

ACTION TAKEN REPORT 2018-19

AGENDA : Planning for Academic Year, 2018-19

ACTION TAKEN :

The Faculty Duties Allocation and Committees were made and all the faculties were given the duties under the various cells by the Principal and IQAC Coordinator of the college.

AGENDA : To review the AAA Peer Team report

ACTION TAKEN :

The IQAC coordinator read out all the Peer Team Recommendations of the 2nd cycle of AAA of the college and suggested measures to overcome the limitation put forth in the AAA Report.

AGENDA : Strategies for next process of working for 3rd Cycle of NAAC

ACTION TAKEN:

- ✓ The IQAC planned out the working by creating a sync between the AAA recommendations of 2nd Cycle and the NAAC recommendations of 2nd Cycle of the college.
- ✓ The faculties were provided with Academic Diary and the new additions of pages made on the Code of Ethics for Employees as per UGC Guidelines were read out in the Staff Room, by the Vice Principal, Prof R D Tailor.
- ✓ The Time Table Committee prepared the Time table on 12/06/2018 and displayed it on the notice board as well as sent it to the students group on the same day.

	BCOM-G/BBA-G	BCA/BBA-ITM & PGDCA	BCOM-SF & MCOM-SF	BVOC/MVOC/CC
Time Table Committee	Dr. V K Tandel	Prof. Nayan Patel Prof. Rimpal Gamdiya Prof. Miral Patel	Dr. Ankita Brahmbhatt	Prof. Kamal Agal

- ✓ As per the recommendations of IQAC to encourage more and more students in the Competitive Exams.
- ✓ On 26th January, 2019, a training program on HOW TO CRACK THE COMPETITIVE EXAMS was organized and the IQAC Coordinator Ms Jalpa Desai from J Z Desai Commerce College, Amroli had arrived in the college and guided the students on the Competitive exams in which, total 100 students from different departments of the college were present and benefitted.
- ✓ Academic Calendar by each of the Department was prepared and submitted to the




Principal
C. P. Patel & F. H. Shah
Commerce College, Anand

IQAC on 12th June, 2018 and the IQAC displayed it on the Student's Notice Board on 14th June, 2018, so that students would come to know about which event will take place on which day and month of the Academic Year, 2018-19

AGENDA : Felicitation of the New Ph.D holders

ACTION TAKEN :

Like every year the New Ph.D holders were felicitated in the IQAC meeting. The New Ph.D holders included Dr. Sharad Panchal, Dr. M. T. Khan and Dr Imran Pathan in the IQAC meeting.

AGENDA: To Orient the faculties and Administrative Staff regarding the New Framework of NAAC

ACTION TAKEN:

The IQAC briefed about the New Framework of NAAC that was released by NAAC Bengaluru in July, 2017 and the information and knowledge about the New Framework was given to the faculties. The Strategies on what sort of data is to collected and how the data is to be analyzed was also briefed by the IQAC Chairperson, Dr R D Modi

AGENDA: Providing Information regarding the New Schemes of Government of Gujarat, both on Academic and Administrative themes

ACTION TAKEN:

Dr R D Modi, the Principal of the college briefed about the new way of working of the government of Gujarat, since 2014-15 and also discussed about the Schemes of the State Government for organizing Academic and Non Academic Activities.

Orientation Programs of all the departments and NSS and NCC was organized


BCOM-G & BBA-G	13-14/07/2018	300 BCOM-G & 28 BBA-G Students had participated
BCA/ BBA-ITM & PGDCA	25/06/2018	100 Students had Participated
BCOM-SF & MCOM-SF	21/07/2018	100 Students had participated
BVOC/ MVOC COMMUNITY COLLEGE	11/06/2018	232 students had participated
NATIONAL SERVICE SCHEME (NSS)	10/07/2018	450 Students
NATIONAL CADET CORPS (NCC)	04/07/2018	76 Students
LIBRARY ORIENTATION	05/07/2018	71 Students

AGENDA :Students' orientation on the NEW FRAMEWORK OF NAAC

ACTION TAKEN:

- ✓ The Students' Orientation on New Frame work of NAAC was organized on 3rd August, 2018 in the Classroom of each Department.




Principal
C. P. Patel & F. H. Shah
Commerce College, Anand

- ✓ The Students of SRC were involved in the Orientation Program who helped the IQAC Coordinator in presenting the PPT and also in making the students understand about the New Framework of NAAC.

AGENDA: Students' data regarding SSS

ACTION TAKEN:

- ✓ The data for Student Satisfaction Survey was prepared along with the New entrants of the college.
- ✓ Every day for at least ten minutes in the class the Students are oriented about NAAC by the IQAC Chairperson and IQAC Coordinator and the Students' Volunteers of NAAC.

AGENDA: Students Seminar and Students' Capacity Enhancement Programs were organized

ACTION TAKEN:

- ✓ English Enrichment program on 28/06/2018
- ✓ Vivekananda Nirvan Din on 04/07/2018 by the Swami Vivekananda Centre for Positive Thinking and Counseling.
- ✓ AWS-Cloud Computing workshop on 17/07/2018
- ✓ How to be effective in "Personal Interview" on 18/07/2018
- ✓ Motivation Talk on "CASH" by NSS on 19/07/2018
- ✓ Guest Talk on "CAREER GUIDANCE" on 01/08/2018
- ✓ Guest Lecture on "I CAN" by NSS on 02/08/2018
- ✓ Training on "TIME MANAGEMENT" on 02/08/2018
- ✓ Guest Lecture on "LEADERSHIP" on 02/08/2018
- ✓ Cooperative Education Training Course from 27/08/2018 to 01/09/2018 by UDHISHA PLACEMENT CELL
- ✓ English Improvement workshop on 13/08/2018
- ✓ Business Quiz on 18/08/2018
- ✓ A bird eye view on Banking Sector on 21/08/2018
- ✓ Report writing on 17/09/2018
- ✓ Gujarat Quiz Competition on 02/03/2019 by Knowledge Band
- ✓ On the occasion of 155th Birthday Celebration of Swami Vivekananda on 11/01/2019 INTERDEPARTMENTAL POWER POINT PRESENTATION COMPETITION was organized under the aegis of KNOWLEDGE BAND OF SAPTADHARA BAND of the college. And under the banner of SWAMI VIVEKANAND CENTRE OF POSITIVE THINKING AND COUNSELING
- ✓ Quiz Competition on EKTA YATRA on the occasion of Sardar Patel Jayanti Celebrations initiated by Government of Gujarat
- ✓ A Guest Talk on "INTER-PERSONAL SKILLS by UDHISHA PLACEMENT CELL
- ✓ Guest Talk through E media on 05/11/2018
- ✓ Innovative marketing practices (product sale) on 12/11/2018
- ✓ Workshop on Ethical Hacking by Dr. Rutvi Adhyaru on 10/12/2018



[Signature]
Principal
C. P. Patel & F. H. Shah
Commerce College, Anand

- ✓ "Charitram" Role Playing competition on 19/12/2018
- ✓ Quiz Competition by Knowledge band on 27/12/2018
- ✓ Guest Talk on "I THINK" on 29/01/2019
- ✓ Guest Lecture on "SOCH KE SOCHO" on 31/01/2019
- ✓ Guest Talk on 'COMMUNICATION SKILLS' on 01/02/2019
- ✓ A Talk on " BASIC ENGLISH" on 02/03/2019 by the English Department of the college

AGENDA: To carry out the activities under the EKTA YATRA MISION of Government of Gujarat

ACTION TAKEN:

- ✓ To carry out the activities under the EKTA YATRA MISION of Government of Gujarat
- ✓ Elocution Competiton was organized under the EKTA YATRA MISION of Government of Gujarat was organized as a part of Sardar Patel Jayanti Celebrations
- ✓ Quiz Competition was organized under the EKTA YATRA MISION of Government of Gujarat was organized as a part of Sardar Patel Jayanti Celebrations

AGENDA :To contact the industries to provide funds for Minor research Projects

ACTION TAKEN:

- ✓ 16 Industry Sponsored Minor Research Projects have been Completed
- ✓ A Case Study on Nirav Modi & the Punjab National Bank Fraud by 33 Students of BVOC

AGENDA : Planning out activities to be organized under the NSS Banner of Self Financed Departments

ACTION TAKEN:

- ✓ Awareness Session On Organ Donation At Milcent Appliances Pvt Ltd of BCA,BBA-ITM and PGDCA students(SELF FINANCED) on 18/07/2018
- ✓ Environment Day Celebration on 11/08/2018 by BCOM-SF & MCOM-SF Department
- ✓ Green Environment day by BVOC and Community College on 29/08/2018
- ✓ International Literacy Day "Elocution Competition" on 08/09/2018 by BCOM-SF & MCOM-SF Department
- ✓ Essay Competition on "Role of individual in the protection of Environment" BVOC and Community College on 19/09/2018
- ✓ 'Bring a smile day' for Old Age Home at Jalaram Mandir Karamsad. Students of the department collected fund for them and distribute a separate kit to all Senior Citizen members by BCA,BBA(ITM) and PGDCA students(SELF FINANCED) on 6/2/2019
- ✓ Under the banner of 'Swatch Bharat Abhiyan' cleaning of computer department of



(Signature)

Principal
C. P. Patel & F. H. Shah
Commerce College, Anand

Under the banner of 'Swatch Bharat Abhiyan' cleaning of computer department on 02/10/2019

- ✓ 12th student counseling at computer lab for bright future by BCA BBA ITM & PGDCA Department on 05/10/2018
- ✓ 'Share a food day' for BCA BBA (ITM) & PGDCA Department by 'Share a food day' for BCA BBA ITM & PGDCA Department on 06/02/2019
- ✓ The students and Faculties of the college had joined hands in the campaign initiated by Anand Municipality in the month of February, 2019, to provide Shelter to Homeless people of Anand Constituency, the activity was conducted under the Convenership of Faculty of English, Mr Kalpesh Gohil

AGENDA :The Conveners of the Seven Criteria were given the duties to collect the data on the their specific Criterion

ACTION TAKEN: Committees were made and duties were given

AGENDA: Health Check Up Camps

ACTION TAKEN:


- ✓ Health Check Up Camps were organized by the Health Check Up Committee of the college, in which 432 students had got benefitted
- ✓ Thalassaemia Test & Medical Checkup for the students of all the departments on 14/08/2018

AGENDA: To organize Career Guidance Sessions under the scheme of UDHISHA PRAKALP

ACTION TAKEN:

- ✓ Cooperative Education Training Course from 27/08/2018 to 01/09/2018 by UDHISHA PLACEMENT CELL
- ✓ A Guest Talk on "INTER-PERSONAL SKILLS by Dr Pinki Nenwani under the aegis of UDHISHA PLACEMENT CELL and Shri Arul Pillai, an Expert of Life Skills and Employability Skills was invited to Train the students on 3rd March, 2019
- ✓ A Training Program on "INTERVIEW SKILLS" and "C V READING" was organized in the college by Dr S M Pillai under the aegis of UDHISHA PLACEMENT CELL and Shri Arul Pillai, an Expert of Life Skills and Employability Skills was invited to Train the students, on 3rd March, 2019




Principal
C. P. Patel & F. H. Shah
Commerce College, Anand

AGENDA: To carry our Academic and Administrative Audit

ACTION TAKEN:

- ✓ From this year Government of Gujarat has started another initiative of the Gujarat State Institutional Rating Framework (GSIRF) in order to give leverage to the quality of Higher Education of the State
- ✓ The college registered for it in the month of September, 2018 after attending a Workshop organized by the Knowledge Consortium of Gujarat (KCG), Government of Gujarat (An initiative of Higher Education Department of Gujarat). Dr S M Pillai, the IQAC Coordinator is the College Coordinator of GSIRF
- ✓ The college had registered for National Institutional Ranking Framework (NIRF) this year also. Dr S M Pillai is the Nodal Officer in the college for NIRF
- ✓ AISHE Committee also has submitted the data on the MHRD Portal 23/01/2019

IQAC/AAA/KCG/ AISHE Egyan/ NIRF (Under the Banner of the College)	Dr. S.M.Pillai IQAC Coordinator	Prof. Nayan Patel (Co- Convener) Prof. Mitesh Patel Dr Divyang Vyas	Dr. Ankita Brahmbhatt (Co- Convener)	Prof. Kamal Agal (Co- Convener)
--	--	---	--	---------------------------------------

AGENDA: To organize Gender Sensitization Programs

ACTION TAKEN:

Under the Banner of Women Cell programs have been organized Orientation Program for Girls of the college, installing Incinerator and Vending Machine, Cooking Classes, Beauty Parlour Classes, Talk on Women issues were organized. An MoU with All Gujarat Women's Organization 'SHAKTI MANCH' was signed to give a very qualitative wave to the activities of Women Cell

AGENDA : Mahatma Gandhi Celebration and the Swachchata Program


ACTION TAKEN : Mahatma Gandhi Jayanti Celebration from 2/10/2018 to 2/10/2020 (Mission By Government of India)

AGENDA : IT WORKSHOPS

ACTION TAKEN :

- ✓ From 20/11/2018 to 22/11/2018 A Two days Faculty Development Program "Effective Communication, Skill and Joyful Personality development through Sense Management." was organized and Mr. Gajendra Patel, a Scientist in California (USA) was invited in the college.
- ✓ Expert talk on "Android app Development" by Kunal Mehta for last year students on 08/12/2018




Principal
C. P. Patel & F. H. Shah
Commerce College, Anand

- ✓ Workshop on ethical hacking by Dr. Rutvi Adhyaru on 10/12/2018

AGENDA :To organize Field Projects for the students, Youth Festival, faculty participation in Seminars/Conferences/Workshops/ FDPs/Trainings, etc., Publications, NSS Camp,

ACTION TAKEN :

Internship Program organized for the Grant-in-Aid students of the college through the Managing Trustee and secretary of the SPET, Shri B N Patel, in his firm of ShawcpFoods Pvt. Ltd. I was organized by Dr S M Pillai for the students of BCOM-G and BBA-G, almost 75 students had registered their name for the Program, after a vigorous training 9 students were selected and 3 of them accepted the job after the completion of Internship. To start the preparations for the Youth Festival

AGENDA: Organizing FDPs and Workshops on IT Related Subjects to bring innovations in the Teaching Learning Pedagogy

ACTION TAKEN:

- ✓ Workshops, FDPs and Trainings on the How to use Cloud Storage to share document, How to carry out Online Payment, NEFT, RGTS, UPI transactions, How to make use of Online MCQs test methods, Online tutorials and e learning Portals was organized in the college a part of IT education to Students, Faculties and Administrative staff of the college
- ✓ On 23/01/2019 A workshop on Online Learning was organized for both Teaching as well as Administrative staff

AGENDA: Participation of Faculties in Capacity Enhancement Programs and their Publications

ACTION TAKEN:

- ✓ Participation in Different National and International Seminars and Conferences, the papers published by them in different journals and Books/ Chapters published by them.
- ✓ Numbers of Research Papers and Conference Proceedings have been published by the faculties in all in 2018-19 Academic Year.

AGENDA: Students' Counseling


ACTION TAKEN:

Psychological Counselor , Ms Manisha Jamod from Post Graduate Department of Psychology, Sardar Patel University, Vallabh Vidhyanagar counseled the students and solved their Socio-Psycho problems in the class as well as in person also

AGENDA: NSS CAMP

ACTION TAKEN: Annual NSS Camp was organized from 27/01/2019 to 02/02/2019 at ADAS Village, In Anand District of Gujarat State




Principal
C. P. Patel & F. H. Shah
Commerce College, Anand

AGENDA : NAAC sponsored National Seminar

ACTION TAKEN:

NAAC Sponsored National Seminar on "UNDERSTANDING THE NEW FRAMEWORK OF NAAC" was organized by the IQAC of the college on 19/01/2019; the Teaching as well as the Non Teaching Staff attended the National Seminar in which the Teaching as well as the Non Teaching Staff got the Understanding on the New Framework of NAAC.

AGENDA: FINISHING SCHOOL

ACTION TAKEN:

The FINISHING SCHOOL Batches were formed and sent to Knowledge Consortium of Gujarat, Ahmedabad for their consent. The IQAC of the college organized Two Batches of Finishing School; almost 80 students were benefitted from the Finishing School.

**AGENDA: Encouraging Students To Qualify Competitive Exams,
Encouraging slow learners and dvance learners**

ACTION TAKEN:

- ✓ On 26th January, 2019, a training program on HOW TO CRACK THE COMPETITIVE EXAMS was organized and the IQAC Coordinator Ms Jalpa Desai from J Z Desai Commerce College, Amroli had arrived in the college and guided the students on the Competitive exams in which, total 100 students from different departments of the college were present and benefitted.
- ✓ Classes for Slow Learners were organized by the Alumni Series from 20/01/2019 to 31/01/2019, by the Alumni Mentors of the college
- ✓ The PG Students of the college also under the EARN WHILE YOU LEARN SCHEME conducted classes for the Slow Learners
- ✓ Advance learners are always motivated to upgrade their knowledge and skills by their mentors during their study in the college




Principal
C. P. Patel & F. H. Shah
Commerce College, Anand

AGENDA: FEEDBACK

The feedback from Parents, Alumni, Teachers and Stakeholders were taken through the Online as well as the Manual Method

AGENDA: Enhancing students' capacity

ACTION TAKEN:

- ✓ Soft Skill Learning Workshop were organized for the whole year on topics like Communication Skills, Basic English, I Think, Soch ke Socho, Inter Personal Skills, I Can, etc.
- ✓ Group discussions are a part of the curriculum development for the students, moreover Debate Competitions, Elocution Competitions, Essay writing, Quiz Competitions were organized under the various Saptadhara Bands of the college
- ✓ NAVRATNA PROGRAM of the college in which the students are helped by the faculties to open their Mail id, Register for Voter's Identity Card, Aadhar Card, Pass Port, PAN Card, Opening Bank Account, Registration in Employment Office, Driving License and Acquiring Insurance.

AGENDA: Spreading the Awareness of CODE OF ETHICS

ACTION TAKEN:

- ✓ The Code of Ethics was once again revised and placed in the IQAC meeting of 10th April, 2019
- ✓ This Year the Academic Diary of the Faculties included a page on Code of Ethics
- ✓ Hoarding with Code of Ethics are displayed in the nook and corner of the college.
- ✓ The college Website also carries the message of Code of Ethics

AGENDA: Admission for coming Sessions


ACTION TAKEN: The Planning for Online UG and PG admissions were started and under Convenership of Dr S M Pillai, the IQAC Coordinator, the duties of the HELP CENTRE for Admissions of the Sardar Patel University were carried out

AGENDA: ALUMNI involvement

ACTION TAKEN:

- ✓ The Members of the Alumni Association come and guide the students with regard to their study, Career and Future




Principal
C. P. Patel & F. H. Shah
Commerce College, Anand

- ✓ Regular meetings with Alumni are organized
- ✓ They participate in the curriculum development of the students



A handwritten signature in blue ink, appearing to be "C.P. Patel".

Principal
C. P. Patel & F. H. Shah
Commerce College, Anand