

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)

YEAR - 2016-2017

Part – A

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:

Prin. Dr. Martina Noronha

Tel. No. with STD Code:

0261-2240057

Mobile:

9998221321

Name of the IQAC Co-ordinator:

Prof. Ajit Naik

Mobile:

9724993125

IQAC e-mail address:

principalskpcc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

GJCOXX12499

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 24-9-2014

1.5 Website address:

www.kpcommerce.org

Web-link of the AQAR:

Kpcommerce.org/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 st Cycle	B++	83.80%	2005	5years
2	2 nd Cycle	A	3.02	2014	5years
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

18 – 01 – 2006

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

2016-17

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

- i. AQAR 02-06-2017 (2014-2015) (DD/MM/YYYY)
 ii. AQAR 25-07-2017 (2015-2016) (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 ☐

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 ☐

1.11 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

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

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Veer Narmad South Gujarat
University Surat

1.13 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	--
UGC-Special Assistance Programme	--	DST-FIST	--
UGC-Innovative PG programmes	--	Any other (<i>Specify</i>)	--
UGC-COP Programmes	--		

2. IQAC Composition and Activities

2.1 No. of Teachers	08
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	01
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	-
2.9 Total No. of members	13
2.10 No. of IQAC meetings held	04
2.11 No. of meetings with various stakeholders:	No. 04 Faculty 04
Non-Teaching Staff Students	04 Alumni 04 Others 04

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

- ✓ Recent Political Trends and Globalization
- ✓ Research Methodology
- ✓ GST and its Implications on E-Commerce

2.14 Significant Activities and contributions made by IQAC

The IQAC plays an active role in internalising a culture of quality within the college. This culture is maintained and sustained by several initiatives taken by the cell through out the year. The IQAC of the college provides valuable guidance and assistance as and when needed. It has made remarkable modifications in the teaching-learning process of the college and strives hard in organizing best programmes of different committees. Following contributions were made by IQAC during the year...

- ✓ Documentation
- ✓ NET/GSET classes
- ✓ Remedial classes
- ✓ Student Book Bank
- ✓ Student Aid Fund
- ✓ Motivating teachers to appear in CCC+ exam. Total nine teachers qualified CCC+ exam
- ✓ Digital English Learning Lab (DELL)
- ✓ Research Cell Activities
- ✓ Organize Seminar and Conference.
- ✓ 100 hours Training Programme “Campus to Corporate” for SC,ST and OBC students by Tata Consultancy Services
- ✓ Tally Accounting Classes

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
<p>The Plan of Action for the year 2016-17 was decided in the beginning of the year.</p> <p>Committees for various curricular, co-curricular, extra-curricular and administration and research activities were constituted.</p>	<p>All the committees carried out various activities and their reports have been published in our annual magazine “Sahasam”</p> <p>The highlights of all these committees are displayed on college website.</p>

* 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

Local Administrative Committee

Provide the details of the action taken

Planning and execution of various activities of above committees were continuously monitored 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	01	-	-	-
PG	01	-	01	-
UG	01	-	01	-
PG Diploma	-	-	--	01
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	03	-	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), 4 (PG) , 10 (HONS)
Trimester	--
Annual	01

1.3 Feedback from stakeholders*

(On all aspects)

Alumni	<input type="checkbox"/>	Parents	<input type="checkbox"/>	Employers	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>
Mode of feedback :	Online	<input type="checkbox"/>	Manual	<input checked="" type="checkbox"/>	Co-operating schools (for PEI)	<input type="checkbox"/>	<input type="checkbox"/>

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

Yes, all the heads of the departments are also the members of Board of Studies they contribute in revision and update of syllabi. Constructive Feedback and suggestions are invited from respective faculty members by Head of the departments and in this way all teachers are involved positively in this process. During the year 2016-17 S.Y.B.COM and M.COM-II Semester and External syllabus of all courses were revised.

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

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
30	3+3	20	-	04Adhyapak Sahayak

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
--	--	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

05

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	70	16
Presented papers	10	36	46
Resource Persons	-	02	-

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

Principal and Academic staff makes efforts to make the teaching and learning process more innovative and updated. Following practices are adopted to develop various skills as well provide practical knowledge to students apart from classroom teaching.

- ✓ Case studies
- ✓ Business games
- ✓ Viewing and discussions of documentaries and movies
- ✓ Research Projects
- ✓ ICT
- ✓ Group Discussion
- ✓ Presentations
- ✓ Field Trips
- ✓ Summer Training for S.Y.B.COM Honours Students

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

180

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

-	-	05+02
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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	2613	6.05	25.68	32.38	29.28	93.38
PG	208	17.79	47.12	17.79	17.03	79.10
HONORS	171	7.01	14.03	29.24	19.30	62.57

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

The IQAC cell takes utmost care to ensure that all decisions of the University towards quality enhancement are scrupulously implemented. IQAC periodically conducts meetings and discussions to enhance teacher effectiveness. Head of the Department and Senior teachers discuss future plans of the college and prepare academic calendar and teaching plans. IQAC reviews functioning of various committee of the college as a part of quality enhancement measures. Feedback from students on curriculum and teaching and learning .

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	01
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	07
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	06	---	---	---
Technical Staff	---	---	---	---

Criterion – III

3. Research, Consultancy and Extension

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

A research committee is formed to enhance research potential and knowledge sharing. Following initiatives were undertaken to promote research climate in the college.

- ✓ One day Seminar on “Research Methodology” was organized. Two resource persons shared their research experience, discussions on statistical tools were held by them.
- ✓ Research projects were undertaken by students of Honours programme.
- ✓ Training sessions are organized for the students undertaking research projects.
- ✓ 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	17	24	-
Non-Peer Review Journals	-	-	-
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	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	03	College	1394/-	1394/-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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	Level	International	National	State	University	College
	Number		01			
organized by the Institution	Sponsoring agencies		02			

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

03

4

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

03

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

JRF 01 SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level 397 State level 05
National level 02 International level -

3.22 No. of students participated in NCC events:

University level 04 State level 02
National level 04 International level -

3.23 No. of Awards won in NSS:

University level - State level 01
National level - International level -

3.24 No. of Awards won in NCC:

University level 05 State level 01
National level 01 International level -

3.25 No. of Extension activities organized

University forum	-	College forum	-	
NCC	57	NSS	30	Any other -

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

Efforts are made to realize Institutional Social Responsibility by ideals of Vision Mission of the college by sensitizing students & teachers on ISR and outreach programmes and their impact. Following activities were undertaken in the direction of ISR.

- ✓ Two Blood Donation Camps
- ✓ Tree Plantation Programme
- ✓ Swachhta Abhiyaan
- ✓ Display of Competition pictures to inspire students about cleanliness, tree plantation and Environment conservation
- ✓ Poster competition (Theme: Beti Bachavo beti padhavo, Unity in Diversity)
- ✓ Fancy dress costume competition on Unity in Diversity
- ✓ Ekta Chain on Beti Bachavo beti padhavo, Unity in Diversity, Airport connectivity in Surat
- ✓ Tiranga Flag March
- ✓ National Song ceremony
- ✓ Organ Donation Awareness Programme
- ✓ Essay Competition on cleanliness
- ✓ Oath for cleanliness
- ✓ Cleanliness awareness rally
- ✓ Blood donation awareness rally
- ✓ Blood donation awareness seminar
- ✓ Essay competition on voting awareness
- ✓ Poster Competition on voting awareness
- ✓ Programme on Awareness of Cashless Transaction
- ✓ Programme on "Be Good Do Good"
- ✓ Celebration of Republic & 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	1633614 Sq. mt.	-	-	1633614 Sq. mt.
Class rooms	20	-	-	20
Laboratories	03	-	-	03
Seminar Halls	02	-	-	02
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.	235	02	UGC	237
Value of the equipment purchased during the year (Rs. in Lakhs)	2.88	6,25,416/-	UGC	2.88
Others				

4.2 Computerization of administration and library

- Administrative office is computerized.
- Library: Library has been automated using the Library Management Software SOUL. SOUL is user friendly software framed to manage issue , return and record of books , magazines and journals.
- Wi-Fi connectivity in campus.
- 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	1410	68375/-	90	8550/-	1500	76925/-
Reference Books	47175	6117811	577	249965	47752	6367776
e-Books	--	--	--	--	--	--
Journals	--	--	71	96196	--	--
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	59	--	--	--	59	--
Others (specify)	13 newspapers		13		13	
	3814 Bound Periodicals		107		3977	

4.4 Technology up gradation (overall)

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

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

- ✓ 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 8 cubicals and computers with Internet 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 :

i) ICT	36,224/-
ii) Campus Infrastructure and facilities	3,62,365/-
iii) Equipments	7,500/-
iv) Others	-
Total :	4,06,089/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC and different committees are designed in such manner that students involvement in form of giving ideas and suggestions to enhance the quality of student life and to encourage their participation in meetings etc . is established. IQAC of the college plays an important role in enhancing student involvement in college activities and thus facilitate inclusive education. Career guidance and Placement Cell are active for students support. Job fairs have been organized. Various seminar on

- ✓ UPSC/GPSC guidance guest lecture was organized
- ✓ Aptitude test was conducted at all India Level
- ✓ “Life skill “ development lecture was organized
- ✓ “Campus to Corporate” 100 hours training programme was conducted with support of Tata Consultancy Services. 03 students were selected .
- ✓ “Resume Preparation” guest lecture was organized whereby students prepared their Resume.
- ✓ Guest lecture on “The Right to Information Act” was organized to equip students with knowledge of using this act in right manner.
- ✓ “Career in Law” guest lecture was organized for students interested in Law. Principal of Law College was invited to guide the students in this field
- ✓ Guidance for “Self Employment Programmes” was provided to students under “ Bank Of Baroda Swarojgar Yojna”.
- ✓ One Week Training for “English Improvement Communication Skills” was conducted.

5.2 Efforts made by the institution for tracking the progression

- Personal advice, counseling and guidance is made available to students through mentoring at all levels of college. Students are free to meet all the teachers after class also. This helps the teachers to know the students personally. The teachers keep attendance record, academic performance etc. and give guidance where necessary on matters pertaining to academics.
- Teachers are also chairman and members of different committees so that even hunt talents from classrooms and provide them platform for other curricular, co-curricular and extension activities. Teachers also motivate the students to participate in different activities at Regional, State and National level to enhance skill and required qualities in students which help in holistic development of the students.
- Remedial coaching for all classes is provided regularly.
- Post graduate students are mentored and coaching is provided for NET/GSET examinations by qualified teachers.
- Job fairs were organized and 161 students were placed in different organisations.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2746	227	--	--

(b) No. of students outside the state

(c) No. of international students

Men	No		%	
	UG 1091		39.73%	
	PG 68		29.96%	

Women	No		%	
	UG 1655		60.27%	
	PG 159		70.04%	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
816	243	379	1,232	11	2,686	972	237	430	1329	13	2973

Demand ratio 100% Dropout 0.22%

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

- ✓ Classes for NET/GSET are run by the college on every Sunday public holiday.
- ✓ Guest lectures and Seminars are organized on preparation for UPSC,GPSC and Aptitude test, Net Junior Research Fellowship for M.Phil & Ph.D are organized.
- ✓ Books for Bank exam, competitive exams, NET/GSET exams in library.
- ✓ WIFI facility in 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.

No. of students beneficiaries 1500

5.5 No. of students qualified in these examinations : DATA NOT AVAILABLE

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Student Support Mechanism extends counseling assistance to students with psychological, academic and social concern. The college also conducts seminars on life skills. All career guidance and placement activities are undertaken by UDISHA (Universal development integrated employability skills through higher education agencies).

UDISHA is a placement initiative taken up by the Commissioner, Higher Education, Department of Education and Government of Gujarat. Its aim is to bridge the gap between employee and employer.

The Career Guidance Cell provides comprehensive support in the area of training and placements for both undergraduate and post-graduate students. The cell organized various soft skill development programme to increase employability. Following Seminars and Guest lecture were organized

- ✓ UPSC/GPSC guidance guest lecture was organized
- ✓ Aptitude test was conducted at all India Level
- ✓ “Life skill “ development lecture was organized
- ✓ “Campus to Corporate” 100 hours training programme was conducted with support of Tata Consultancy Services. 03 students were selected .
- ✓ “Resume Preparation” guest lecture was organized whereby students prepared their Resume.
- ✓ Guest lecture on “The Right to Information Act” was organized to equip students with knowledge of using this act in right manner.
- ✓ Awareness programme on “Anti Corruption” by support of Anti Corruption Bureau Surat was organized.
- ✓ “Career in IT” guest lecture was organized to guide students to make their carrier in IT
- ✓ Career in Chartered Financial Analyst (CFA)
- ✓ NET/GSET/ Junior Research fellowship
- ✓ “Career in Law” guest lecture was organized for students interested in Law. Principal of Law College was invited to guide the students in this field
- ✓ Guidance for “Self Employment Programmes” was provided to students under “ Bank Of Baroda Swarojgar Yojna”.
- ✓ One Week Training for “English Improvement Communication Skills” was conducted.
- ✓ Mock Interview as conducted before Job Fair to teach the students how to face interview.
- ✓ Two Job Fairs were organized : Campus Interview was held by the cell , 97 students were short listed for placement from the total students have registered in the first job fair and 61 students were short- listed in the second job fair held by the college.

No. of students benefited

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
10- 1 st Job Fair	248	97	-
05- 2 nd Job Fair	153	61	-
Tata Consultancy Services	100	03	-

5.8 Details of gender sensitization programmes

College strives hard in order to maintain a healthy atmosphere on the campus. As far as issues of gender and inclusion are concerned, there is a Sexual Harassment Cell in the college which looks after such issues. This cell organizes lectures and seminars on gender issues and all the students and teachers are suppose to attend them. The main motive of this cell is to enlighten students and teachers on the issue of sexual harassment and on gender discrimination.

As per the instructions given by the Government, we have formed a committee named Prevention of Sexual Harassment of Women students. We are proud to note here that since the college is established, not a single issue of sexual harassment has come up. All women students are given equal opportunity of self development without any constraints of gender.

The College organizes various programmes for Women Empowerment like Ekta chain on “Beti Bachavo , Beti Padhavo”, Poster Competition on “Beti Bachavo , Beti Padhavo” etc.

5.9 Students Activities

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

State/ University level 41 National level 08 International level -

No. of students participated in cultural events

State/ University level 32 National level -- International level --

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

Sports : State/ University level 20 National level 04 International level -

Cultural: State/ University level 03 National level - International level -

5.10 Scholarships and Financial Support ??

	Number of Students	Amount
Financial support from institution	2973	Rs.1550955/-
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:

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 on-going operations of the college are computerized whereby the administrative proceedings, students admission, students records, examination procedure reports financial records are generated which enables the Principal and the planners to take timely decisions.

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

6.3.1 Curriculum Development

The syllabus is reviewed and revised every three years by Veer Narmad South Gujarat University. The major restructuring is done periodically after taking into consideration the feedback from all the Members of Board of Studies from different colleges. The college follows the guidelines for the curriculum development set down by the University. 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

- ✓ The college is affiliated to Veer Narmad South Gujarat University and follows norms and regulations laid by it. Reforms like blinding of the original seat numbers and allotting dummy numbers, centralized assessment of Third year level answer books and Post graduate final answer books etc. are introduced.
- ✓ The Veer Narmad South Gujarat University has adopted CBCS since 2011.
- ✓ At university level, re-assessment of answer book is done at final semester at U.G. & P.G. level
- ✓ Semester and CBCS pattern is followed.

6.3.4 Research and Development

- ✓ Research Committee provides forum for knowledge sharing. In order to encourage research work, college has formed a Research Committee. This committee encourages students as well as faculty members to undertake research activities and also publish their work in recognized journals.
- ✓ Teachers who have registered for Ph. D. programme are pursuing their doctoral research. Full support and guidance is provided to all faculty members to pursue their Doctoral study.
- ✓ Duty leave is sanctioned to teachers for attending Seminars, Workshops, Faculty development programmes, Orientation programmes, refresher courses etc.

Following facilities are offered by the college to support staff and students undertaking research work:

- Enriched library
- Internet / Wifi
- Laptops / desktops
- INFLIBNET / E-library
- Separate reading cubicles in library
- Reprographic facilities
- Research lab

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library: College library is one of the oldest in this region and very rich in valued books and journals.

- ✓ Special provision is made to preserve its old books and journals. Books and journals are hard bound, termite and pest control treatments are carried out whenever needed.
- ✓ Stock taking is done at the end of every academic year.
- ✓ A book for competitive examination are purchased.
- ✓ Book Bank facility is provided to 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.
- ✓ Competitive exams Book Bank is also available from where students can acquire reading materials for various competitive exams like NET/SLET etc.
- ✓ Electronic Resource Management package for e-journals, e-books, online databases like N-list programmes of INFLIBNET etc. are made available.

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 rapid advancement in technology college has set up projectors in all the classrooms. All academic sessions are conducted through power point presentations.
- ✓ A multimedia Language lab DELL, Commerce lab and Research lab provides opportunities for hands on practical training to students.

Physical Infrastructure

- ✓ The college has a beautiful green campus and a fairly large college building consisting of 20 classrooms. In addition to the classrooms, we have:
 - A spacious staff room
 - A ladies room for girls
 - Principal's office
 - Vice-principal's office
 - An administrative office
 - NCC office
 - NSS office
 - A large reading room with 36 separate reading cubicles in the library.
 - A rich library
- ✓ Facilities for Staff:

We have a spacious and airy staff room on our campus and it has all the necessary facilities installed in it. There is a pantry in this staff room which has a refrigerator, a microwave oven, water purifier etc. In addition, for latest news and upgradation there is also a separate magazine rack and a television set maintained in the staff room. They also have a separate parking area for two as well as four wheelers.

For administrative staff, there is a big administrative office established on the campus and all the necessary equipments are installed in it. Furthermore, a separate dining table and a refrigerator are also provided to 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 purifiers also installed on the campus for students.

✓ Auditorium:

We have a separate building on our campus called Commerce Bhavan, which is specially designed for co-curricular activities. The Commerce Bhavan comprises of facilities like:

- A fully equipped multi-media hall
- A well-designed conference hall

Our auditorium is also equipped with facilities like OHP with screen, T.V., mikes, stage, etc. Also, we have a facility of elevator in our Commerce Bhavan.

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

Admission process is centralized and given by Veer Narmad South Gujarat University .
The College website, prospectus and handbook contain information about the institution and the programmes offered. The prospectus that highlights the details of various programmes of the College is prepared every year prior to the commencement of admissions. The prospectus also gives details of eligibility norms for admission. It is given to the applicants along with the application form. Proper counselling is done by the Admission Committee of the college to the students regarding selection of subjects and other procedure of the admission.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none">• Co-operative Society-Loan Facility• Medical facility
Non teaching	<ul style="list-style-type: none">• Loan facility• Credit purchase of many articles• Advance during festivals• Medical facility• Uniforms for the supportive staff• Washing allowance to supportive staff
Students	<ul style="list-style-type: none">• Students Co-operative Store• Students Aids fund• Book Bank• Remedial coaching• Scholarship schemes

6.5 Total corpus fund generated

15,50,955/-

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?

- ✓ University has a system of blinding seat numbers written on answer books before assessment
- ✓ Students can get the copy of assessed answer- book.
- ✓ Reassessment of answer-book is also allowed by the University

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

- ✓ The local Administrative Committee consist of members of Alumni Association and Management who frame various policies and contribute their support to the college.
- ✓ Meetings are conducted at regular intervals.

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

Computer training is provided as and when required for support staff.

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

The Campus Development Committee on a regular basis, makes a thorough environmental assessment of the campus and implements healthy ecological practices.

- ✓ Tree plantation activity is undertaken
- ✓ Medicinal herbs are planted in the campus
- ✓ Celebration of Environment Day
- ✓ Rangoli Competition on “ Environment Conservation” theme
- ✓ Swachhta Abhiyan
- ✓ Essay Competition on cleanliness
- ✓ Oath for cleanliness
- ✓ Cleanliness awareness rally

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.

Following are the innovations introduced in our college during last four years:

Classrooms

- ✓ Projectors, screens amplifier system were installed in every class room for the better teaching and learning experience.
- ✓ Every teacher is provided a laptop to prepare teaching plans and presentations.

Library

- ✓ INFLIBNET was installed in the library since 2010.
- ✓ Besides enriching our regular library, we have also set up e-dictionary library, multi-linguist library and various books for competitive exams.

Other innovations

- ✓ Internet and Wifi facility is made available in all offices, staffroom, library and students.
- ✓ CCTV cameras are installed in campus and videos of the same are displayed in Principal's office.
- ✓ Bio-metric system is installed for staff.
- ✓ Sports Motivation Centre, Commerce Laboratory, Research lab were also developed.
- ✓ Innovative and original posters, paintings, slogans and messages created by students are displayed under wall magazine "Pushpanjali" programme to enhance creativity and innovative ideas among the students.
- ✓ Our Annual magazine "Sahasam" provides a perfect platform to exhibit the essence of the students and teachers to the outside world.

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

- ✓ The college has also being recognized as a regional centre for conducting the examination of “Accounting Talent Search” conducted by Accounting Association of India.
- ✓ Mike system is introduced in all classrooms to facilitate learning.
- ✓ Important notices regarding exams, elections, competitions and others are communicated to the students via e-mail, sms etc.
- ✓ Yoga day was celebrated
- ✓ Orientation Programme for NSS and NCC students was organized
- ✓ Different programmes were organized by NCC, NSS, Cultural Committee, Career Guidance Cell, Pushpanjali and all other committees
- ✓ Two Blood Donation Camps were organized
- ✓ NCC students participated in Annual Training Camp and Army Attachment Camp
- ✓ NCC students participated in Thal Sena Camp
- ✓ NCC- Basic Leadership Camp
- ✓ NCC-Inter Group Camp
- ✓ NCC- National Integration Camp
- ✓ NCC- Special Narmada Tracking camp
- ✓ One National Conference and two Seminars were organized

7.3 Give two Best Practices of the institution

Best Practices initiated in the college to enhance the quality of teaching and learning as well as contribute to the Vision and Mission of the college are the activities conducted by Career Guidance cell. Remedial classes are conducted by the college. Classes for NET/GSLET were conducted.
100 hours training by TATA consultancy services. Job fairs are organised.

7.4 Contribution to environmental awareness / protection

The college seeks to promote the environmental protection. Sensitization to students on environmental issues and motivating them to promote environmental awareness is done. The college implement healthy ecological practices for waste management , water and energy conservation.

The college personally makes efforts to keep its campus and surrounding areas clean and green. Some of the initiatives taken are...

- ✓ Creating awareness among the staff and students regarding their role in environment protection by following the Reduce, Reuse, Recycle and Reform concept.
- ✓ Selecting the most energy efficient models when replacing the old electronic gadgets
- ✓ To increase the awareness among the students, special lectures by experts and various competitions are organized by the college.
- ✓ Turning off electrical appliances when not in use to reduce phantom load
- ✓ Paperless practice to communicate is adopted but if required printing on both sides of the sheets is done to control usage of paper .
- ✓ Celebration of Environment Day
- ✓ Activities related to Environment protection by NSS and NCC units
- ✓ Tree plantation Programmes by students

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

STRENGTHS:

- ✓ Well qualified and experienced teaching teachers
- ✓ Healthy teaching learning approach.
- ✓ Eco friendly environment.
- ✓ Use of ICT in teaching and learning.

WEAKNESSES:

- ✓ Affiliating University lacking provision for according autonomy to the colleges

OPPORTUNITIES:

- ✓ First- choice college status
- ✓ Increasing acceptability of students by industry

CHALLENGES:

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

8. Plans of institution for next year

- ✓ Increasing e-learning resources
- ✓ To organize International Conference in the subjects of Commerce

Name Ajit. N. Naik.

Name Dr. M. R. Noronha.

Amuk

M. Noronha

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Sir K.P.College of Commerce, Surat

Academic calendar 2016-17

<u>Month</u>	<u>Date/Week</u>	<u>Activities</u>
June	15/6/2016 to 31/08/2016	Enrolment of U.G. & P.G. students
	Last Week	Orientation Programme for F.Y.B.Com Students
	21/6/2016	Yoga Day Celebration
July	First Week	Orientation Programme for NSS &NCC Students
	Second Week	NCC-Combine Annual Training Camp
		A seminar on Investor Awareness
	Third Week	NCC- Army Attachment Camp
		NSS- Blood Donation Camp
		A Lecture on UPSC/ GPSC Exam & Aptitude Test
		NCC- Traffic Awareness Rally
August	First Week	Pushpanjali- Inter College Mehendi Competition
		NSS- Tree Plantation
		NSS- Cleanliness Drive at SMC School
		NCC- Thal Sena Camp
	Second Week	Cultural Committee-Patriotic Song Competition

		NSS- Prevention through Awareness Programme from India Renal Foundation
		A lecture on “Tips for success in Life”
		‘O’ Level Hardware Programme for S.C. & S.T. students by National Group
	15/8/2016	Independence Day Celebration
	Second Week	NSS-Poster Competition
		NSS- Fancy Dress Costume Competition on Unity in Diversity
		NSS- Oath Ceremony
	Third Week	NSS- Programme on “Organ Donation Awareness”
	Last Week	Planning Forum- Inter College Extension lecture on “ Research Paper Writing”
September	5/9/2016	Debate Committee- Pro.Suryakant Shah Essay Competition
	Second Week	Pushpanjali- Inter College Ex-Tempore Drawing Competition
	Last Week	Sports- Gujarat State Inter College Basketball (Men) League
		Sports-Gujarat State Inter College basketball (Women) League
		Students’ council Election
October	2/10/2016	Cleanliness Drive
	First Week	NSS-Essay Competition, Rangoli Competition & Class Decoration on Various Social Awareness Theme
		NSS-Awareness Rally for Blood Donation & Cleanliness

	3/10/2016 onwards	Internal Test and Additional Internal Test
	Second & Third Week	Sports- Organise Coaching Camp for University team 2016-17 Badminton (Men & Women)
	Third Week	NCC- Basic Leadership Camp
		NSS- Essay Competition & Poster Competition on Voting Awareness
	Last Week	NSS-100 Hour Training for S.T.,S.C., O.B.C. of T.Y.B.Com Students by TCS
November	Second Week	NCC-Inter Group Camp
	Third Week	NCC- National Integration Camp
		NCC- Special Narmada Tracking camp
	13/10/16 to 22/10/16	A.T.K.T. University Examination
	22/10/16 to 16/11/2016	Diwali Vacation
		NSS Camp during Diwali Vacation
	21/11/2016 to 31/11/2016	University Semester Examination
December	1/12/2016 To 14/12/2016	Assessment at University
	Third Week	NSS- Lecture on Awareness of Cashless Transaction
		Pushpanjali- Inter College Poetry Recitation Competition
		Pushpanjali- Inter College Handicraft Competition
		NCC- Combine Annual Training Camp
	Last Week	NSS-Blood Donation Camp

		Lecture on Resume Writing for T.Y.B.Com Students by National Group
		A seminar on RTI Act-2005
		Lecture on “Anti-Corruption Bureau” by National Group
		Lecture on Career in I.T.
		NSS- Blood Donation Camp
January	First Week	Lecture for Guidance on UPSC/GPSC Examination
		Cultural Committee- Students’ Council Days Celebration
		Lecture for Guidance on “Career in Chartered Financial Analyst”
		Guidance on “ Non-NET Junior Research Fellowship for M.Phil & Ph.D.
		NSS- Programme on “ Be Good Do Good”
	12/1/17	Pushpanjali- Essay Competition on Swami Vivekanand
	Second Week	Sports – Sarvajanik Cup Badminton (Women)
		Aptitude Test for T.Y.B.com. Students
	Third Week	Pushpanjali- Inter College Handicraft Competition
	26/1/2017	Republic Day Celebration
	Last Week	Sports- Coaching Camp for University Team Table Tennis (Men & Women)
		NCC- Combine Annual Training Camp

February	First Week	Planning Forum- Inter College Extension lecture on “Stress Management for Students”
		Lecture on “Career in Law”
		Lecture on “ Self Employment”
		Cultural Committee- Musical Morning
	Second Week	Sports-Sarvajanik Cup Handball (Women)
		Sports- Sarvajanik Cup Badminton (Men)
		Cultural Committee- State Level InterCollege Group Song Competition
		Debate Committee- Seminar on “Recent Political Trends and Globalisation” under Pro.Suryakant Shah Retirement Fund
	Last Week	National Conference on GST and Its Implication on E-Commerce
		NCC- Anti Tobacco Rally
March	First Week	Training Programme on English Improvement, Communication Skills, Mock Interview, Resume Preparation by National Group
		Sports- Coaching Camp for University Team Yoga (Men & Women)
	13/3/17 Onwards	Internal Test & Additional Internal Test
	Third Week	Job Fair & Campus Interview
		Prize Distribution Function
	Last Week	Sports- Sarvajanik Cup Handball (Men)
		Launching of College Magazine “SAHASAM”
April	3/4/17	A.T.K.T. & External University

	To 15/4/17	Examination
	17/4/17 To 27/4/17	University Semester Examination