

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)

2015-2016

1. 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 Prin. Dr. Purnima P. Jariwala

Tel. No. with STD Code:

0261-2240057

Mobile:

+91-9925707793

Name of the IQAC Co-ordinator:

Prof.AjitNaik

Mobile:

91-9724993125

IQAC e-mail address:

principalskpcc@gmail.com

1.3 NAAC Track ID(For ex. MHCOGN 18879)

GJCOXX12499

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)

EC/(SC)/03/RAR/41
Dated 24-09-2014

1.5 Website address:

www.kpcommerce.org

Web-link of the AQAR:

www.kpcommerce.org/aqar
Date:03/06/2017

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 st Cycle	B++	83.80	2005	5 Yrs
2	2 nd Cycle	A	3.02	2014	5 Yrs
3	3 rd Cycle				
4	4 th Cycle				

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

18/1/2006

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

2015-2016

1.9 Details of the previous year's AQAR submitted to NAA 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)

1.10 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)

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, Surat

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-CE

GC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

2.14 Significant Activities and contributions made by IQAC

The college 'applied for UGC-CPE grant' but the grant was not sanctioned as there was no permanent principal during that tenure

- 'NET/SLET Classes' were started to guide students.
- 'Remedial Classes' were set up to help students improvise the needed subjects.
- Books are given on a yearly basis to students from Book Bank.
- Financial assistance to financially weak students is given from 'Student Welfare Fund'.
- To enhance the knowledge and skills of the faculty members, the institution actively encourages faculty participation in 'Refresher and Orientation Programmes'
- The 'Research Cell' is continuously engaged in guiding students for Research projects, presentations and motivates students to understand the growing importance of genuine Research in today's times.
- 'Mrs. Fatema Bibi', was enrolled under Junior Research Fellowship scholarship.
- Continuous incentive and encouragement is provided to sportsmen. During the year an amount of ₹ 10,000/- was given to Rinkesh Dhanani for participating in International Yoga Competition at Beijing, China.

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 2015-16 was decided in the beginning of the year.	Each committee during the year carried out varied activities, a report of which is published in the college annual magazine
Committees for various curricular, co-curricular, extra-curricular and administration and research activities were constituted	“ ಸಿಓಸಿಒ. The highlights of all these committees are displayed on college website.

* Attach the Academic Calendar of the year as Annexure.

2.16 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

Criterion – I**1. 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	1 (M.Com.)		1(M. Com. Honours)	
UG	1 (B.Com.)		1(B. Com. Honours)	
PG Diploma				1(Tax Mgt.)
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	2		2	1

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options**(ii) Pattern of programmes:**

Pattern	Number of programmes
Semester	UG(6)+ PG(4)+HONORS(10)
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) ☐

****Please provide an analysis of the feedback in the Annexure***

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

Yes, F.Y. B.Com.(Semester and External) and M.Com. I syllabi of all courses have been revised.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	30	3+3(self – finance prog)	20	---	04

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
							4		4	

2.4 No. of Guest and Visiting faculty and Temporary faculty 5

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	2	7
Presented	5	7	4
Resource Persons	--	3	--

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

ICT, Group Discussion, Presentation, Field trips, Case Studies, Business Games, documentaries, Research projects, Group Assignments, Summer training (4-6 weeks) for S.Y. B.Com. HONORS students are conducted each year.

2.7 Total No. of actual teaching days 180 days
during this academic year

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 6

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	2456	9.20	30.90	30.74	5.90	89.86
PG	177	42.37	56.50	7.34	1.13	93.22
B.Com. HONORS	169	11.83	20.71	35.50	17.16	83.26

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

As Sir K. P. College of Commerce is an affiliated college, it is expected to implement all the decisions of the university relating to quality assurance. The IQAC cell takes topmost care to ensure that all the decisions of university are scrupulously implemented. The IQAC Cell of the college puts in rigorous efforts to ensure that the monthly teaching plans are executed with minimum variations. The IQAC Cell constantly monitors the performance of various committees formed for carrying out the scheduled activities as planned during the year.

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	07
HRD programmes	--
Orientation programmes	04
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	--
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees Peon + Clerk	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily Peon + Clerk
Administrative Staff	05 + 09	04+02	02+01	04 + 02
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

- The college has a 'Research and Extension Cell' and 'Research Committee' to sensitize and inject a positive atmosphere for Research amongst the faculty members and students .
- Teachers are granted 'Duty Leave' for participation in seminars, conferences and workshops
- The college can boast of a vast physical infrastructure with well-equipped Research and Extension cell, full Wi-Fi covered campus, latest library books, journals, infolibnet and e-library to cultivate an atmosphere to promote research. The IQAC Cell keeps an eagle's eye in maintaining and upgrading these facilities for researchers and students.

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	4	5	1
e-Journals			
Conference proceedings	5	7	4

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	1390	1390
Any other(Specify)				
Total			1390	1390

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 CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

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 From Management of University/College

Total

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

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

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 State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

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 State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

- Various seminars on 'Career advancement, soft skill enhancement' , Employability Quotant' , 'Entrepreneurial Encouragement' and 'Women Empowerment' were organised.
- 'Yoga Day' and 'Women Empowerment day' were celebrated with full energy and enthusiasm.
- A special programme on 'Women and Child Development' was organised to provide guidelines to female students.
- World Preventive Health Care Day was celebrated.
- A number of educational seminars were organised for the students.
- The NSS students actively took part in 'Beti Bachao Beti Padhav Andolan', Swatch Bharat Abhiyan' and 'Dumas Seashore Cleaning'.

- A VarshikShram Shibhir was organised.
- A special programme on 'Save and Care Women' was organised.
- A voluntary Blood Donation Camp was organised in the college where students donated 75 bottles of blood to the blood bank.
- Poster Drawing Completion and Essay Writing Competitions were organised.
- A sapling plantation activity was conducted by NSS volunteers by planting 100 saplings in the vicinity near the college campus.

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. mts	---	---	16,336.14 Sq. mts.
Class rooms	20	---	---	20
Laboratories	03	---	---	03
Seminar Halls	02	---	---	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	235			235
Value of the equipment purchased during the year (Rs. in Lakhs)	2.88			2.88
Others				

4.2 Computerization of administration and library

- Principal, Vice Principal, Administrative Office, Class rooms, Multimedia Hall, Library and Conference Hall of the campus are fully computerised and equipped with Wi-Fi connectivity.
- The college library has 'Research and Promotion Lab' with 5 cubicals and computers for researchers.
- Use of Soul 2.0 software in the library.
- Use of Bar Code Technology in the library.
- Online Access of Books/ Journals through N-LIST Programmes from INFLIBNET

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1,375	64,875	35	3,500	1,410	68,375
Reference Books	46,632	58,19,382	543	2,98,429	47,175	61,17,811
e-Books	--	--	--	--	--	--
Journals	72	86,291	--	--	72	86,291
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	59	--	--	--	59	---
Others (specify)	3,870	--	--	--	3,870	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	59	02	03	07	02	01	05	174
Added	--	--	--	--	--	--	--	--
Total	59	02	03	07	02	01	05	174

Note: Others include Laptops, Projectors, Laser Printers, Xerox Machines, T.V.

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

- The whole campus has been equipped with Wi-Fi connectivity.
- A Computer Lab and Language Lab are the highlight of the college with provides opportunity to students to enrol in short-term courses and enhance skills.
- The Library has a 'Research and Promotion Lab' which is also equipped with 5 cubicals and computers with Wi-Fi connectivity.
- Online Access of Books / Journals through N-List Programme from INFLIBNET
- Each classroom is equipped with Projectors and Amplifiers to enhance teaching impact. The teachers have access to personal Laptops on which they teach by showing presentations and Documentaries thereby making the study interesting

4.6 Amount spent on maintenance in lakhs :

i) ICT (Computers)

26,012

ii) Campus Infrastructure and facilities

4,40,165

iii) Equipments (Xerox)

7,500

iv) Others

Total :

4,73,677

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC serves as a boost up to various committees and helps in designing students support services regularly. The prime motto of IQAC is to motivate students to participate, give views and fruitful suggestions for the enhancement of quality of teaching and learning environment. A parallel support branch in the form of grievance Redressal Cell, Sexual harassment Cell, Career guidance and Placement cell are active for the students' support.
- Over and above, a number of seminars, job fairs and campus placements were made.
- A seminar on Prime Minister Kaushal Vikas Yojana was organised on 21/7/2015.
- Seminar on Civil Services as a Career option was organised on 28/7/2015.
- A seminar on Right to Information Act was organised on 29/7/2015.

- CHM 'O' level Hardware Programme for ST and SC students was conducted from 1/8/2015 to 3/8/2015.
- A seminar on "Career in Designing" was organised on 4/8/2015.
- A seminar on 'Motivation and Career Development in CFA' was organised on 8/8/2015.
- A seminar on "Importance of Skill Education" was arranged on 24/8/2015.
- 'How to face Interview ??' – A seminar was organised on 25/8/2015.
- A seminar on Career in Aviation, Hospitality, Travel and Customer was organised on 28/8/2015.
- A seminar on 'Opportunity in Financial Markets' was organised on 3/9/2015.
- A seminar on 'Opportunity in Export and Import' was organised on 8/1/2016.
- A seminar on 'Opportunity in Banking' was organised on 8/1/2016
- A Counselling session on Hardware and Networking was organised on 9/1/2016.
- A counselling session CMA- Cost and Management Accountants was organised on 24/1/2016.
- A seminar on 'Career in Aviation, Hospitality and Travel Sector' was organised on 28/1/2016.
- A seminar on Career Counselling was organised on 28/1/2016.
- The college publishes details of all these student support programmes in the college Annual Magazine "सुखसुख"

5.2 Efforts made by the institution for tracking the progression

- With a huge mass of students base, it is not feasible to ascertain and report students progression once they complete their studies.
- This year 9 Companies visited the college for campus placements in the 'Job Fair' in January 2016.
- An 100 hours training session for T. Y. B.Com. Students was conducted by TATA consultancy services, where 45 students actively participated and benefited.
- Efforts are made to help and guide present as well as past students to inform them about existing job opportunities. Data of interested students are collected and sent to various companies as and when vacancies arise and they approach the placement cell.
- This year 113 students were selected and short listed by reputed Companies .

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2493	193	--	--

(b) No. of students outside the state

(c) No. of international students

NII

No	%
1,049	39.05%

Men

No	%
1,637	60.94%

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
844	224	368	1,238	08	2,682	816	243	379	1,232	11	2,686

Dropout % 1.82%

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

- Majority of the students intend to proceed with PG courses or appear for competitive exams in the college for future prospects. These students are given special guidance from faculty members and the 'Planning and Career counselling committees' by inviting eminent experts of various fields as CA, ICWA, CFA, Outsourcing, Import Exports and many more, to give students a lead for future opportunities.
- The library gives book support by providing books for competitive exams and Online Access of Books / Journals through N-List Programme from INFLIBNET
- Wi-fi connectivity in the campus.
- The college has started NET/SLET coaching classes for weekend to guide and prepare students who desire to pursue teaching as a career.
- Students are constantly encouraged to participate in workshops and seminars providing guidance for the same.
- Students preparing for TOEFL, GMAT who intend to go abroad for future studies are also extended full faculty support for the preparation.
- Facility of Research Lab for staff and students.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="--"/>	SET/SLET	<input text"="" type="text" value="--"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input text"="" type="text" value="--"/>	Others	<input 148="" 459="" 476"="" 553="" data-label="Section-Header" type="text" value="---</input></td> </tr> </table> </div> <div data-bbox="/> <h4>5.6 Details of student counselling and career guidance</h4>		

The career counselling and placement cell is headed by Prof. Anuradha Vakharia along with three other faculty members and unlimited support from the I/c Principal, Vice Principal, faculties and administrative staff. Under the 'Udisha Club', 8 companies came for campus interviews for T.Y. B.Com. and M.Com. students for part time and full time employment requirements. A notable number of students (113) were selected and short listed by these companies. A number of seminars, lectures and training programmes were arranged to provide useful information and guidance to students on varied aspects of successful career building. 25 different types of programmes were organised by the career guidance committee during the year 2015-2016.

- A seminar on Prime Minister Kaushal Vikas Yojana was organised on 21/7/2015.
- Seminar on "Civil Services as a Career Option" was organised on 28/7/2015.
- A seminar on "Right to Information Act" was organised on 29/7/2015.
- CHM 'O' level Hardware Programme for ST and SC students was conducted from 1/8/2015 to 3/8/2015.
- A seminar on "Career in Designing" was organised on 4/8/2015.
- A seminar on 'Motivation and Career Development in CFA' was organised on 8/8/2015.
- A seminar on "Importance of Skill Education" was arranged on 24/8/2015.
- 'How to face Interview ??' – A seminar was organised on 25/8/2015.
- A seminar on "Career in Aviation, Hospitality, Travel and Customer" was organised on 28/8/2015.
- A seminar on 'Opportunity in Financial Markets' was organised on 3/9/2015.
- A seminar on 'Opportunity in Export and Import' was organised on 8/1/2016.
- A seminar on 'Opportunity in Banking' was organised on 8/1/2016
- A Counselling session on "Hardware and Networking" was organised on 9/1/2016.
- A counselling session "CMA- Cost and Management Accountants" was organised on

24/1/2016.

- A seminar on 'Career in Aviation, Hospitality and Travel Sector' was organised on 28/1/2016.
- A seminar on Career Counselling was organised on 28/1/2016.
- 100 hours training to T.Y. B.Com. students was given from TATA Consultancy services (Campus to Corporate) from 17/3/2016 to 31/3/2016.

A part from these on record events, the cell also proactively works on students showing symptoms of stress, depression, socio-psychological disturbances and emotionally disturbed ones by approaching them personally and confidentially counselling them, if needed along with parents also, to sustain overall development of the child.

No. of students benefited

522

5.7 Details of campus placement

Number of Organizations Visited	<i>On campus</i>		<i>Off Campus</i>
	Number of Students Participated	Number of Students Placed	Number of Students Placed
9	522	113	Data unavailable

5.8 Details of gender sensitization programmes

Various programmes related to gender sensitization were arranged during the year as:-

- Lecture on 'Importance of Breast Feeding' for female students.
- Participation in Aids Awareness Rally.
- Participation in 'Save a Girl Child Rally' by NSS students.
- Seminar on 'Women Empowerment' by eminent speaker Mrs. Maharukh Chichgar.
- Seminar on 'Women Entrepreneurial Dynamics' by Mrs. Monica (Jainam Fashion) and Mrs. Binny Mehta(Leela Jewels)

5.9 Students Activities

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

State/ University level

26

National level

5

International level

--

No. of students participated in cultural events

State/ University level

65

National level

--

International level

--

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

Sports :State/ University level

23

National level

--

International level

--

Cultural: State/ University level

10

National level

--

International level

--

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	2682	7,87,75,652
Financial support from government	---	---
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 – VI

6. Governance, Leadership and Management

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 as online Admission process, students Admission, Students Record keeping, 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

As this college is one of the oldest institute in Surat, it has the most senior and expert faculties where majority of the Head of the departments of prominent subjects as Economics, English, Accountancy, Commerce and Statistics are the members of the Board of Studies at Veer Narmad South Gujarat University. These teachers play a prominent role in framing of syllabi for all subjects at University level.

It is necessary to note the significant role of all other staff members also who are a part of the subject committee for restructuring the syllabi for Curriculum Development.

6.3.2 Teaching and Learning

To help students focus and increase audibility of teachers in class room, amplifier system are installed in each classroom and each faculty is equipped with their own MIC Audio Visual technique of teaching is adopted for which each class is equipped with LCD projectors. This system helps in increasing the impact and effectiveness of teaching.

6.3.3 Examination and Evaluation

Apart from regular university exams, the internal examinations are conducted at the college level. The teachers constantly evaluate students performance by organising class presentations on topics assigned to them.

6.3.4 Research and Development

- Teachers registered under the Ph.D. and M. Phil programmes are pursuing their doctoral researches.
- Full support and guidance is provided to all faculty members to pursue their studies with infrastructural library and E-support.
- Participation of teachers in Workshops, Orientation Programmes and Refresher Programmes is encouraged.
- Duty leave is sanctioned to teachers for attending seminars, workshops, faculty development programmes and training programmes.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Sir K. P. College of Commerce has a proud history as it is the oldest college with valued heritage, infrastructure and enriched library.

Library:

- In the library special provisions are made to preserve old books and journals. Books are hard bound and termite and pest control treatments are carried out whenever needed. Computerised Book Entries, stock taking is done at the end of every academic year and all the students as well as staff members have to return the books issued to them.
- Books for Competitive Exams to benefit researchers, faculty and students.
- Book Bank facility is provided to poor students.
- Online Access of Books / Journals through N-List Programme from INFLIBNET
- Study material is also available in the form of CD's and DVD's.
- A large reading room with 32 separate reading cubicles is a highlight of the college library.
- A separate "Research and Promotion Cell" with 5 computers helps researchers focus on work with Wi-Fi connectivity.

ICT:

- The college adopts policies and strategies for adequate technology deployment and maintenance. The ICT facilities and other learning resources are adequately available in the college for academic and administrative purposes.
- Keeping pace with latest developments in technology, each classroom of the college is equipped with projectors. Each faculty member conducts academic sessions on laptops with elaborate presentations, documentaries and videos to enhance clarity of the study. Power point presentation by students on research projects and assignments are encouraged periodically.
- A multimedia Language Lab and Commerce Lab provides opportunities for hands on practical training to students.

Physical Infrastructure:

The college owes an enviable eco-friendly lush green campus with trees, plants and medicinal herbs. There are 20 classrooms fully equipped with technology to aid the students. In addition to this we have a :

- Spacious staff room
- Ladies room for female students.
- Principal's Office
- Vice Principal's Office
- Well organised well equipped administrative office.
- NSS office
- NCC Office.
- Well equipped and Spacious library.
- Gymkhana with Sports Library.

Recreational Spaces for staff:-

The college has a spacious and airy staff room with all necessary facilities as a pantry with refrigerator, microwave oven, water purifier, cooler etc.

- There is a separate magazine rack for display of latest magazines, journals and periodicals for the study of teachers.
- A separate LCD television is also set up in the staff room.
- For facilitating research and necessary paper work, a computer with scanner, printer and Xerox machine is installed. Each teacher has been given laptop.
- For the administrative staff, there is a big administrative office established on the campus and all necessary equipments are installed in it. A separate dining space and a refrigerator are also provided for the administrative staff.

Recreational spaces for students:

- There is a separate girls and boys rest room available on the campus. There is a drinking water facility with purifier installed on the campus.

Auditorium:

The 'Commerce Bhavan' is a separate building within the campus where majority of the co-curricular and extra-curricular activities are conducted.

- There is a multi-media hall with 265 seats. Majority of the conferences, seminars are held in this auditorium which is adequately equipped with mikes, audio system, projectors, dias and podium.

Parking:

- Well-designed entry and exit.
- There is a separate parking space allotted for Girls, Boys and Teachers.

Campus :

- To encourage students to study in an eco-friendly environment, benches are placed below all trees where students can sit.

Canteen:-

- A hygienic canteen is at reasonable rates.
- Regular inspection of food quality is done by the committees.

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 , second year HONORS students undergo compulsory SUMMER TRAINING for 4 to 6 weeks in the field of Marketing or Financial sector. To facilitate this requirement, the college has made collaborations with Banks, Stockbroking firms and various agencies to support the students .

6.3.9 Admission of Students

The entire admission procedure is centralised and admissions are given purely on merit basis. However, counselling the students after admission for selection of subjects is done by the admission committee for the First Year students.

An orientation programme is conducted for the HONORS students to give them a preview of the whole course which is uniquely designed.

6.4 Welfare schemes for

Non teaching	A credit co-operative society is set up which covers welfare measures as providing loans, uniforms and maintenance expenses to the needy staff. Staff is allowed financial assistance in the form of advance during festival season or during emergency. Financial support is given to children of non-teaching staff.
Students	The college runs a co-operative store which provides Books at the most concessional rates. Scholarships are provided to the deserving students and under privileged.

6.5 Total corpus fund generated

14,36,650/-

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 NatvarlalVepari& 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 the resolution of the University for according autonomy to the affiliating college.

6.11 Activities and support from the Alumni Association

- The Alumni Association consist of members of LAC who are responsible for many policies for developing infrastructure and networking with the college.
- Meeting are conducted at regular intervals.

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

With the emerging requirements, computer training as and when required is arranged for the support staff.

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

- The college can boast of one of the best lush green eco-friendly campus with an enviable atmosphere consisting of plants, trees and medicinal herbs.
- At regular intervals, tree plantation activity is undertaken.
 - Medicinal plants as AshokaVruksh are within the campus.
 - The Campus Development and Environment Committee constantly monitors cleanliness and maintenance of the lawn and plants.
 - Solar panels are installed in the campus.

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 save 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 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.
- **The wall magazine "Pushpanjali"** reflects the ideas and originality of the budding and young students of K.P. College.
- **Our annual College Magazine "सुखसुख"** provides a perfect platform to project to the outside world the achievements of the college .
- KPians are always encouraged to apply online for competitive examinations (CAT/NET/SLET) and online job applications from the library computer lab.
- The Notice Board at the college informs the students of all competitive exams such as Bank, GPSC, PSI, Talati, LIC, NICL, Post Office etc.

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

- It was decided to pay scholarship through Bank Account.
- Close circuit (CCTV) cameras have been installed in all classrooms, corridors, offices and library.
- New e-journals are available in the 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*)

- I. As an initiative to encourage bright students to enter in teaching line, the college has started special coaching for NET/SLET exams. Expert and qualified faculties are invited to guide the students.
- II.
 - The career counselling committee works enthusiastically to guide and shape the careers of students. During the year, 25 different programmes were organised within the college .
 - A job fair for T.Y. and M.Com. was organised, where prominent 8 companies came for campus recruitment.
 - 15 seminars on varied fields were organized to guide and gain an insight of different vocations to students.
 - 100 hours training by TATA consultancy services.

7.4 Contribution to environmental awareness / protection.

- Installing Power Saving Gadgets and selecting the most energy-efficient models when replacing the old appliances.
- To increase the awareness among the students, special lectures by experts and slogan competitions are organised in the college.
- Turning off electrical appliances when not in use to reduce phantom load
- Printing on both the sides of the sheets to control usage of paper.
- Tree Plantation in the campus.

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:

- Well qualified and experienced teaching faculty.
- Very healthy teaching learning approach, attitude and practices.
- Open and easily accessible self library with Internet Research Lab, cubicles, Language Lab and Book Bank facility.
- A sports centre with all badminton Court, baseball, cricket ground and indoor and outdoor games.
- Separate NCC office for NCC cadets (100 Boys and 20 Girls)
- Separate NSS office.
- A Co-operative store for students.
- Well designed Parking and entry exit systems.
- Eco-friendly environment.
- Strong Alumni Association support
- Use of ICT in teaching and learning.

Weakness:

- Affiliating University lacking provision for according autonomy the colleges.

Opportunities:

- To add more skill oriented courses .
- To provide more guidance and coaching for competitive exams.
- Increasing Employability of students.
- First choice college status.

Challenges :

- Increasing number of students resulting in compulsion for admitting number of students beyond UGC norms.

8.Plans of institution for next year

- Arranging for National Conferences.
- Inter Collegiate Competitions.
- Social and Environment Awareness Programme
- More interactions with Industry.

Name PROF AJIT. N. NAIK

Name DR. M.R. NORONHA

Amink

Signature of the Coordinator, IQAC

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