

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

### Part – A

**AQAR for the year (for example 2013-14)**

2014-15

#### I. Details of the Institution

1.1 Name of the Institution

Sir K. P. College of Commerce

1.2 Address Line 1

JawaharLal Nehru Marg

Address Line 2

Athwalines

City/Town

Surat

State

Gujarat

Pin Code

395001

Institution e-mail address

principalskpcc@gmail.com

Contact Nos.

0261-2240057

Name of the Head of the Institution:

I/C Principal, Dr. Purnima P. Jariwala

Tel. No. with STD Code:

0261-2240057

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID(For ex. MHCOGN 18879)

OR

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

1.5 Website address:

Web-link of the AQAR:

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

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	83.80	2005	5 Years
2	2 <sup>nd</sup> Cycle	A	3.02	2014	5 Years
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

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

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

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State ☒ Central ☐ emed ☐ 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)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

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

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

1.10 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☒ Law ☐ PEI (PhysEdu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Veer Narmad South Gujarat University

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

Autonomy by State/Central Govt. / University	-		
University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-		-
UGC-Special Assistance Programme	-		-
UGC-Innovative PG programmes	-	any other ( <i>Specify</i> )	-
UGC-COP Programmes	-		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	05
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2. 6 No. of any other stakeholder and community representatives	00
2.7 No. of Employers/ Industrialists	00
2.8 No. of other External Experts	All initiatives of University in this regard have been implemented.
2.9 Total No. of members	09
2.10 No. of IQAC meetings held	<u>03</u>

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- An Orientation Programme is conducted for F.Y. B. Com students.
- Financial assistance to financially weak students is given from 'Student's Welfare Fund.'
- The K. C. Mehta Library lends books to needy students.
- Books are given on a yearly basis to students from the Book Bank.
- The 'Research Cell' is continuously engaged in guiding students for Research Projects, Presentations and motivates students to understand the growing importance of Research.
- To encourage sports, financial assistance was given to two students- Rinkesh Dhanani and Chitrode Mehul Rs.40,000/- (20,000 each) for participating in International Yoga Championship at China.
- Soft Skill Training Programme
- Remedial Classes.
- 100 hours Training Programme "Campus to Corporate" for SC,ST and OBC students by Tata Consultancy Services .

## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
The Plan of Action for the year 2014-15 was decided in the beginning of the year.  Committees for various curricular, co-curricular, extra-curricular and administration and research activities were constituted.	All the committees carried out various activities and their reports have been published in our annual magazine “Saahasam”. The highlights of all these activities are displayed on college website.

*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body      Yes ☒      No ☐

Management Syndicate      Any other body ☐      ☐      ☒ LAC

Provide the details of the action taken

Planning and execution of various activities of above committees were monitored continuously by the Local Administrative Committee (LAC).

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	01		01	
UG	01		01	
PG Diploma				01
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	02		02	01
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6 UG + 4PG + 10 Honours = 20
Trimester	
Annual	1

1.3 Feedback from stakeholders\*Alumni ☐ Parents ☐ Employers ☐ Students ☒  
(On all aspects)

Mode of feedback :Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

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

Yes, T.Y B.com (Semester and external syllabi of all courses were revised)

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	25	2+3 (SF)	18	-	2 AdhyapakSahayak

2.2 No. of permanent faculty with Ph.D.

6 (Regular) +1 (honors) = 7

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
1	5	1	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

07 Adhoc	-	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	03	17
Presented papers	03	03	00
Resource Persons	00	00	00

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

Case study, business games, documentaries, movies, research projects, ICT, GD, Presentations and Field trips, Summer Training for S.Y.B.Com(Honors) students.

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

180 days

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

- There is a provision for revaluation.
- Also there is a provision of supplementary Examination

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

-	-	UG(6) + PG(6)
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2.10 Average percentage of attendance of students

90 %



## 2.11 Course/Programme wise

distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	2337	8.3	28.88	31.02	0.08	90.75
PG	164	40.85	43.9	9.75	0	94.51
HONORS	249	0	29.32	30.52	0.4	77.11

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

Being an affiliated college, the college is expected to implement all the decisions of the university relating to quality assurance. The IQAC cell takes utmost care to ensure that all such decisions of the university are scrupulously implemented. At college level IQAC cell ensures that the monthly teaching plan and the annual plan are implemented with minimum variations. The IQAC cell also ensures that the various committees formed for carrying out the various activities are carried out in time and according to time schedules.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	01 Faculty
Summer / Winter schools, Workshops, etc.	06 Faculties (Workshops)
Others	-

## 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	8 (Admin)+2 Peon = 10	3 (clerk) + 8 Peon = 11	-	3 (clerk) + 8 (peon) = 11
Technical Staff	-	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- ✓ IQAC continues to support and encourage the teachers in their research endeavors through the Research Committee.
- ✓ The College provides major infrastructural facilities like library, laboratory, computer and internet facilities to pursue research activities.
- ✓ Teachers are informed and motivated to participate in seminars, workshop, conferences and Symposia.
- ✓ Teachers are given Duty leave to attend, participate in innovative research programs, workshops and seminars.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

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

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	12	18	-
e-Journals	-	-	-
Conference proceedings	-	-	-

#### 3.5 Details on Impact factor of publications:

Range  Average ☒ h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College		College		
Students research projects (other than compulsory by the University)	6 months	College	2232	2232

Any other(Specify)				
Total			2232	2232

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP	<input type="text" value="-"/>	CAS	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
DPE	<input type="text" value="-"/>			DBT Scheme/funds	<input type="text" value="-"/>

3.9 For colleges	Autonomy	<input type="text" value="-"/>	CPE	<input type="text" value="-"/>	DBT Star Scheme	<input type="text" value="-"/>
	INSPIRE	<input type="text" value="-"/>	CE	<input type="text" value="-"/>	Any Other (specify)	<input type="text" value="-"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	-	-	-	-	-
	Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency	<input type="text" value="-"/>	Management of University/College	<input type="text" value="-"/>
Total	<input type="text" value="-"/>		

3.16 No. of patents received this year

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

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

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

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

01

01

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

-

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

JRF

-

SRF

-

Project Fellows

-

Any other

-

3.21 No. of students Participated in NSS events:

University level

400

State level

-

National level

International level

-

-

3.22 No. of students participated in NCC events:

University level

115

State level

09

National level

International level

10

-

3.23 No. of Awards won in NSS:

University level

-

State level

-

National level

International level

-

-

3.24 No. of Awards won in NCC:

University level

15

State level

-

National level

International level

-

-

3.25 No. of Extension activities organized

University forum

-

College forum

-

NCC

30

NSS

14

Any other

-

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

- Blood donation camp (75 Units blood collected)
- ‘Rakshabandhan’ Celebration in ‘Mamta Deaf and Dumb’ primary school.
- Seminar conducted by doctors for ‘Aids Awareness’
- ‘Cancer Awareness’ rally was conducted and 30 NSS volunteers participated
- Anti-tobacco rally, traffic awareness rally was conducted under NCC programme
- Celebration of Republic and Independence Day.

## 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	16,336.14 Sq. Yards			16,336.14 Sq. Yards
Class rooms	20			20
Laboratories	03			03
Seminar Halls	02			02
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	231	04	UGC & College Fund	235
Value of the equipment purchased during the year (Rs. in Lakhs)	-	2.88	UGC & College Fund	2.88
Others	-			

#### 4.2 Computerization of administration and library

- Computerization of the library documents is being done by using Soul 2.00 software.
- Use of Barcode Technology in the library.
- Principal, Vice-principal, Administrative office, Class Room, Multimedia Hall, Library, Conference Hall and whole campus are fully computerised and connected through wi-fi

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1350	62500	25	2375	1375	64875
Reference Books	46270	5740279	362	79103	46632	5819382
e-Books	--	--	--	--	--	--
Journals	72	75255	--	--	72	86291
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	59	--	--	--	59	--
Other (bound periodicals)	3814	--	56	--	3870	--

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	57	02	03	07	02	01	05	172
Added	02	00	00	00	00	00	00	02
Total	59	02	03	07	02	01	05	174

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

- All the classrooms are equipped with projectors and teachers are provided laptops to enhance the impact of learning. Audio Visual technique with Amplifiers combine to enhance teaching.
- The whole college campus is under CCTV camera vigilance to make it a safe secure and hi-tech premise.
- Each teacher is given a personal laptop to enhance teaching.
- A Computer Lab and Language Lab are additional support to run short term courses.
- The Library has a 'Research and Promotion Lab' which is also equipped with 5 cubicals with computers and wi-fi connectivity.
- Online Access of Books / Journals through N-List Programme from INFLIBNET

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT (Computers) and Equipments	34600
ii) Campus Infrastructure and facilities	1498192
iii) Others	-
<b>Total :</b>	<b>1532792</b>

## **Criterion – V**

### **5. Student Support and Progression**

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC works as a guiding force to various committees and assists them in designing students support services regularly.
- The college operates a students Book Bank. Students co-operative store provides students books at concessional rates.
- To enhance quality of teaching and learning environment, a support tier in the form of grievance Redressal Cell, Sexual Harassment Cell, Career Guidance Cell and Placement Cell function actively in the college.
- Over and above these, a number of programmes are conducted by career counseling committee.
- A Seminar on certified Financial Planners was organised on 14-9-2014 .
- To empower the students a special session on 'Power of believing in Yourself and New Age Careers : An insight into Corporate world was arranged on 26-12-2014.
- An informative session on 'Importance on computer technology and usability of personal computers in technical careers was organised on 12-01-2015.
- To give an insight on corruption an awareness programme on 'Anti Corruption Bureau ' was organised on 13-01-2015.
- A seminar on "Preparation of Resume, Facing Interviews and Workplace Ettiques" was organised on 16-01-2015.
- A seminar on 'Awareness of skin disease' was held on 16-01-2015 by eminent skin specialists.
- A seminar on yogashikshan, swasthaya swarkshan and career was held on 16-01-2015.
- To equip students with latest computers packages, a seminar on 'Cloud Computing' was organised on 19-01-2015.
- To guide students for preparation of competitive exams, a seminar on UPSE and IAS ' exams was held on 03-02-2015.
- A special session on "Soft skill and Communication skill" was organised on 05-02-2015.
- An Aptitude test for T.Y.B.Com and M.Com Students was conducted on 09-02-2015.
- An Aptitude Test for Campus Interviews was held on 19-03-2015.

## 5.2 Efforts made by the institution for tracking the progression

- All teachers are mentors and guide the students.
- Mid semester test are indicators of the performance of a student.
- The underperforming students in class tests go through a remedial program. Special coaching is arranged for slow learners.
- Placement cell - Coordinates with TY students in getting placements and other students to get internships.
- Special classes are conducted to teach Communication Skills in English for students from vernacular mediums.
- Prize Distribution Function- An increasing number of students felicitated for meritorious performance is a clear indicator of excellence in academics, extra and co-curricular activities.
- We give below details of campus interviews conducted by various companies/agencies during the year 2014-15.
  - Club Mahendra for marketing trainees for marketing and event activities conducted the campus interview. 21 students participated and 7 students cleared the interview and got selected.
  - Katariya automobiles pvt. Ltd. Conducted campus interviews in which 35 students participated and 10 students got selected.
  - Computer accounts conducted interview in which 40 students participated and 12 students got selected.
  - Sandesh distribution pvt ltd, surat conducted aptitude test and campus interview.in which 25 students participated and 7 students got selected.
  - IVANGE sales and service pvt ltd. By KotakMahendra conducted campus interviewin which 53 students participated and 03 students got selected.
  - Jainam Share consultancies conduted campus interview in which 45 students participated and 03 students got selected.
  - Mahendra&Mahendra financial service Ltd, surat conducted campus interview in which 43 students participated and 11 students got selected.

### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2493	189	0	0

### (b) No. of students outside the state

-
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### (c) No. of international students

-
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Men	No	%	Women	No	%
	1092	40.71		1590	59.28

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1137	176	302	1022	04	2641	844	224	368	1238	08	2682

Dropout % 6.74



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

- Library is equipped with guidance manuals and books for competitive examinations.
- The library hosts 46632 reference books, 72 journals and newspapers to facilitate students.
- Free internet access is provided
- Alternate examination schedule is provided as when the competitive examination clashes with regular college test/practical / examinations

No. of students beneficiaries

1300

#### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

#### 5.6 Details of student counselling and career guidance

Following programmes have been organized by different institutes/organizations in the college for career counselling:

Sr No	Date	Programme
1	14/09/2014	Seminar on CPF
2	26/12/2014	Power of believing in yourself and new age careers:An insight into corporate world
3	12/01/2015	Importance of computer technology and usability of personal computers in their technical careers
4	13/01/2015	Awareness about ACP (Anti-corruption bureau)
5	16/01/2015	Seminar on Resume preparation, how to face interview and workplace etiquettes
6	16/01/2015	Seminar on awareness of skin disease.
7	16/01/2015	Seminar on Yogshixan, swasthaya, swarakshan and career
8	19/01/2015	Seminar on cloud computing
9	03/02/2015	Seminar on UPSC exams, IAS
10	05/02/2015	Soft skill training programme on communication skills
11	09/02/2015	Aptitude test for T.Y.B.Com and M.Com Students
12	19/03/2015	Aptitude test for campus interview

No. of students benefitted

1500

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
07	262	53	--

### 5.8 Details of gender sensitization programmes

1. Women empowerment training of 15 days (04-08-2014 to 13-08-2014) was conducted and 20 NSS volunteers participated.
2. AIDS awareness seminar and AIDS awareness exhibition was conducted by doctors under NSS scheme.
3. SahakariShikshanTalimVarg for girls was done by Planning Forum Committee.
4. Save girl child seminar and rally was organized.

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	1840	24603211
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

## **Criterion – VI6. Governance, Leadership and Management3**

### 6.1 State the Vision and Mission of the institution

#### **Vision**

- Transforming lives through learning
- Nurturing an environment of intellectual excellence, inculcate values, identify talents and above all make good human beings.

#### **Mission**

- To foster a positive, supportive and safe learning environment that values pursuit of knowledge.
- To empower students with knowledge and skills and make them successful learners and responsible citizens.

### 6.2 Does the Institution has a management Information System

- Yes, all the procedures relating to students such as online Admission process, students Admission, Students Record, Examination procedures and all financial records are maintained by the Institution through Management Information System.

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

#### 6.3.1 Curriculum Development

- The college reflects its educational strength as it comprises of the most senior and expert faculties who are the Heads of Department of all prominent subjects.
- These teachers play a leading role as members of Board of Studies for subjects as Economics, English, Accountancy, Commerce & Statistics at Veer Narmad South Gujarat University.
- Teachers are a part of Committees for restructuring the syllabus for curriculum Development which is also noteworthy.

#### 6.3.2 Teaching and Learning

- Academic Calendar is prepared in the beginning of the year which provides a direction for activities to be conducted during the year.
- The college deploys ICT aided teaching techniques. Each classroom is well equipped with projectors, amplifiers and teachers are given personal laptops to make teaching learning impactful.
- Eminent guest speakers, experts, motivators and industrialists are invited to the college to deliver lectures to students.
- Apart from personal laptops, there are computers, printers, scanners and Xerox machines in the staffroom and library to assist the teachers and students interested in research.
- The college has adequate number of qualified and competent teachers.
- Continuous wi-fi connectivity through out the campus gives access to students to carry out study at anyplace in the campus.
- Teachers are continuously encouraged to attend orientation and Refresher course to update their knowledge in respective fields.

### 6.3.3 Examination and Evaluation

- Apart from regular university exams, the internal examinations are conducted at the college level.
- Semester and CBCS pattern is followed.
- Dummy member system is followed.
- A committee of senior members execute the exam sessions diligently.
- Apart from this the teachers constantly evaluate student's performance by organising class presentations on topics assigned to them.
- Results are declared within the stipulated period.

### 6.3.4 Research and Development

- Teachers are informed about conference, workshop, seminars and symposia and are motivated to participate.
- Teachers are encouraged to publish papers in journals
- Duty Leave is granted for attending seminars and workshops, FDP, Orientation / Refresher courses.
- Teachers are encouraged to pursue higher qualification and appear for exams such as CCC+. Score etc.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

#### **Library**

The college comprises of one of the oldest Library with an enriched collection of books, journals and e-books. The highlights of the library are

- 32 Cubicles with computer, printer and internet facility specifically for staff is made available.
- International dictionary bank, inter library loan facility.
- INFLIBNET facility for staff members and PG Students is provided
- Reading Hall with photocopying facilities, computers with Internet OPAC is available
- A research Lab with 5 cubicles
- Computerised Library.

#### **Physical Infrastructure**

As the college is spread over 16,336.14 sq., it comprises of :

- A spacious staff room
- A separate room for girls
- Principal's office
- Vice-principal's office,
- Administrative office
- NCC office.
- NSS office.
- Playground /court for sports activities
- Gymkhana with Sports Library
- The college campus has been monitored with CCTV facility for vigilance.

#### **Recreational spaces for Staff:**

- We have a spacious and airy staff room.
- Pantry with facility of refrigerator, a microwave oven, water purifier, cooler etc.
- Separate magazine rack with latest newspapers and magazines.
- Separate parking area for two as well as four wheelers for staff.

#### **Recreational spaces for Students**

- Separate girls and boys rest room.
- Clean and safe drinking water facility.
- Canteen with hygienic food at a reasonable rate.
- Separate parking space for girls two wheelers and boys.
- Sufficient sitting facility in campus.
- Green and eco-friendly campus.

### 6.3.6 Human Resource Management

- A Sincere and dedicated management
- Adequate member of qualified and competent teacher.
- The management hires services of visiting and adhoc teachers and administrative staff, if there is a delay by the government.
- Leave record, attendance record of staff is monitored and maintained.
- Attendance records of the teaching and non-teaching staff.
- Regular notification of different activities.
- Regular meetings of various committees for academic and administrative purposes
- Feedback from students.

### 6.3.7 Faculty and Staff recruitment

- The recruitment of both the teaching and non-teaching staff is made by the Government of Gujarat through the recommendation of Education department of Gujarat.
- Gujarat Government has centralized system of recruitment in grant in aid colleges.
- The management hires services of visiting and adhoc teachers and administrative staff, if there is a delay by the government.

### 6.3.8 Industry Interaction / Collaboration

As a part of the curriculum, S. Y. B. COM HONORS students undergo compulsory summer training for 4 to 6 weeks. The college has therefore made 7 collaborations with varied sectors and is always on the move to looking forward industry interactions in this regard.

### 6.3.9 Admission of Students

The entire admission procedure is centralized and admission is given purely on merit basis.

However, an orientation Programme for B. Com Students is conducted in the beginning of each year to help them select their subject of interest.

A parallel orientation Programme is conducted for HONORS students to acquaint them with the course.

### 6.4 Welfare schemes for

Teaching	Credit co-operative society
Non teaching	<ul style="list-style-type: none"><li>• Uniform is provided</li><li>• Bonus and advance salary during festive season</li><li>• Tuition Fees concession to the Children of staff</li></ul>
Students	<ul style="list-style-type: none"><li>• Free Wi-Fi connectivity</li><li>• Book Bank</li><li>• Remedial coaching</li><li>• Scholarship schemes</li></ul>

6.5 Total corpus fund generated Rs. 12, 40,350

6.6 Whether annual financial audit has been done Yes ☒ No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-		
Administrative	✓	Higher Education Office, Govt. of Gujarat	✓	Chartered Accountant Natvarlal Vepari & co.

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?

- Dummy number system
- Students can get a copy of assessed answer books.
- Re-assessment of answer book is also allowed.

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

- There is no provision in resolution of university for according autonomy to the affiliating college.

6.11 Activities and support from the Alumni Association

- Local administrative committee members of alumni association who conduct activities and regulate the procedure.
- Meetings are conducted at regular intervals

6.12 Activities and support from the Parent – Teacher Association

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#### 6.13 Development programmes for support staff

- The Support staff is sent for computer training if required.

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

- ‘Go Green , Go Clean’ posters and 30 posters of different plants were displayed for awareness.
- Campus development committee and Environment Club organize various eco-friendly activities.
- Swachh Bharat Abhiyan Campaign launched by Honorable Prime Minister ‘Mr.NarendraModi’ was organised to make our country garbage free.
- Plantation of trees, painting to trees and observations are done under NSS scheme.
- Medical herbs are planted in college premises.
- Maintenance of college garden throughout the year.
- The college premises are plastic-free and this is monitored regularly.

## 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.

- **E-gadgets in the class-room:** Classrooms have been updated with LCD projector and screen for the better teaching and learning experience. “This saves energy, increases teaching learning efficiency and boosts up students’ interest. All the faculty members have been given/ Laptop for their lecture delivery through Power point presentations and preparation of lessons, drawing up question papers, preparing and saving exam results etc. Most of the documents being in the electronic form, paper consumption is greatly reduced.
- **Amplifier system** in all lecture halls in order to eliminate stress level of the lecturers, increase clarity of speech delivery and increase attention and comprehension level of students.
- **Innovative and original** posters, paintings, slogans and messages created by students themselves are displayed on the walls of lecture halls, in accordance with events of the calendar to promote awareness and participation of students in various events of social and national importance.
- Our annual College Magazine - ‘SAHASAM’ projects the activities of the college.
- SKPCCIANCS are always encouraged to apply online for competitive examinations (CAT/NET/SLET) and online job applications from the library computer lab.



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

- In order to enhance the ICT based teaching process, all the teachers have been provided Visualizers/Document Readers.
- It was decided to pay scholarship through Bank account.
- Microphone system was introduced in all classrooms to facilitate learning.
- Close circuit (CCTV) cameras have been installed in all classrooms, corridors, offices and library.
- Notices to the students are displayed through audio-visual devices.
- Important notices regarding exams, elections, competitions and others are communicated to the students via e-mail, sms etc.

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

- ***Environment Club*** was formed.
- Solar panel was installed.

7.4 Contribution to environmental awareness / protection

- Tree plantation in CAT camp, Baroda under NCC scheme and it was also one of the major activity in NSS scheme.
- *Save tree and save earth* rally.
- *Go Green and Go Clean* posters were displayed in college campus and 30 posters of various plants were displayed for identification of new species of plants.
- *Cleanliness Drive Program* was conducted by campus development committee.
- A documentary was shown to students about saving the life of birds from kite by '*JankiJivdaya Trust*'

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

**Strength**

1. Well qualified and experienced teaching faculty.
2. Very healthy teaching learning approach attitude and practices.
3. Excellent open self-Library with Internet and Book bank facility.
4. All round development Oriented extra-curricular sports and cultural activities.
5. Community extension activities under NSS programme.
6. Imbibing research culture among faculty and student.
7. Strong fiscal discipline.
8. Efficient student support system.
9. Decentralized and democratic governance system.
10. Use of ICT in teaching and learning.

**Weakness**

1. Inherent weakness related to grant-in-aid colleges.
2. Affiliating University lacking provision for according autonomy to the colleges.

**Opportunities**

1. First Choice college status
2. University giving affiliation to self-finance program in grant-in-aid colleges
3. Increasing acceptability of students by industry

**Challenges**

1. Increasing number of students resulting in compulsion for admitting number of students beyond UGC norms.
2. Decrease the drop out ratio.

**8.Plans of institution for next year**

- Arrangement of National conference in different Subject
- Classes for NET / SLET
- Environment Awareness Programms
- Inter Collegiate Competitions

Name

Prof. A. N. XAERK

Name

Dr. M. R. XHORONHA

*[Signature]*

Signature of the Coordinator, IQAC

*[Signature]*

**Principal**  
Signature of the Chairperson, IQAC  
**Sir K. P. College of Commerce**  
**SURAT**

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**Sir K.P.College of Commerce, Surat**

**Academic calendar 2014-15**

<b><u>Month</u></b>	<b><u>Date</u></b>	<b><u>Activities</u></b>
<b>June</b>	<b>15/6/2014 to 30/08/2014</b>	<b>Enrolment of U.G. &amp; P.G. students</b>
	<b>Last Week</b>	<b>Orientation Programme for F.Y.B.Com Students</b>
	<b>21/6/ 2014</b>	<b>Yoga Day Celebration</b>
	<b>Third Week</b>	<b>NCC –Thal Sena Camp</b>
<b>July</b>	<b>Second Week</b>	<b>NSS - District Level Workshop</b>
	<b>1)Third Week 2)Last Week</b>	<b>Campus Interview</b> 1) Club Mahindra Marketing & Event Activities Surat 2) Kataria Automobiles Pvt.Ltd.
	<b>Second &amp; Third Week</b>	<b>NCC-Army Attachment Camp</b>
	<b>1)Second Week 2) Last Week</b>	<b>1) NCC-Combine Annual Training Camp 2) NCC- National Integration Camp</b>
	<b>Last Week</b>	<b>NSS- Blood Donation Camp</b>
<b>August</b>	<b>First Week</b>	<b>Pushpanjali- Inter College Mehendi Competition</b>
	<b>First &amp; Second Week</b>	<b>NCC- Inter Group Competition Camp</b>
	<b>First Week</b>	<b>Planning Forum- Sahakari Shikshan Talim Varg for Girls</b>
	<b>8/8/14</b>	<b>Last date of filling exam forms of October University Examination</b>
	<b>Second Week</b>	<b>Orientation Programmes of NSS &amp; NCC Students</b>
	<b>First or Second Week</b>	<b>Cultural Committee- Patriotic Song Competition</b>
	<b>15/8/2014</b>	<b>Celebration of Independence day</b>
	<b>Third Week</b>	<b>NSS- Tree Plantation Programme</b>
<b>September</b>	<b>First Week</b>	<b>Pushapanjali- Inter College Ex-tempore Drawing Competition</b>
	<b>5/9/14</b>	<b>Pro. Suryakant Shah Essay Competition</b>

	<b>Second Week</b>	<b>Students' Council Election</b>
	<b>Third Week</b>	<b>Debate Committee- Elocution Competition</b>
		<b>Sports-Inter College Badminton Tournament for Women</b>
<b>October</b>	<b>2/10/2014</b>	<b>Cleanliness Drive Programme</b>
	<b>1/10/14 onwards</b>	<b>Internal Test &amp; Additional Internal Test</b>
	<b>Second &amp; Third Week</b>	<b>NCC- National Integration Camp</b>
	<b>20/10/14 to 9/11/14</b>	<b>Diwali Vacation</b>
		<b>NSS- Camp during Diwali Vacation</b>
<b>November</b>	<b>17/11/14 to 17/12/14</b>	<b>University A.T.K.T. &amp; Semester Examination</b>
	<b>Third Week onwards</b>	<b>NCC- Mountaineering Camp</b>
<b>December</b>	<b>First &amp; Second week</b>	<b>NCC- Tracking Camp</b>
	<b>18/12/14 to 27/12/14</b>	<b>Assessment at University</b>
	<b>Last Week</b>	<b>Lecture on "Power of Believing Yourself &amp; New Age Careers –an Insight into Corporate World".</b>
<b>January</b>		<b>Students' Council Days Celebration</b>
	<b>First Week</b>	<b>Youth Festival &amp; Athletics Meet</b>
		<b>NCC- National Integration Camp</b>
	<b>Second Week</b>	<b>Pushpanjali- Inter College Handicraft Competition</b>
		<b>Pushpanjali- Inter College Poetry Recitation Competition</b>
	<b>12/1/15</b>	<b>Pushpanjali- Essay competition on Swami Vivekanand</b>
		<b>Lecture on Importance of Computer Technology &amp; Technical Career</b>
		<b>NSS- Awareness Programme on "Save Bird" by Jivdaya Trust</b>
		<b>Lecture on Anti Corruption by ACB</b>

	<b>Third Week</b>	<b>Training on “Soft Skills Development”</b>
		<b>Lecture on Awareness about Skin Disease</b>
		<b>Lecture on Career in Yog Shikashan</b>
		<b>Lecture on “Cloud Computing”</b>
		<b>Campus Interview</b>
	<b>Last week</b>	<b>NSS- Guidance by AASTHA Help Line</b>
		<b>NSS- AIDS Awareness Programme</b>
		<b>NSS- Exhibition on AIDS Awareness</b>
		<b>Sports- Inter College Basketball Tournament for Men</b>
	<b>Third &amp; Last Week</b>	<b>Sports- Inter College “Sarvajanik Cup Competition”</b>
	<b>26/1/2015</b>	<b>Republic Day Celebration</b>
	<b>30/1/15</b>	<b>Pushpanjali- Drawing Competition on Gandhi Nirvan Din</b>
<b>February</b>	<b>First Week</b>	<b>Cultural Committee- Musical Morning</b>
		<b>Lecture on UPSC Exam</b>
		<b>Soft Skill Training Programme</b>
		<b>Planning Forum- Inter College Extension Lecture on “Advertising and Marketing”</b>
	<b>Second Week</b>	<b>Aptitude Test for Final Year Student</b>
	<b>Third Week</b>	<b>Industrial Visit</b>
	<b>Last Week</b>	<b>100 hour Training Programme “Campus to Corporate” for S.C.,S.T. and OBC students by Tata Consultancy Services.</b>
<b>March</b>	<b>10/3/15 onwards</b>	<b>Internal Test &amp; Additional Internal Test</b>
	<b>Third Week</b>	<b>Aptitude Test for Campus Interview</b>
		<b>Prize Distribution Function</b>
	<b>Last Week</b>	<b>Launching of College Magazine “SAHASAM”</b>
<b>April</b>	<b>7/4/15 To 8/5/15</b>	<b>University A.T.K.T. &amp; Semester Examination</b>
	<b>9/5/15 to 15/5/15</b>	<b>Assessment at University</b>