Motivational Speech , organizing Group Discussion Competition and Essay Writing Competition& Publishing Books.

20.   Value Based Education programs were organized through Poulation Cell

21.   'Peace Lights' Christmas Celebration was organized.

22.   Essay Writing Competition on 'Beti Bachavo', 'Beti Padhavo' was organized.

23.   Women Physical Fitness Day organized Women Education day organized.

24.   Yoga Camp and International Yoga day Celebrated.

25.   Tree Plantation Day organized

26.   International Youth Day Celebrated

27.   Swachata Pledge Day organized in support of the Government of India's 'Swachata Abhiyan'

28.   A Guest lecture was organized to provide information about 181 ABHIYAN to the Female Students of the college, which is also an initiative taken by the State Government.

29.   The Management and the college proposed to pay the fees of the Girls of Special needs who aspire for Higher Studies, declared as a part of Celebration of Women Empowerment Day.

30.   Students collected money and organized Freshers and Farewell Programs.

31.   Our Faculties also contribute to the welfare Fund of the college, which amounts to Rs. 15,00,000/-

32.   Under the Management Social Responsibility every Sevakbhai of our college is covered under the Insurance Scheme of SBI.

33.   For the students who are handicapped are covered under the Scholarship scheme of the Government, in addition to that the college waives the hostel fees.

34.   The Students and Faculties of the college participate in various programs organized by the Centralized Non Gujarati resident Centre (NRG) and Senior Citizen Forum.

35.   We have more than 20 MoUs signed with various colleges, institutions, Universities, Industries and NGOs that includes having exchange programs on Social Extension Activities including the MoUs of the current year.

36.   Remedial Classes for SC/ST/OBC (Non-Creamy Layer), EB & Minority Students at free of cost.

37.   The College also Celebrates 15th August (Independence Day) ans 26th January (Republic Day)

38.   Prize distribution Ceremony organized for the student of the Primary Schools of the villages adopted under the NURTURE Program.

Academic Year 2016-17

In addition to the above activities the following new activities were arried out in the current Academic Year.

1. LED bulbs

2. Solar Panels installed

3. One Week NSS Camp organized.

4. Three students of BVoC & CC were selected for Aurbindo Integral Study Camp in the Aurbindo Chair of Studies organized in Pondicherry.

5. Students participated in 41st Flower Day held at Shastri Maidan (University Playground)on 26th January, 2017 and won

6. Gratification Camp (Enjoyment for children in the form of Skit performed by our students and showing videos and games

7. 07 Students participated in the Leadership Camp organized by Sardar Patel University sponsored by the State Government & Department of Higher Education.

CRITERION – IV

4. INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5665+1993Main +750 (SF)Sq.m Build up area	Created Temple of Goddess Saraswati	UGC & Government of Gujarat, Management ,Stakeholders ,College, Faculty members & Students	Total Area =8408sq.m.
Class rooms	18+10BCA	01 Smart Class	Management	29
Laboratories	04+02BCA	----	-----	06
Seminar Halls	College -01+01+sisiter con.college +04 centralised 01 +04 Sister institute=06	Amphi Theatre by SPET-01	UGC & Management	08
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	Computer Lab, Furniture, etc.	UGC	More than Rs. 45,00,000/-
Value of the equipment purchased during the year (Rs. in Lakhs)		Computer & Other Equipment	SPET & College	Rs.10,82,000/-
Others		Rs. 48,660/-	College	Rs. 48,660/-

4.2 Computerization of administration and library
COLLEGE:

1. Retina Impression Staff Attendance & payroll management

2. Admission Procedure

3. Tally

4. Message to the Parents through SMS

5. Photo ID at the time of Admission

6. Financial Status on Daily Basis

7. Monthly Financial Summary

8. Roll No and GR no. of students

9. Retina Impression for attendance of Faculties and other Non Teaching Staff

10. Information of students linked on the Website of the college.

11. In Administrative Process, Tally ERP-9 is used for accounting. It can be viewed through Team Viewer by the Management as and when required.

12. Alumni Data Base is maintained in electronic form.

13. Students Research Project guidance and report is being processed & typed on computer.

14. Result Analysis

UNIVERSITY CONNECTED:

1. Internal Mark

2. Fees

3. Students' Enrolment done online

4. Examination Fees

GOVERNMENT OF GUJARAT:

1. Salary of the Grant-in-Aid Staff

2. Other links created by the State Government regarding Discharging of Activities

(B) .LIBRARY & INFORMATION CENTRE:

- SOUL software utilized for the computerized Book Issue/Return of the Books
- Data entry of books

- Computerized (70 per cent)
- Availability of online E-Books and E-Journals
- Availability of the facility of Free Internet Services for students and faculties.
- Digitization of Question Paper

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	-----		----		---	
Reference Books	3389	Rs.810243	503	Rs.162,884	3892	Rs.973127
e-Books	97000+	KCG	300000	KCG	3,97,000+	KCG
Journals	---	----	14	Rs.18780	14	Rs.18780
e-Journals	6000+	KCG	6000	KCG	6000	KCG
Digital Database	N List /Inflib net					
CD & Video	153+	-----	96	----	249	-----
Others (specify)					Sp. Collection of Vivekanand Books	
Research Books	99+	Rs.23856				Rs.23856

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	350+08 Laptops	04	Offices- (Co-ordinators) Lab, Library Staffrooms IQAC Room	-----	01	01	07	--
Added	03(Computers)	----	Wi-Fi	----		01	---	---
Total	353(Computer)	03	Internet & Wi-Fi Network Connectivity	---	01	02	07	----

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

5. Computer classes for students of First Year BBA is arranged and after passing the examination of computer training the students are given the certificates.

6. There are total 350+ Computers placed in the different Departments of the college and 150+ Internet Connections.

7. Students can make use of the Internet available in the Library and refer the information

8. available and needed from the Internet.

9. Different programs related to the Computer are organized in the college for the students.

10. There are 4 Discs of BISAG for the E-content aired by the Government of Gujarat as a part of initiative of Knowledge Consortium of Gujarat, Gandhinagar.

11. Computer Classes for students are also scheduled for Students.

12. Computer Literacy Training Program organized for both Non-Teaching and Teaching Staff.

13. Administrative staff are visiting University Computer Centre for the necessary guidelines and problem solving in University Management System

4.6 Amount spent on maintenance in lakhs:

i) ICT — Rs. 66034/-

ii) Campus Infrastructure and facilities — Rs. 93, 08,478/-

iii) Equipments — Rs.48660/-

iv) Others — Rs.28625/-

Total : Rs. 9,451,797/-

CRITERION – V

5. STUDENT SUPPORT AND PROGRESSION

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Through working Website of the college.

- Through College Brochure

- During Counseling at the time of Admission

- During Orientation Programs of students made aware about the Student Support Services

- List of support services is displayed at the Entrance of the college.

- Student Support Services are published on College website

- Feedback on student support services, analysis & communicating the suggestions to Head of the Institution

- During the Academic progression any enhancements in services, respective departments/ units inform students through class circulars & notices on notice boards

- During class teacher meetings with students, during Alumni Meets & during Parent-Teachers Meet.

- During NAAC & AAA Orientation Sessions.

- Orientation Program of various departments for students

- Support for slow learners. Identifies students in need of counseling.

- Awareness classes on different topics.

- Selected students are directed to attend 'Walk with a Scholar' Unit of the college.

- Motivates students to participate in Bank Test Coaching, Civil Service Coaching, and Net Coaching.

- Encourages participation in various Social Extension activities.

- Students are encouraged to take part in various Group Level & Individual Level competitions organized in other Colleges/ Institutions and help them to grow their talents.

- Scholarships are provided in various schemes.

- Conducted workshops.

- Financial assistance is given to economically backward students.

- Students are encouraged to participate in Seminars, Conferences and Workshops.

- Students are encouraged to participate in NCC and NSS.

- During the Welcome celebration of Semester I and Farewell Celebrations of Semester-VI students.

- Through Guidance and Counseling Services

- Through Grievance Redressal Mechanism

5.2 Efforts made by the institution for tracking the progression

Formative evaluation is used continuously to track the progression made by student teacher on regular basis. Student teachers are provided the guidance and counseling services on one to one basis based on their performances organized by the college. The college compiles the student progress twice a year and communicates with the students to help them understand their position in the group. The following system continues and some new efforts are made by the college during the current year.

- The HODs, Principal and Class Counsellors and Mentors constitute the primary source of facilitation for student progression toward higher education;

- This group offers counselling to students about options available in higher education and Career prospects in such courses

- Various study materials and electronic resources available in the library provide additional impetus in student progression in their respective careers and in higher education

- Feedback of Students with regard to the Teaching of the Faculties and the quality of working of different Support Services is taken.

- Interaction with the alumni, senior academicians and industrial experts during their visits to the College, offer an additional platform for students to explore their academic and career choices.

- Career Guidance: The College has an active Cell for Student Placement Services- UDHISHA- A Government of Gujarat Initiative to spearhead the career guidance, competency building and placement activities. UDHISHA for Placement Services takes care of all placement activities including career guidance, pre-placement training on Preparation of Resumes, Interview- facing skills, Mock Interviews, Group Discussions etc.

- It also regularly interfaces with the Industry & external expertise to help students identify the gaps in their skill sets and enable them to acquire these skills. Such continued association with industry partners has led to their participation in our campus recruitment processes resulting in many job placements for our students.

- Special lectures on career counseling, employment opportunities is being organized

- In addition to the pre-placement training and support, we have also equipped our library with many books, periodicals and other study material in career- based subjects.

- We have also introduced the continuous involvement of experts who train students in soft skills such as Interpersonal skills, Corporate Communication, Team-building skills, Personality Development and other competencies.

- Continuous Evaluation system is carried out,

- During Alumni meetings

- During PTA meetings

- Giving guidance to the PG students in classrooms for NET/SLET/SET etc. through SARDAR PATEL EDUCATION TRUST CAREER HUB (SPETCH)

- The college conducted a survey to find out the problems that act as a constraint to th progression of the students and we could make out that :

  The most common reasons for dropout of learners are:
    - ✓ **Difficulty in coping with curriculum:** To overcome this problem the College conducts remedial classes.

    - ✓ **Personal problems:** To help the learners to overcome these problems, the College has arranged for Professional Counselling Services free of cost.

✓ **Financial problems:** The College has instituted a Students' Aid Fund and Book Bank Scheme for helping the learners belonging to the economically underprivileged section. Management and Faculties also provide financial help to the students.

5.3 (a) Total Number of students

Type of students	U G	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	1383	221	-	10	1614
Students from other states of	21	-	-	-	21
NRI students	01	-	-	-	01
Foreign students	01	-	-	-	01
Total	1406	221	-	10	1637

(b) No. of students outside the state

21

(c) No. of international students

01

No	%
-	-

Men

No	%
-	-

Women

This Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged + Others + Minorities	Total	General	SC	ST	OBC	Physically Challenged + Others + Minorities	Total
852	69	30	291	02	1244 + 303 (PG & Other Students)= 1547	720	81	38	360	209	1408 + 229(PG & Other Students) = 1637

- Demand ratio   Our College works open admission procedure as per university rule and regulation.

- Dropout %- 1.9 %

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

- At the time of admissions the Admission Committee provides guidance to the students right at he entry level , so that the students can choose their right faculty of study for their career.

- During the first session of the Semester guidance is provided to the students.

- Study materials, question banks and preparation booklets for UGC-CSIR-NET, SLET, GMAT, CAT, GRE, TOEFL etc are available through the library in the College.

- Additionally, faculty members & alumni who have qualified and have taken these examinations in the past are also available for guidance through group interactions.

- A new initiative to help students by being liberal in the attendance who wishes to study for Chartered Accountant Course (CA).

- Giving guidance to the PG students in classrooms for **NET/SLET/SET etc. through SARDAR PATEL EDUCATION TRUST CAREER HUB (SPETCH)**

- We had made the **Whatsapp group** of students under SPETCH to provide first hand information about the Competitive exams, guidance about Career.

- **09 different Programs have been organized in the college to provide Career Guidance to the Students.**

- **Experts** from vrious industres have visited the college and in their delivery of speech provided guidance to the students regarding Career Develoment.

- Teachers in the class also provide guidance in this regard.

- The students also meet the students personally and take guidance for theiir career.

No. of students beneficiaries

100 %

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	

| IAS/IPS etc | - | State PSC | - | UPSC | - | Oth | 165 |

5.6 Details of student counseling and career guidance

Academic Counseling:

- At the time of Admission.

- The class teacher, Mentors and HODs provide academic guidance & support on a regular basis. Selected students, as per the recommendations of the Class Teacher, advised by Senior Teachers/Principal (Academic Advisors).

- Senior students & Alumni, under the guidance of faculty, also assist and advise students on coping with academic challenges.

- Sessions are organized for outgoing students to make them aware of various career opportunities available to them. They are also guided and counseled on how they can make right choice of the opportunities.

- All first year UG and PG students are given Orientation class which focuses on personality development, attitude and aptitude refinement, goal setting.

Personal Counseling:

- The Class teacher is the primary source of access to students for personal support.

- Through Vivekanand Counselling and Psychological Centre

Career Guidance:

- The College has an active Cell for Student Placement Services- UDHISHA- A Government of Gujarat Initiative to spearhead the career guidance, competency building and placement activities.

- UDHISHA for Placement Services takes care of all placement activities including career guidance, pre-placement training on Preparation of Resumes, Interview- facing skills, Mock Interviews, Group Discussions etc.

- It also regularly interfaces with the Industry & external expertise to help students identify the gaps in their skill sets and enable them to acquire these skills. Such continued association with industry partners has led to their participation in our campus recruitment processes resulting in many job placements for our students.

- Special lectures on career counseling, employment opportunities is being organized

- In addition to the pre-placement training and support, we have also equipped our library with many books, periodicals and other study material in career- based subjects.

- We have also introduced the continuous involvement of experts who train students in soft skills such as Interpersonal skills, Corporate Communication, Team-building skills, Personality Development and other competencies.
  And as mentioned in clause 5.5 of this AQAR.

No. of students benefitted | 100 %

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	60	34	More than 165

5.8 Details of gender sensitization programmes

Students And Convener Of Women's Cell Prof.S.V. Pinto And Dr. H.J.Padiya Had Attended A N Orientation Program Organized By Women's Cell Of Sadar Patel University, Vallabh Vidhyanagar
Guest Talk - 181 Abhiyam, In All The Wings
Guest Talk On The Importance Of Self Defence For The Girls Was Organized
A Talk By Dr. Neha Patel, A Gynaecologist Was Organised
Two Of Our Girlstudents Attended One Week Jeevan Kaushal Shikshan Shibir Organized By The Youth Wing, Rajyog Education And Research Foundation, Prajapati Brahmakumarisishwariya Vidhylaya, Umreth
Guest Talk On Save The Girlchild – Empower Woman Was Organized
On The Republic Day 31 Girls of Our college Along With ANO Dr. Ina C. Patel Participated In Rifle Shooting And Horse Riding

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level | 164 | National level | 09 | International level | - |

No. of students participated in cultural events

State/ University level | 56 | National level | 01 | International level | |

5.9.2   No. of medals /awards won by students in Sports, Games and other events

| 26 | | 01 | | - |
Sports : State/ University level   National level   International level

Cultural: State/ University level | 09 | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	354	Rs.2055740/-
Financial support from other sources		
Number of students who received International/ National recognitions	02	-

5.11   Student organised / initiatives

Fairs   : State/ University level | 01 | National level | 02 | International l | - |

Exhibition: State/ University level | 0 | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 46 |

5.13   Major grievances of students (if any) redressed

	(2016-17)	
Sr. No.	**Major Grievances Reported**	**Grievances Redressed**
1.	To show Model question Papers for preparation in the examination	Executed
2.	To change the Iron windows to Glass Windows for more brightness and ventilation in the class rooms	Suggestion appreciated and implemented
3.	To appoint Mathematics Faculty	Done
4.	To provide training to the students through organizing workshops of National Level	Executed
5.	To involve students in the Minor Research Projects	Executed
6.	To organize One Week Programs for proper development of the students	Implemented
7.	Senior students should be allowed to take classes in the Remedial classes	Done
8.	Alumni should be involved in the various activities of the college	Implemented
9.	Eco Friendly Concept to be used in activities possible	Done
10.	Students suggested that they would pay the fees of needy students from the Library Deposit	Suggestion appreciated and implemented
11.	To put Tree Guards to protect Trees in the Campus	Arrangements made
12.	BVOC & CC Students suggested to give Bus Passes from the college office itself	Implemented

13.	To notify about Competitive Exams and GPSC/ UPSC information through Whatsapp	Initiated
14.	BVOC & CC students requested to correspond to the Government to give due recognition to the Programs under DDUKK	Initiated
15.	To start culture of Uniform in BVOC, CC and BBA-G	Initiated
16.	To request NGOs to provide support for introducing Uniform culture in the college	Steps taken
17.	Medical facilities to be augmented	Augmented
18.	Girls NCC Cadets suggested to have ANO in NCC	Initiated
19.	Notice Boards fabric should be of GREEN COLOUR to provide identification to the motto of the college Going Green	Suggestion welcomed
20.	Computer Literacy Programs should be increased	To be implemented
21.	Students would help the college to install Solar Panelsin the Campus	Suggestion appreciated and implemented

CRITERION – VI

6. GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 State the Vision and Mission of the institution

VISION

To become a premier institution imparting qualitative and value-based education for academic excellence and a vibrant centre for infusing skills and knowledge among students to take up the challenges in the present global arena.

MISSION To mould the youth of this semi-urban area to cope up with the changing environment and make them competent in the fields of commerce, management and information technology so as to be capable of self-reliance, self-discipline and adventure and thereby accelerate the nation building process of our country.

CHERISHED GOALS

1) 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

2) 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

3) To enhance the contribution to society and nation at large by making available academic, infrastructural and manpower resources in meeting or addressing a cause

4) To promote education, best suited to the needs of the society

5) To encourage research and experiments in the areas of business and management useful for knowledge management

6) To spread useful knowledge among various sections of society

7) To motivate the youth for community welfare activities

8) To promote and organize activities and programmes for exposure and development of skills and talents of students

9) To equip students so that they grow up into responsible assets of our society

6.2 Does the Institution has a management Information System

- ✓ Institution has Management Information System in place. It has the following features :

- ✓ **Website of the college** : 4 websites

- ✓ **BISAG** : 4 Discs of BISAG

- ✓ **Student Admissions:** categorizing based on program, gender, rural/urban, Indian/Foreign & social class, educational background; scholarship decisions, free-ships, Bridge course design

- ✓ **Student Attendance:** Monthly reports, corrective action through mentoring

- ✓ **Result Analysis:** Semester Report, corrective & preventive action for better performance/ setting new benchmarks Admission, Examination & Evaluation procedures

- ✓ **Enquiries:** off-line, online; Staff/Student Grievance redressal, Feedbacks, Faculty Profiles, Student Profiles

- ✓ **Biometrics:** Monthly reports, staff attendance & time tracking and payroll management

    Faculty Self Appraisal, Student Feedback on Faculty and Retina Impression.

- ✓ **Financial Reports:** Departmental & Institutional Budgets, Annual Income/Expenditure Reports

- ✓ **Library Automation**

- ✓ Data Submission to various departments of the Government.

- ✓ In Administrative Process, Tally ERP-9 is used for accounting. It can be viewed through Team Viewer by the Management as and when required.

- ✓ Alumni Data Base is maintained in electronic form.

- ✓ Students Research Project guidance and report is being processed & typed on computer.

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

Curriculum Development:

i. Although curriculum design and development process is undertaken by Board of Studies, Faculty of Management and Faculty of Business Studies of Sardar Patel University; while developing and/or reconstructing

curriculum for different courses, the University into account the guidelines of UGC.

ii. Conveners of each subject from each of the colleges are appointed by the University (Academic Council)

iii. Before introducing new academic programmes, expert inputs are taken from the industrialists, academicians, alumni and professional bodies. They are analyzed by the Curriculum Planning and Evaluation Committee (CPEC) and necessary modification is made

iv. The CPEC reviews the curriculum and the BoS renders the final approval.

v. The Principal forwards the circular of the New Curriculum to the Examination Committee (Governing Body)

vi. Then Faculties of the Subjects are co-opted in the meetings organized by the conveners.(Transmission of Curriculum)

vii. It is also communicated by providing information in the CDs

viii. This Curriculum is monitored and reviewed at different intervals.

2. The Curriculum of Self Financed Courses like BCA, BBA-ITM, PGDCA and of courses under the BVOC and COMMUNITY COLLEGE are designed by our faculties and later on sought approval from the University.

3. Our Faculties design in all syllabus of more than 450 subjects IN THREE CONSECUTIVE YEARS

4. Conducting of **Workshops** for **new topics** introduced in the curriculum.

5. The institution's goals, as mentioned ensure that students become independent learners and the objectives are achieved.

6. The curriculum of courses of **Add on courses like PGDCA, Advance PHP, DCA, Courses under Spoken Tutorial, Courses under ACRIL, DTP,** are **designed by the Faculties** of the college and then it is passed through Approval process of the University.

7. The Principal conducts **a meeting with all faculty members** at the beginning and end of every semester to assess the progress made by the institution.

8. The innovative approach used by the teacher educators for a majority of tasks is through the task-support learning. Teacher educators' use learning situations and tasks that do not make student teachers merely reproduce the knowledge acquired, but also stimulate their creativity in order to come out

with something new and original .This intensifies the academic process and enhances the student teachers motivation.

9. **An Academic Calendar is prepared and the Faculties are allocated the task.**

10. Faculties are **maintaining Academic Diary.**

11. Every department submits an activity calendar for the month which they try and adhere to.

12. **This is achieved by using various forms of curricular and co-curricular activities, including interactive lectures, presentations, individual assignments, independent and self-learning activities, seminars, role plays, simulations, case-studies, individual and team projects and workshops.** The activities enhance and supplement the syllabus plan. The details of it are available in the Prospectus.

13. Teaching plan is prepared by each subject teacher 7 days before the beginning of the semester. The Academic Committee of the college looks into the following matter of the curriculum:

   i. These teaching plans are discussed in the Departmental meeting and monitored by Coordinator/HODs, who are the members of the Academic Audit. Any modification, if required, is discussed in the departmental meeting. Informal feedback is obtained from the students by Vice Principal, HODs and Coordinators.

   ii. **Each Faculty prepares the Syllabus Planning given in the Academic Diary and submits it to the Academic Committee.**

   iii. Time tables are prepared well in advance and made available before the commencement of each semester. **The college Academic Committee entitles the time table committee which plans out the schedule for teaching process according to UGC and State Government Resolution.**

   iv. The senior most Faculty of the subject allots teaching duties as per 16 hrs (18 periods of 55 minutes) per teacher initially; In case the workload is more than the visiting faculties are appointed. Cancellations of lectures are very rare.

   v. We have Time Table Adjustment Committee to adjust lectures in case of teacher absenteeism due to unavoidable reasons. There is a standard operating procedure of each teacher informing the Committee well in

advance his/her absenteeism so that lectures can be allocated to other teachers. Thus we use 100% of our lecture schedule as per the time table.

14. In some instances, **where the government has sanctioned no posts, teachers are appointed by the Management.**

15. In almost all the semesters of all Undergraduate and Post graduate courses students are motivated to use our rich library, later on the study materials are provided to the students for ready references in the college.

16. The **ICT facility. Desktop computer and lap tops, printing and scanning facility**, pen drives etc. are provided to the teachers.

17. The institution also provides **financial support to prepare study material for the students.**

18. The college also provides **library budget to buy new reference books** required for the new curriculum and also provides funds for miscellaneous expenses.

19. Subject teachers invite **guest faculty/expert related** to their course/subject.

20. The **teachers also conduct visit to other institution and other libraries** in order to learn various methods of teaching and various books available in other Libraries.

21. The progress of the department is maintained through regular tests, presentations and semester end exams.

22. Remedial classes and tutorials are conducted for the slow learner students.

23. Two students sign a copy of the syllabus, for each paper, at the end of the year, to say that the portion is completed.

24. Through the **Suggestion Box** is kept in every floor which is opened at 5th of every month the Principal is made aware of problems.

25. The Coordinators are attentive to the students feedback of Visiting Faculty.

26. We support students academically through various innovative ideas such as guardian teachers, student mentoring, etc to avoid dropouts and remove the fear of failure and to make learning enjoyable.

27. Faculties have started maintaining Academic Diary where the government has sanctioned no posts, teachers are appointed by the Management.

28. In almost all the semesters of all Undergraduate and Post graduate courses students are motivated to use our rich library, later on the study materials are provided to the students for ready references in the college.

29. Guidance lectures, feedback, presentation, industrial visits, Remedial courses, Career Guidance Program, access to computer labs and internet, Industrial Visits, Class Assignments and lectures are designed to take care of both weak and bright students.

30. Activities conducted by NSS, Students, Students Central Committee, Womens' Cell, Grievance Cell, Community Extension Programs, Saptadhara Activities Govt. Of Gujarat initiative), Centralized NRG Center, Centralized Senior Citizen Forum and such other programs aim at developing the talents of students and thereby make them responsible citizens.

31. Formal and informal feedback from students, parents, alumni, stakeholders and staff.

32. Although curriculum design and development process is undertaken by Board of Studies, Sardar Patel University, our teachers participate in discussion relating to curriculum design under the Task Force designed by the Sardar Patel University and also attend workshops organized by the University.

33. Various workshops are conducted by the Sardar Patel University in order to train teachers to understand the Changing Structure of Curriculum and Syllabus which is further communicated to the Principals and Faculties of the various colleges.

34. In case if for some new courses which are started in the institution the course is designed by the Convener ad the members and get it sanctioned from the University,

35. Financial support to prepare study material for the students.

36. The college also provides library budget to buy reference books and also provides funds for miscellaneous expenses.

37. Subject teachers invite guest faculty/expert related to their course/subject.

38. innovative teaching methods such as presentations, assignments, discussions, guest lectures, workshops, seminars, industrial visits, other institutional visits, other library visits, computer education, coaching classes, apart from the regular lecture method.

39. Association programmes

40. Tutorial classes

41. Counselling cell in the department

42. Life guidance class

43. Use of ICT in teaching and learning

44. Visit to research stations and academic Centre of excellence

45. Bridge course

6.3.2 Teaching and Learning

1. The class contains a mix of intelligent and average students. We admit students of all calibers in line with our objective of IMPARTING EDUCATION FOR THE RURAL DEVELOPMENT.

2. Students' progress is continuously monitored through Informal Oral Tests and Assignments Works and progress is communicated to their Parents/Guardians through Parents- Teacher meetings and letters.

3. Attendance of the students is taken regularly for all the courses.

4. We have continued with Teacher Evaluation System which has been done and will be done at the end of the year by students, without identifying the students' name.

5. Subject teachers invite guest faculty/expert related to their course/subject.

6. We impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, guest lectures, workshops, seminars, industrial visits, other institutional visits, other library visits, computer education, coaching classes, apart from the regular lecture method.

7. Virtual laboratories, Workshops, Tutorial Classes, Competitive exam coaching, Continous Evaluation.

8. Screening of Films and other art forms while taking classes in UG and PG. Arrangement of demonstration sessions for Folk and classical art forms, Conducting Discussions and debates during the class hours of the above mentioned.

9. Visits to Libraries - Internal & External

10. Guest Lectures

11. Informal Oral Tests

12. Encouraging the students to speak in the class

13. Encouraging the Students to ask Doubts in the class as well as outside the class rooms

14. Visits to Libraries - Internal & External

15. Access to large number of e-books and journals via 'INFLIBNET facility.

16. Providing them Personal Reference Books

17. Morally persuading them to take up Research Work.

18. Use of ICT in teaching learning process

19. Establishing the session plan for every subject well before the commencement of each semester along with the course hand outs which are made available to all students on the start of the academic year

20. Teacher's study materials [soft copy-power point/PDF presentation] are shared with students Teaching faculty and students are encouraged to use latest technology such as

21. LCD, internet, etc., in the teaching learning process.

22. Showing Inspirational Movies.

23. Interactive learning through field work, study tours; industrial visits, group discussions, quizzes, workshops, and academic seminars.

24. The college has 4 Discs of BISAG, an initiative by Knowledge Consortium of Gujarat, Gandhinagar, through which the students are shown documentaries and online tutorials of topics from the curriculum.

25. The students who excel in Co-curricular are given concessions in the Hostel Fees. The college fees of students are being waived.

26. Teacher's study materials [soft copy-power point/PDF presentation] are shared with students Teaching faculty and students are encouraged to use latest technology such as LCD, internet, etc., in the teaching learning process.

27. We interact with our students through Whatapp, FaceBook & e mails.

28. The college has 350+ Computers with a Student-ComputernRatio of 6:1 and there are 35 internet connections and 150 computer with internet connections, which students can use for the benefit of learning.

29. Our Alumni also communicate with our students through variousactivities and try to teach the students.

30. The slow learner are taught by Advance Learners in the Remedial Classes of SC/ST/OBC(Non Creamy Layer), Minorities and EB

31. The college has Swami Vivekanand Centre of Positive Thinking through which different programs to cultivate Positive Thinking and Positive Attitude.

32. Students are sent to 3-Day Camp at Shri RamKrishna Seva Ashram to learn and to cultivate Positive Thinking.

33. The students are also taught to be in discipline by :

    a. Students are not allowed to enter the Campus without Identity Cards

    b. Late coming students are allowed to enter the campus only upto 8:15 a.m. i.e. 15 minutes after the classes start thereafter they are not allowed to enter the campus.

    c. Mobiles are strictly prohibited in the college campus.

    d. They have to take care of the college properties.

    e. They have contribute in keeping the campus clean

    f. The Instructions regarding Disciplinary Aspects to be taken care by the students are displayed at the entrance of the college.

34. Students enrol their name for NCC. The NCC of the college is so well looked after that out of the total cadet of Gujarat State selected among the cadets of the entire nation, about 25 per cent were that of our college.

35. We play a DVD on the Vision & Mission & Cherished Goals of the college everyday followed by the Prayer

36. Conducting Industrial visits as a part of the curriculum, but while doing so we encourage our students to take up Industrial Projects and carry out the Research Work.

37. We have started workshops for students in order to enhance their Entrepreneurial Skills like learning to Stitch Clothes & Course on Beauty Parlour.

38. The students are allowed to carry out with their study for Articleship along with their study for BCOM and for such students we remain in the matter of Attendance.

39. We coach them for different Competitive Examinations and support them to appear for it.

40. We guide the students about various career prospects through Sardar Patel Education Trust Career Hub (SPETCH).

41. We have formed a Whatsapp group of Students and Faculties incharge under SPETCH.

42. Student Seminars are organized to help them learn the subjects with more depth.

43. Learning through Net Library.

44. Staff self appraisal, staff enrichment programme, mentoring and experience sharing by senior staff is encouraged

45. Maintaining Academic Diary,

46. Analysis of learners' feedback about faculty members,

47. Performance of learners in internal test and semester end examinations and overall Result Analysis,

48. Interaction of the Principal with the faculty members to discuss feedback and results and Review of academic progress at the meetings of the Local Managing Committee.

49. Preparation of teaching plan,

50. Scrutiny of daily lecture schedule by Principal,

51. Interaction of Principal with Divisional Representatives,

52. The coordinator of IQAC is invited to heads' meeting with the Principal for suggestion in the development of the institution. As the coordinator is in live contact with each department, teacher and student, he/she is able to analyze and understand the needs of institution, teachers and students

53. Feedback obtained by Coordinators, Principal & Management through Faculty member appraisals at the end of every semester.

54. Looking to the difference in aptitude of students, the following measures are taken to bridge the gap:

- ✓ Extra lectures / practicals.
- ✓ Group wise coaching.
- ✓ Hand out / Problem book.
- ✓ Compulsory attendance.
- ✓ Test series and follow up.
- ✓ Project / Presentation.
- ✓ Guidance lectures.
- ✓ Parents teacher system
- ✓ Student Mentoring
- ✓ Visits to Libraries - Internal & External
- ✓ Guest Lectures
- ✓ Informal Oral Tests
- ✓ Encouraging the students to speak in the class
- ✓ Encouraging the Students to ask Doubts in the class as well as outside the class rooms
- ✓ Providing them Personal Reference Books
- ✓ Morally persuading them to take up Research Work.

6.3.3 Examination and Evaluation

1. Question Bank has been developed for all subjects.
2. MCQ's are developed for revision and implemented in most of the subjects.

3. Sardar Patel University Examination Reform Unit Meetings are held and the one of our Faculty Prof. B.I.Patel is an active member of the Unit.

4. Sardar Patel University took the initiative for introduction for the CBCS system in the colleges. Since the introduction of the CBCS the Internal Evaluation has seen a major change. The internal evaluation also includes unit wise assignments/ projects, besides examinations. Allotment of marks per question has been reduced. Moreover, instead of focusing on one major question per unit, more questions are asked per unit with lesser allocation of marks.

5. As decided in the Board of Studies and Academic Council, teachers are informed in writing about the guidelines suggested by the above mentioned bodies regarding the patterns of question papers. The policies of the University are followed thoroughly by the institution by passing the policies from the University to the Principal and from the Principal to the faculties. Students are shown the Assessed Answer papers to understand their own mistakes they have made so that they do not repeat it next time.

6. Answer sheets of Meritorious students are shown to the students to enabling them to learn a proper way of writing in the exams.

7. The Sardar Patel University has a system of Double Evaluation.

8. The University has a system of Reassessment wherein the students are shown their supplementary and even if they are not satisfied their papers are given for Reassessment.

6.3.4 Research and Development

1. Formation of Research Committee
2. Issue of Research Guidelines
3. Publication of Magazines
4. Organizing workshops for sensitizing/ Promoting research culture

5. Had applied for International Conference in Economics to be organized in 2014-15, but due to the Surplus issues of one of our Faculty, we could not organize, it will be now organized with the permission of UGC in future.

6. Initiates for conducting National seminars across the departments & publication of proceedings as a reference material.

7. Efforts made to make faculties' initiate for Major/Minor Research Projects.

8. Dr. R.D.Modi, Principal of the college and Dr. B.P.Bhuva, Faculty in Statistics and Prof. Kamal Agal , Nodal Officer of BVOC & CC have submitted the Major Research Proposals

9. Faculties have taken up Industrial Research Projects

10. Initiating Seminars and Workshops for the Growth of Non-Teaching /Library department of the college.

11. The Management has a separate Seed Money for the augmenting Research Culture in the Institution.

12. We collaborate with our Management Sister Institutes for consultancy work.

13. Every Faculty is encouraged to write Research Articles and Papers and also contribute towards publication of books.

14. Faculties are encouraged to act on topics relevant with need of the time and organize Seminars and Workshops.

15. The Management as well as the Institute encourage the Faculties and support them completely in all regards. This year also we have applied to the UGC for International Conference in the subject of Economics.

16. Many of our Faculties year by year also participate and contribute papers in the Seminars and Workshops contributing towards Research Development.

17. Registration Fees of the Grant-in-Aid Faculties are paid by the Institution.

18. Infrastructure for research has been created and upgraded every year.

19. We encourage our students also to participate, in Seminars and Conferences and write Research papers and also to present them.

20. Infrastructure for research has been created and upgraded every year. We support our students involved in research by providing Library facilities, Modern lab facilities, Computer and Internet facilities, Adjustment of lecture timing and such other help as and when they require.

21. We also encourage our students to participate, in Seminars and Conferences, held outside the institution and also to write Research papers and present them.

22. Approaching the Industries and other Government Departments to carry out Research Work on the Topics related to them.

23. Encouraging Overseas Research Activities to the faculties.

24. MoUs signed for Research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Library: Organizing orientation sessions on Library resources

2. ICT integration of library services

3. Customized working hours to suit user requirements (During exams & Preparatory holidays)

4. Automation of user management through smart card integration.

5. Help desks

6. ICT: The Institution encourages the extensive use of ICT and computer-aided teaching/learning materials through the following:

7. Provisions of adequate number of computers and peripherals for both the students and the faculty

8. Faculty Development Programs to promote ICT integration in teaching- learning process

9. Orientation of students to ICT-based in the teaching-learning process

10. Provision of ICT facilities in laboratories and the library

11. Providing access to Digital library through the College website and the availability of classroom data through the Campus management software

12. Availability of project reports, exam planners and other classroom modules and information materials through the digital library

13. Plug & play facilities in the Seminar Halls, Auditoriums, Libraries and other common academic areas.

   ** Added information as per clause 4.2 and 6.2 of this AQAR.

Academic Support Equipment

Computers

Internet Connections

Pen drives

LCD projectors

Hard Discs

DVDs

Printers

Colour Printers

OHP

Laptops for common use

LED TVs

Solar Panels

Scanning Machines

Photocopiers

Colour Photocopiers

OMR software

Routers, Ups

CCTV Cameras

Retina Impression

OMR Reader

Video cameras

Torch

Air Conditioners

Generator (125 KVA & 60 KVA)

Inverter

RO water Plant

Own Bore well

Electric Bell

Class Room Audio / Addressing System

Mike System

Tape Recorders

Podiums

Digital Boards
Landline Connections
Telephones
DTH
Fire Safety Cylinders
Drums
First Aid Boxes
Suggestions Boxes
Notice Boards
Public Message System
Public Address System
BISAG
Sticks
Ramp
Wheel Chair
College Bus

Infrastructure :

NAME OF THE SUPPORT SERVICES	NUMBER OF SUPPORT SERVICES
FOUR WEBSITES	1. SPET 2. COLLEGE 3. DDUKK 4.LIBRARY We acquire information also from the Website Sardar Patel University
SARASWATI DEVI TEMPLE	01
SPET OFFICE	01
PRINCIPAL'S OFFICE	01
COORDINATOR'S OFFICE	03
ADMINSTRATION OFFICE	05
STAFF ROOM	03
CLASS ROOMS	29
AUDITORIA	05
CONFERENCE HALL	01
CREATIVITY CENTER	01
AMPHI THEATHRE	01

INCUBATION CENTRE FOR ENTRPRENEURSHIP	01
BOOK SHOP	01
WOMEN EMPOERMENT CENTRE	01
RESEARCH CELL	01
STRONG ROOM	01
NCC ROOM	01
REST ROOM	01
BOYS ROOM	01
** SPORTS ROOM	01 (Separate table for facilities of Indoor and Outdoor Games)
NSS ROOM	01
NCC ROOM	01
IQAC	01
COMPUTER LAB	02
ENGLISH LANGUAGE LAB	01
DELL	01
GYMNASIUM	01
HEALTH CENTRE	01
LIBRARY	02
CANTEEN	01
BOYS HOSTEL	01
GIRLS HOSTEL	02
POENS' ROOM	01
OPEN SPACE	For yoga and other activities
PLAY GROUND	03
GARDEN	01
FACILITIES SURROUNDING THE COLLEGE	Hostel (Boys-21, Girls-02) 108 Ambulance Facility Hospitals Stay- in Facilities Canteen Facilities Stationary Shops Pharmacy Shops Telecommunication Facilities ATM Booths Public Auditoria, etc.

SPORTS

INDOOR GAMES	OUTDOOR GAMES
CHESS	CRICKET
TABLE TENNIS	KHO-KHO
CAROM BOARD	KABBADI
LUDO	VOLLEYBALL
	HAND BALL
	BADMINTON
	BASKET BALL
	ATHELETICS

6.3.6 Human Resource Management

1. Structured and dynamic processes driven by humane approach

2. Engagement of qualified work force with effective technology interface

3. Practice of best recruitment and retention policies

4. Nurturing the culture of Continuous Learning

5. Willingness to invest on continuous development of human resources

6. Allowing the faculties to attend Orientation and Refresher PPrograms

7. Supporting participation of the Faculties in various Training Programs, Workshops, FDPs, Seminars, Conferences etc.

6. Annual appraisals (based on multipronged, objective and fair) & reward mechanisms

7. Opportunities for the individual growth and advancement

8. Celebrating the Birthday and Marriage Anniversary of the Principal as well as that of the staff of the college.

9. Welfare activities for teaching and administrative Staff.

10. Financial help to the Administrative Staff through Management, Principal and Faculties

11. Financial help to the family members of the deceased staff member.

12. Providing Uniform, torch, bicycle, etc.to the Sevakbhais of the college.

** more information in clause 6.4 of this AQAR.

6.3.7 Faculty and Staff recruitment

1. Principal, the HODs and HR Department Decide the quality requirements and the academic credentials are decided as per the guidelines of the UGC and by preparing detailed Job Descriptions.

2. Advertisements are placed in leading Newspapers and Job-portals to attract talent to suit specifications.

3. After subjecting applications to appropriate scrutiny, the short-listed candidates are invited for Personal Interviews which are conducted by the Selection Committee consisting of External experts & HODs, the Principal and Management representatives.

4. Candidates who are recommended by the Selection Committee are forwarded in the process of Selection and required to present Live Classroom Demo sessions, which are monitored by the selection committee, after which the selected/recommended candidates are offered Placement.

5. We accommodate relevant guidelines for minorities and SC/ST/OBC/EBC reservations, as prescribed by the Regulatory Bodies, in all Recruitment policies.

6.3.8 Industry Interaction / Collaboration

1. Promotion of Academia-Industry interface with effective communication of its virtues in mutual development & Nation building.

2. To network with industry to engage them in generating competent human resources for the global workforce.

3. Create experiential learning opportunities for students through industry network.

4. Creation of frame work for offering quality Consultancy to Industry through faculty and students of the institution.

5. Participation of industries in Curriculum Designing.

6. Collaboration with industries regarding sponsoring of Research Work

7. Collaboration for Placement also done.

8. Inviting Industrialists as Resource Persons n the Seminars/ Conferences/Workshops and FDPs organized by the college.

9. Through Industry sponsored research Projects,

10. Through MoUs

11. Through Consultancies.

12. Creating linkages with NGOs.

6.3.9 Admission of Students

1. It is advantageous for the Institution being located in the middle of the Anand Town and being an Old and Premier Institution it hardly needs any Publicity.

2. The College is near to the railway Station and Old & New Bus Stand, which allows the rush to enter into the campus for admission inquiry and actual admissions.

3. To our advantage that our Old Students carry the Goodwill of the Institution and divert the Potential Candidates towards our institution.

4. This process starts immediately on the day of the declaration of XIIth Science and General Stream results in the state. The admissions are merit based the cutoff of which is decided collectively by the management and the institution.

5. Relating to admission we minutely follow the procedure given by Sardar Patel University Such procedures are transparent and well advertised through prospectus, website, notice boards, Hoardings Displayed on the roadside for the General Public to have a view of the courses offered, counseling during admission etc.

6. Movable black boards are kept at entrances to communicate procedures to applicants. We have a team of professors divided into different groups across the courses and assigned the work of Admission Counseling by making a proper schedule during admission time to answer the queries of the students.

7. A very structured admission process is in place that is merit based and transparent providing greater access and equity to students.

8. Appropriate provisions are made with prescribed relaxations in the eligibility criteria to endure access to students belonging to less privileged sections of the society. As per provisions, it is ensured that at least a minimum number of students from each of the

categories such as Minorities, SC-ST backgrounds; Sports Achievers, etc are given admission opportunities.

9. The College also makes sure there is healthy gender balance in student composition, over the years;

10. Student diversity is ensured by placing necessary importance of admission of students not only from the vicinity of the College but also from other parts of the State, the Country and also from across different countries of the world

6.4 Welfare schemes for

Teaching	- Annual Paid vacation to both teaching and non-teaching 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.
Non teaching	- Group insurance - Annual Paid vacation to both teaching and non-teaching 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 • Tea and Coffee served by the institution • Reserve Fund for Emergency is kept
Students	• Fee waivers (in full & partial), free ships • Management, Principal and Faculties sometimes pays off the fees of under privileged students. • Extended instalments for fee payment • Career counseling, Personal counseling, Psycho-Social counseling etc • Access to first aid and emergency medical care • Free health camps for the benefit of students and employees • Book bank schemes for SC/ST students • Assistance in identifying housing facilities for International students • Students collected funds and organized Freshers and Farewell Programs • The Management and the college proposed to to pay the fees of the Girls of Special needs who aspire for Higher Studies, declared as a part of Celebration of Women Empowerment Day

6.5 Total corpus fund genera

Rs. 6,67,356/-

6.6 Whether annual financial audit has been done   Yes | √ | No | |

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

| Yes |

Audit Type	External				Internal		
	Yes/No	Agency			Yes/No	Authority	
Academic	Yes	1.	KCG- Every two years	5th March,2015	Yes	Management (Sardar Patel Education Trust, Anand)	
		2.	AISHE- every year				
		3.	NAAC - every five years	8 &9 jnauary,2014			
		4.	UGC	Every year			
		5.	ISO 9001-2015	Every 5 years			
		6.	KCG-MMI Spatadhara Activities-	Every year			
		7.	Govt. of Gujarat	every year			
Administrative		1.	CA (Shri Kiran Patel & Co.)		Yes	Management (Sardar Patel Education Trust, Anand)	
		2.	KCG - every two years	5th March,2015			
		3.	AISHE- every year				
		4.	NAAC - every fie yeas	8&9 jnauary,2014			
		5.	UGC	Every year			
		6.	ISO 9001-2015	Every 5 years			
		7.	GOVT. OF GUJARAT -	every year			

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes   [√]   No   [ ]

For PG Programmes   [√] Yes [ ] No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Being an Affiliated College, all University guidelines are strictly adhered to and College uses the ERP system to streamline examinations.

1. Minimum requirements in Student Attendance & Internal assessments as proposed by the Affiliating University are strictly adhered to. Major Evaluation reforms of the university adopted by the Institution are as follows:

2. Internal assessments of candidates are done through grading system.

3. Photocopy of evaluated answer (by the College)

4. Question Bank has been developed for all subjects.

5. MCQ's are developed for revision and implemented in most of the subjects.

6. Sardar Patel University Examination Reform Unit Meetings are held and the one of our Faculty Prof. R.D.Tailor is an active member of the Unit.

7. Sardar Patel University took the initiative for introduction for the CBCS system in the colleges. Since the introduction of the CBCS the Internal Evaluation has seen a major change. The internal evaluation also includes unit wise assignments/ projects, besides examinations. Allotment of marks per question has been reduced. Moreover, instead of focusing on one major question per unit, more questions are asked per unit with lesser allocation of marks.

8. As decided in the Board of Studies and Academic Council, teachers are informed in writing about the guidelines suggested by the above mentioned bodies regarding the patterns of question papers. The policies of the University are followed thoroughly by the institution by passing the policies from the University to the Principal and from the Principal to the faculties. Students are shown the Assessed Answer papers to understand their own mistakes they have made so that they do not repeat it next time.

9. Answer sheets of Meritorious students are shown to the students to enabling them to learn a proper way of writing in the exams.

10. The Sardar Patel University has a system of Double Evaluation.

11. The University has a system of Reassessment wherein the students are shown their supplementary and even if they are not satisfied their papers are given for

12. Reassessment facility is in available

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The affiliating University is progressive in its outlook and has initiated measures such as the Academic Audit of colleges, adhering to UGC guidelines pertaining to teaching, learning and research that can help in promoting Academic Autonomy.

Thus, our college followed it up and has started UGC sponsored Community College, which is an Autonomous College.

6.11 Activities and support from the Alumni Association

The College has a fully functional registered Alumni Association. We had meetings with the Alumni. We have exchange of information with Alumni through the Whatsapp group of the Smart Phone. Our Alumni are always keen enough to help our students in cash or kind. The management and the college has enough fund but due to the persuasion of Alumni we allow them to do so and they continue to do so in the following manner:

a. They contribute by offering Awards for the Best Teacher and Best Student of the college.

b. They give guidance regarding Career to the children of 12th Standard of the school in the vicinity and that of surrounding villages. In this manner they contribute to the in the Social Extension Programs and also in the Admissions of the college.

c. The Alumni of the College actively contribute and participate in Workshops/Seminars / Conferences.

d. The alumni provide career guidance and organize pre-placement activities. The alumni who occupy key positions in the industry help us in **interfacing their organisations in campus placement activities and competency - building**

e. They suggest us villages to organize our NSS and Community Extension Programs. They also suggested us four villages of Gujarat that has been adopted by our college and various Extension Programs are carried out by our Faculty & Student Volunteers.

f. They organize programs regarding educating the Poor Slump Children by being in collaboration with Vivek Club Anand.

g. They also participate in activities of Book & Clothes donation to the underprivileged children.

h. They participated in Blood Donation Camps and do donate blood.

i. They participate in different rallies of Social Awareness organized by the college.

j. Through the Association, the alumni are encouraged to participate in Cultural and Social activities of the Institution.

k. They take lectures and Exam Invigilators responsibilities also.

l. Make suggestions to IQAC and extend their helping hand to it.

6.12 Activities and support from the Parent – Teacher Association

1. Parental communication regarding the progress of their wards through e-mails & SMS

2. Invitation to Parents to interact with Management, Class Counsellors and Mentors

3. , HODs and supporting staff on an open forum ("Open day")

4. They at intervals do come and meet the Class Counsellors and Mentors to take the report of their wards.

5. They support the institution by maintaining the regularity of their wards.

6. Parents" register maintained with the IQAC to enter the inputs/ suggestions.

7. Parental Communiqué is issued to parents which contains contact information of faculty mentor, class teacher, HOD and the Institution.

8. They do participate in the Environment Consciousness Programs of the college.

9. They help the institution by giving suggestions of adopting the surrounding villages and to carry out social extension activities into such villages.

10. They come and assist the college by providing trainings to our students with regard to Hair Grooming, Mehndi making and Beautician activities.

11. They communicate with their peer groups and help in increasing the strength of the students during the Admission time.

6.13 Development programmes for support staff

Welfare activities to the Support staff as given in clause 6.4 of this AQAR, Moreover

1. Training Programs for administrative staff, lab assistants and housekeeping staff to enhance skills in their functional area.

2. To impart knowledge about working on computers- making them computer literate

3. Provide basic facilities to the Support Staff.

4. Our Support Staff had attended a Workshop in which they were trained of the ways to carry out their duties in a proper manner

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

1. The class rooms that are well ventilated, with enough windows, that so as to save electricity.

2. It is ensured that the monitors of the computers in the library are switched of when not in use so as reduce electricity consumptions.

3. Keep light fixtures clean – a cleaner bulb is a brighter bulb.

4. Turn off unnecessary lights in the office.

5. Keep deep blinds, shades and drapes closed during the hottest part of the day in the summer.

6. Various competitions like poster painting and essay writing were held to observe World Environment

7. 'Tree Plantation Day' is organized by the NSS Department of the college.

8. Class Rooms' Cleaning Camps are organized in the college.

9. Rally to Save Petro is organized by the students.

10. 'Cycle Day' as a part of Save Petrol Campaign is organized by the students.

11. Oath taken by our students to not to fly the kites as a contribution towards saving the life of the birds.

12. After the Kite Flying festival is being celebrated, the used kites and threads are burnt in order to avoid accumulation of garbage.

13. No bursting of cracker during Diwali Festival or any other celebration to save the environment from the Pollution.

14. Celebrating Save Petrol Day by avoiding vehicles for a day and using bicycles.

15. We welcome our guests with bouquets and with BirdFeeder, Tulsi Saplings and Charkha.

16. Students by taking the permission of the Panchayats save energy by switching off the street lights in the morning and switching on in the evening.

17. Adaption of Four village by the college

18. Four NSS Camps on Water harvesting & Water Recharging activities were organized.

19. A Proposal has been sent for installing Solar Plant in the college campus.

20. Ban on use of Plastic bags in the Campus.The pictures of some of the species of birds are displayed inorder to identify the birds and Nurture them.

21. LED lights are installed instead of the Conventional Tube Lights.

22. Students had visited the Science Express to gain knowledge on Climate Action Special.

23. Students participated in 41st Flower Day held at Shastri Maidan (University Playgroud)on 26th January, 2017

24. Plantation of Plants in the College Campus.

25. Bird Feeder Distribution done All Over India as a part of Save Sparrow Campaign under the auspices of Environment Club.

26. Tree Plantation Day organized

27. Swachata Pledge Day organized in support of the Government of India's 'Swachata Abhiyan'.

28. Dustbins, Play cards and Hoardings are displayed for maintaining cleanliness in the college.

29. E-waste is also managed.

30. Green Audit and Energy Audit Conducted.

31. Equipment Audit Conducted.

CRITERION – VII

7. INNOVATIONS AND BEST PRACTICES

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

- ✓ Enhanced use of ERP Software
- ✓ Gender Audit
- ✓ Energy Audit
- ✓ Maintaining Daily Task diary to review the task done on the daily basis
- ✓ Introducing compulsory Re-Test for the students who have not submitted their Assignments. Syllabus completion Certificate is being signed by the CR & LR of each Class
- ✓ The Academic Committee of the college looks into various matters of the curriculum and teaching and Learning Process.
- ✓ More number of Training Programs and Research Activities are carried out to make teaching-Learning Process more fruitful

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Preparation for AAA Peer Team visit: The IQAC has finished compilation of the RAR for three years.

Strengthening measures to preserve environment: To sensitize the students about conservation of energy, a notice requesting them to switch off lights and fans when not required, is placed near the switch board. Tube lights and bulbs in the College are being gradually replaced by LED. The staff regularly checks the facilites to ensure that electricity and water is not wasted. Tree plantation drive was undertaken, use of plastic in the campus is regulated Installed 6 Solar Panels.

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

1. The College has been offering many Value-added courses and Skill development courses to students to promote functional knowledge and application skills to increase students" academic progression and employability.

2. Educating students to preserve environment.

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

1. In order to inculcate the habit of cleanliness among the students it was planned out by Dr.R.D.Modi and Prof. R.D.Tailor to call a **Parents Meeting to educate** them about Cleanliness and make them Environment Conscious so that they can educate their children.

2. **The Mending work** in the campus was carried out by Dr.R.D.Modi and Prof. R.D.Tailor to solve the problems like Accumulation of waste that breed mosquitoes and other insects.

3. Decrease the use of **Plastic Bags** and started the use of **Cotton Bags**

4. We are also making Cotton Bags by collecting Cotton Saris from the society and making bags out of it to provide t to the General Public at no cost. In this way we contribute to **reduce the use of Plastic Bags** and **educate society regarding the demerits of the use of Plastic Bags.** This step taken by the college is also to reduce the Environment Pollution.

5. Moving towards **Paperless system of working**,

6. We have a linkage with Dr. Navin Oza, an Environment Analyst. There have been special efforts and contributions by the residents, faculty members and students to maintain the aesthetic beauty of the campus.

** And all the activities as mentioned in clause 3.26 were carried out in this regard.

7.5 Whether environmental audit was conducted?   √ ⬜   - ⬜

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

A SWOT Analysis was conducted by the institution in the A.Y. 2015-16 which brought to light the following main **strengths** of the College:

STRENGTHS:

1. The College is Permanently Affiliated College of Sardar Patel University, also recognized with UGC 12(B) and 2(f) status.

2. Located in prime area

3. The College is the Recipient of Highest Amount of UGC Grant among the colleges of India

4. Through NIRF Ranked among 150 to 200 rankings and stands number 5th among All the Commerce Colleges of India.

5. Academic and Administrative Audit Cycle-2 Completed on 7th & 8th April, 2017 and the College is Ranked Ist Position amonag all the colleges f Gujarat with CGPA 3.56

6. ISO 9001-2000 Certification received.

7. Green Audit conducted

8. Energy Audit conducted

9. Equipment Audit conducted

10. Gender Audit conducted

11. College designs syllabus of more than 450 subjects in three consecutive years.

12. Many officiating leaders have honored and felicitated our Principal.

13. The number of Female Students belonging to Minority class have increased as the college is known for its conducive environment for females.

14. Strong, dedicated and far-sighted leadership of the college.

15. The Academic and Non Academic Activities have improved to a greater extent.

WEAKNESSES:

The **weaknesses** which were identified were:
1. Infrastructure cannot be extended horizontally which results to limited scope for expansion of the campus with the growing needs of the society.

2. Drop Outs generally due to the Social Problems of the families of the students.

OPPORTUNITIES:

1. The Management of the College is very responsible and Supportive which goes without saying that it has given great autonomy to its employees to work freely in the benefit of the institution and the society at large.
2. New Courses can be added and can have an enhanced opportunities of growth.
3. Involvement of the college with industries can give widened horizons for the students to develop in thi sector.

CHALLENGES:

Emerging growth of International schools in India demands the international teacher training programmes, which is being provided by private players.

Plans of institution for next year

The following Plan of Action was formulated for the academic year 2017-18

- ✓ To prepare for the NAAC Peer Team visit.
- ✓ To carry out more Entrepreneurship Training Programs for the Students.

Dr. S. M.Pillai   *Dr. R.D.Modi*

IQAC Coordinator   *Principal/IQAC Chairperson*