

SHRI V. R. PATEL COLLEGE OF COMMERCE

MEHSANA - 384 002 GUJARAT

(Managed by Sardar Vidyabhavan Trust, Mehsana)

SELF-STUDY REPORT FOR ACCREDITATION



Submitted to

NATIONAL ASSESSMENT & ACCREDITATION COUNCIL
BANGALORE



COLLEGE STAFF - 2006-07



30th December, 2006

To
The Director,
National Assessment & Accreditation Council,
Bangalore.

Subject : Submission of Self Study Report.

Sir,

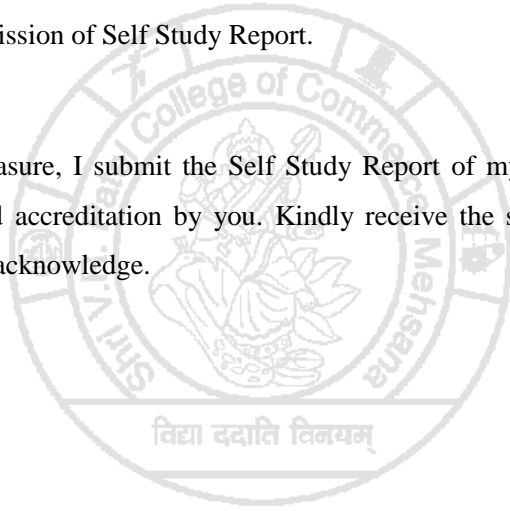
With great pleasure, I submit the Self Study Report of my college for its assessment and accreditation by you. Kindly receive the same for further procedure and acknowledge.

Thank you.

Yours truly,

(J.K.PATEL)
PRINCIPAL

ENCLS :
Five copies of S S R.
Five soft copies.





FOREWORD

I feel an extreme pleasure putting this Self Study Report of my college in lotus-hands of the National Assessment and Accreditation Council, Bangalore. In one sense this Report is the mirror of my college and its academic activities. We, myself and the team of my staff, have always been striving to achieve the higher altitudes. Still, I should admit that the idea of being assessed and accredited by the NAAC has surely accelerated our endeavours and our spirit. New portals of activities and progress have been opened by this. We have got a chance by this report to realize where we stand and has accelerated our stemina to march still further.

Since its initiation the college has been filling a gap in the area and has been providing a state-of-art learning facilities in the allied discipline. The credit of whatever is better is equally shared by us, the staff as well as the enthusiastic management.

We have tried our best to give the most faithful picture of the institute in the report. We would be equally glad to welcome the PEER TEAM and would be grateful to receive their advice and suggestions for our betterment as no full-stop in there for the progress of an institution.

With hearty thanks,

*December 30, 2006
Mehsana - 384 002*

Principal
Dr. J. K. Patel

**THE FOUNDER OF
THE TRUST**



**Hon. Late
Shri Balrambhai Kshatriya**

**MAIN DONOR OF
THE COLLEGE**



**Hon.
Shri Ugarchandbhai V. Patel**

**MANAGING
TRUSTEE**



Hon. Shri Anilbhai T. Patel

**CO-ORDINATING
TRUSTEE**



Shri K. K. Patel

FORMER PRINCIPAL



Shri Madhubhai C. Patel

PRINCIPAL



Dr. Jagdishbhai K. Patel

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Part I: Institutional Data

A) Profile of the College

1. Name and address of the college:

Name:	SHRI V. R. PATEL COLLEGE OF COMMERCE				
Address:	Nagalpur Road, Highway,				
City:	Mehsana	District:	Mehsana	State:	Gujarat
Pin code:	384 002				

2. For communication:

Office

Name	Area/ STD code	Tel. No.	Mobile No.	Fax No.	E-mail
Principal Dr. J. K. Patel	02762	254361	9824611004	254357	vrpccm@yahoo.co.in
Vice Principal Mr. D. M. Patel	02762	254361		254357	
Steering Committee Coordinator Mr. P. J. Trivedi	02762	254361	9427081968	254357	pravinjtrivedi@yahoo.co.in

Residence

Name	Area/ STD code	Tel. No.	Mobile No.	Fax No.	E-mail
Principal Dr. J. K. Patel	02762	248000	9824611004		vrpccm@yahoo.co.in
Vice Principal Mr. D. M. Patel	02762	241462			
Steering Committee Coordinator Mr. P. J. Trivedi	02762	258483	9427081968		pravinjtrivedi@yahoo.co.in

3. Financial category of the college:

- Grant-in-aid
Self-financing
Government funded

4. Type of college:

- Affiliated
Constituent

5. a) Date of establishment of the college: Date, Month & Year

(dd-mm-yyyy)

15th June, 1964

Note: The College was established as Municipal Arts & Commerce College. On 15th June, 1986 it was bifurcated into two separate colleges,

1. Municipal Arts & Urban Bank Science College
2. Shri V. R. Patel College of Commerce

b) University to which the college is affiliated:

Gujarat University (From 15th June, 1964 to 14th June, 1986)

Hemchandracharya North Gujarat University, Patan (Since 15th June, 1986)

6. Dates of UGC recognition:

	Date, Month & Year (dd-mm-yyyy)
i. Under 2(f)	5th Nov., 1986
ii. Under 12(B)	5th Nov., 1986

(Certificate of recognition u/s 2(f) and 12(B) may be enclosed)

Please Refer to Annexure: 1

7. Does the University Act provide for autonomy?

- Yes No

If yes, has the college applied for autonomy?

- Yes No

8. Campus area in acres/sq.mts:

4.33 Acres

9. Location of the college:

Urban

Semi-urban

Rural

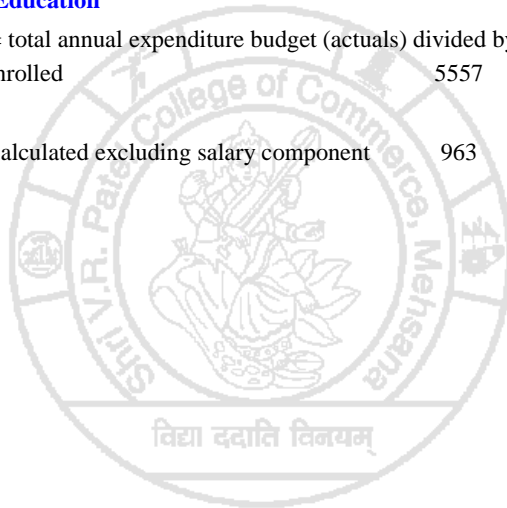
Tribal

Any other (specify)

10. Unit Cost of Education

(a) Unit cost = total annual expenditure budget (actuals) divided by number of students enrolled 5557

(b) Unit cost calculated excluding salary component 963



B) Criterion-wise Inputs

1. Criterion I: Curricular Aspects

1. Number of Programme options

2

2. Number of Subjects taught in the institution

10

3. No. of overseas programmes on campus and income earned:
- | No. | Amount | Agency |
|-----|--------|--------|
| -- | -- | -- |
4. Does the college offer self-funded programmes? Yes No
If yes, how many courses?

--

5. Programmes with annual system

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	2
-----	-------------------------------------	----	--------------------------	--------	---
6. Inter/multidisciplinary programmes

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	--
-----	--------------------------	----	-------------------------------------	--------	----
7. Programmes with semester system

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	--
-----	--------------------------	----	-------------------------------------	--------	----
8. Programmes with trimester system

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	--
-----	--------------------------	----	-------------------------------------	--------	----
9. Programmes with choice based credit system

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	--
-----	--------------------------	----	-------------------------------------	--------	----
10. Programmes with elective options

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	2
-----	-------------------------------------	----	--------------------------	--------	---
11. Courses offered in modular form

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	2
-----	-------------------------------------	----	--------------------------	--------	---
12. Courses with ICT enabled teaching learning process

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	1
-----	-------------------------------------	----	--------------------------	--------	---
13. Programmes where assessment of teachers by the students has been introduced

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	2
-----	-------------------------------------	----	--------------------------	--------	---
14. Programmes with faculty exchange/ visiting faculty

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	2
-----	-------------------------------------	----	--------------------------	--------	---

15. New programmes (UG and PG) introduced during the last five years
- | | | | | | |
|-----|--|----|-------------------------------------|--------|----|
| Yes | | No | <input checked="" type="checkbox"/> | Number | -- |
|-----|--|----|-------------------------------------|--------|----|
16. Subjects in which major syllabus revision was done during the last five years
- | | | | | | |
|-----|-------------------------------------|----|--|--------|----|
| Yes | <input checked="" type="checkbox"/> | No | | Number | 10 |
|-----|-------------------------------------|----|--|--------|----|
17. Obligatory internship (UGC + other vocational programmes)
- | | | | | | |
|-----|--|----|-------------------------------------|--------|----|
| Yes | | No | <input checked="" type="checkbox"/> | Number | -- |
|-----|--|----|-------------------------------------|--------|----|
18. Courses of contemporary relevance
- | | | | | | |
|-----|-------------------------------------|----|--|--------|---|
| Yes | <input checked="" type="checkbox"/> | No | | Number | 1 |
|-----|-------------------------------------|----|--|--------|---|
19. Feedback obtained from employers
- | | | | |
|-----|-------------------------------------|----|--|
| Yes | <input checked="" type="checkbox"/> | No | |
|-----|-------------------------------------|----|--|
20. Course evaluation made
- | | | | |
|-----|-------------------------------------|----|--|
| Yes | <input checked="" type="checkbox"/> | No | |
|-----|-------------------------------------|----|--|
21. Any others (specify)
- | | |
|--|----|
| | -- |
|--|----|

2. Criterion II: Teaching—Learning and Evaluation

1. Number of working days in the last academic year

232

2. Number of teaching days in the last academic year

204

3. No. of positions sanctioned and filled

	Sanctioned	Filled
Teaching	18	18
Non-teaching	16	16
Technical	--	--

4. a. Number of regular and permanent teachers (gender-wise)

	M	F
Professors	-	-
Readers	-	-
Lecturers	14	1

b. Number of Lecturers – Full-time temporary teachers (gender-wise)

	M	F
	--	--

Lecturers – Part- time	M	2	F	-
Lecturers (Management appointees) - Full time	M	-	F	-
Lecturers (Management appointees) - Part time	M	-	F	-
Any other	1			
Total	18			

* M – Male F - Female

c.	Number of teachers	Same state	18	
		Other states	--	
5.	a.	Number of qualified (and approved) teachers and their percentage in the total faculty strength	17	94.45
	b.	Teacher student ratio	1:75	
	c.	Percentage of the teachers with Ph.D. as the highest qualification	38.88	
	d.	Percentage of the teachers with M. Phil qualification	11%	
	e.	Percentage of the teachers have completed UGC, NET and SLET exams	Nil	
	e.	Percentage of the faculty served as resource persons in Workshop/ Seminars/ Conferences during the last five years?	6%	
	f.	Number of faculty development programmes availed of by teachers		
		Refresher:		45
		Orientation:		17
		Any other (specify)		
g.	Number of faculty development programmes organized by the college:			
	Seminars/ workshops/symposia on Curricular development, Teaching- learning, Assessment, etc.			-
	Research development programmes			-
	Invited/endowment lectures			-
	Any other area (specify)			-

7. Percentage of the courses use 'Predominantly' the lecture method
8. Does the college have the tutor-ward system? Yes No
If yes, how many students are under the care of a teacher for systematic academic work?
9. Remedial programmes offered

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	--
-----	--------------------------	----	-------------------------------------	--------	----
10. Bridge courses offered

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	1
-----	-------------------------------------	----	--------------------------	--------	---
10. a. Self appraisal of faculty Yes No
b. Student assessment of faculty performance Yes No
c. Expert assessment of faculty performance Yes No
d. Additional administrative work done by faculty/staff Yes No
If yes, number of hours spent by the faculty per week
11. Any others (specify)

3. Criterion III: Research, Consultancy and Extension

1. Research collaboration
National Yes No
If yes, how many?
Overseas Yes No
If yes, how many?
Consultancy earnings Yes No
If yes, how much?
2. Number of teachers with Ph. D and their percentage in the total faculty strength

07	38.88
----	-------

3. Furnish the following details for the **past five years**

a. Number of teachers who have availed themselves of the Faculty Improvement Program of the UGC

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

b. Number of national/international conferences organized by the college
 National

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

 International

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

4. a. Does the college have research projects? Yes No

If yes, how many?

02

b. Provide the following details about the research projects

Major projects	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number		Agency		Amt.	
Minor projects	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	2	Agency	UGC	Amt.	75000/- 20500/-
College Projects	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number		Amount			
Industry sponsored	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number		Industry		Amt.	
Any other (specify)	--	--	--	--	--	--	--	--	--	--
No. of student research projects	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number		Amount given by the College			

5. Research publications:

International journals	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	
National journals – refereed papers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	4
College journal	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	
Books	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	
Abstracts	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	
Any other (specify)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	
Awards, recognition, patents etc. if any (specify)						

6. Presentation of research papers: Yes No
 If yes, number of papers presented at
 national seminars

18

 international seminars

02

 Any other research activity, specify

--

7. Number of other extra curricular/co-curricular activities organized in collaboration with other agencies/NGOs (such as Rotary/Lions etc.) on the Campus

17

8. Extension Centres:

Yes		No	<input checked="" type="checkbox"/>	Yr. of Estb	
-----	--	----	-------------------------------------	-------------	--
9. Number of regular extension programmes organized by NSS, NCC etc.

14

10. No. of NCC Cadets

M	50	F	-
---	----	---	---
11. No. of NSS Volunteers

M	105	F	20
---	-----	---	----

4. Criterion IV: Infrastructure and Learning Resources

1. (a) Campus area in acres

4.33

 (b) Built in area in Sq. Meters

4720

2. Working hours of the Library
 On working days

07:00 am to 02:00 pm

 On holidays

--

3. Average number of faculty visiting the library/day

10

4. Average number of students visiting the library/day

60

5.	Stock of books in the library	18090
a.	No. of Titles	5750
b.	No. of Volumes	18090
6.	Number of journals subscribed by the institution	46
7.	Open access system	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8.	Total collection	
a.	Books	2380
b.	Textbooks	11344
c.	Reference books	4366
d.	Magazines	40
e.	Current journals	
	Indian journals	06
	Foreign journals	--
f.	Peer reviewed journals	--
g.	Back volumes of journals	
h.	E-information resources	
	CDs/ DVDs	79
	Databases	--
	Online journals	--
	AV resources	07
i.	Special collection	
	UNO Depository Centre	--
	World Bank Repository	--
	Materials acquired under special schemes (IEEE, ACM, NBHM, DST etc.)	--
	Competitive examinations	83
	Book Bank	6784
	Braille materials	--
	Manuscripts	--
	Any other. Please specify	--

- 9 Number of books/journals / periodicals added during the last two years and their cost

	The year before last (2004-05)		The year before		
	Number	Total Cost	Number	Total Cost	
Text books	395	35351	725	46381	
Other books	Gen	42	3851	114	11680
	UGC	152	34260	017	2017
Journals/Periodicals	46	16855	46	17664	
Any other	--	--	8	1811	

10. Mention the

Total carpet area of the Central Library (in sq. ft)

2368

Number of departmental libraries

--

Average carpet area of the departmental libraries

--

Seating capacity of the Central Library

72

11. Automation of Library

Yes No

If yes, fully automated

partially automated

name the application software used

SOUL

12. Percentage of library budget in relation to total budget

6.87%

13. Services/facilities in the library

Circulation

Clipping

Bibliographic compilation

Reference

Photocopying

Computer and Printing

Internet

Digitalization

Inter-library loan

Power back up

Information display and notification

User orientation /information literacy

Any others. Please specify

--

14. Are students allowed to retain books for examinations? Yes No

15. Furnish

Average number of books issued/returned per day	80
Average number of users who visited/consulted per month	2600
Ratio of library books to the number of students enrolled	12:1

16. Computer terminals

Departments with computer facilities

No. of computers in the college

Budget allotted for computers in the last academic year

Amount spent on maintenance and upgrading of computer facilities in the last academic year

Workshop/Instrumentation Centre

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yr. of Estb.	<input type="text"/>
-----	--------------------------	----	-------------------------------------	--------------	----------------------

Any other (specify)

17. Health Centre

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yr. of Estb	<input type="text"/>
-----	--------------------------	----	-------------------------------------	-------------	----------------------

18. Residential accommodation

Faculty

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yr. of Estb	<input type="text"/>
-----	--------------------------	----	-------------------------------------	-------------	----------------------

Non-teaching staff

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yr. of Estb	<input type="text"/>
-----	--------------------------	----	-------------------------------------	-------------	----------------------

19. Hostels

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

If yes, number of students residing in hostels

Male

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Number	<input type="text"/>
-----	--------------------------	----	--------------------------	--------	----------------------

Female

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Number	<input type="text"/>
-----	--------------------------	----	--------------------------	--------	----------------------

20. Sports fields

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yr. of Estb	1986
-----	-------------------------------------	----	--------------------------	-------------	------
21. Gymnasium

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yr. of Estb	
-----	--------------------------	----	-------------------------------------	-------------	--
22. Women's rest rooms

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yr. of Estb	
-----	--------------------------	----	-------------------------------------	-------------	--
23. Transport

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yr. of Estb	
-----	--------------------------	----	-------------------------------------	-------------	--
24. Canteen

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yr. of Estb	
-----	--------------------------	----	-------------------------------------	-------------	--
25. Students centre

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yr. of Estb	
-----	--------------------------	----	-------------------------------------	-------------	--
26. Any others (specify)

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

5. Criterion V: Student Support and Progression

1. a Student strength विद्या ददाति विनयम्
(Provide information in the following format for the past 5 years)

Student Enrolment	Year	UG (F.Y.B.Com.)			PG (M.Com. I)			Self-Funded (F.Y.B.Com.)		
		M	F	T	M	F	T	M	F	T
No. of students from the same state where the college is located	01-02	379	235	624	44	47	091	122	29	151
	02-03	366	234	600	37	39	76	107	34	141
	03-04	365	239	604	23	55	78	--	--	--
	04-05	424	178	602	38	58	96	--	--	--
	05-06	289	138	427	40	60	100	--	--	--
No. of students from other states	--	--	--	--	--	--	--	--	--	--

No. of NRI students	--	--	--	--	--	--	--	--	--	--
No. of overseas students	--	--	--	--	--	--	--	--	--	--

M – Men, F- Female, T-Total

b. Dropout rate in UG and PG for the last two batches

UG	41%	21%
PG	2.5%	--

2. Student free-ships and scholarships: (last Year)

Number	Amount
--------	--------

Endowments:

-	-
---	---

Free-ships:

-	-
---	---

Scholarship (Government)

592	9,57,303/-
-----	------------

Scholarship (Institution)

-	--
---	----

No. of loan facilities:

-	--
---	----

Any other financial support schemes

-	--
---	----

3. Does the college obtain feedback from students on their campus experience? Yes No

4. Major cultural events (last year data 2005-06)

	Organized			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		6
Inter-university		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
National		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		1
Any other (specify)		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	

5. Examination Results (past five years)

	UG (T.Y.B.Com)					PG (M.Com. II)					M. Phil				
	1 (01-02)	2 (02-03)	3 (03-04)	4 (04-05)	5 (05-06)	1 (01-02)	2 (02-03)	3 (03-04)	4 (04-05)	5 (05-06)	1	2	3	4	5
% of passes	81	67	74	84	85	90	85	86	88	94	-	-	-	-	-
No. of first classes	44	29	59	66	94	03	04	06	13	20	-	-	-	-	-
No. of distinctions	09	02	06	06	16	-	-	-	01	-	-	-	-	-	-
Rank if any	3	2	2	5	2	1	2	2	1	-	-	-	-	-	-

6. Are there any overseas students? Yes No

If yes, how many?

7. No. of students who have passed the following during the last five years

NET	-	-	-	-	-
SLET	-	-	-	-	-
CAT	-	-	-	-	-
TOEFL	-	-	-	-	-
GRE	-	-	-	-	-
G-MAT	-	-	-	-	-
IAS etc.	-	-	-	-	-
Defence Entrance	-	-	-	-	-
Other services	-	-	-	-	-
Any other (specify)	-	-	-	-	-

8. Student Counselling Centre

Yes	<input checked="" type="checkbox"/>	No		Yr. of Estb	1986
-----	-------------------------------------	----	--	-------------	------

9. Grievance Redressal Cell

Yes	<input checked="" type="checkbox"/>	No		Yr. of Estb	2005
-----	-------------------------------------	----	--	-------------	------

10. Alumni Association

Yes	<input checked="" type="checkbox"/>	No		Yr. of Estb	2005-06
-----	-------------------------------------	----	--	-------------	---------

11. Parent-teacher Association
- | | | | | | |
|-----|-------------------------------------|----|--|-------------|---------|
| Yes | <input checked="" type="checkbox"/> | No | | Yr. of Estb | 2005-06 |
|-----|-------------------------------------|----|--|-------------|---------|
12. Any others (specify)
- | |
|----|
| -- |
|----|

6. Criterion VI: Organization and Management

1. a. No. of Teaching staff
- | | | | | |
|-----------|---|----|---|----|
| Permanent | M | 16 | F | 01 |
| Temporary | M | 01 | F | - |
- b. No. of Non-teaching staff
- | | | | | |
|-----------|---|----|---|----|
| Permanent | M | 17 | F | -- |
| Temporary | M | -- | F | -- |
- c. No. of Technical Assistants
- | | | | | |
|-----------|---|---|---|---|
| Permanent | M | - | F | - |
| Temporary | M | - | F | - |
- d. Teaching – Non-teaching staff ratio
- | |
|-------------|
| 1:1 approx. |
|-------------|
2. Number of management appointees
- | | | | | |
|------------------|---|---|---|---|
| Non-Teaching | M | - | F | - |
| Tech. Assistants | M | - | F | - |
3. Percentage of posts filled under reserved categories:
- a. Teaching
- | | |
|---------------------|-----|
| SC/ST | 7% |
| MBC | 11% |
| BC | -- |
| OC | -- |
| Any other (specify) | -- |
- b. Non-Teaching
- | | |
|---------------------|-----|
| SC/ST | 12% |
| MBC | 19% |
| BC | 13% |
| OC | -- |
| Any other (specify) | -- |

4. Number of development programmes for the Non-teaching staff (last five years)

					1
--	--	--	--	--	---

5. Financial resources of the college (approximate amounts) – 2005-06

Grant-in-aid	72,14,858/-
Fees	1,79,909/-
Donation	--
Self-funded courses	--
Any other (specify)	--

6. Statement of Expenditure

	2004 –05	2005 - 06
% spent on the salary of faculty	67.89	67.73
% spent on the salary of non-teaching employees including estate workers	23.55	24.83
% spent on books and journals	01.27	01.56
% spent on Building development	-	-
% spent on maintenance, electricity, water, sports, examinations, hostels, student amenities, etc.	05.54	04.81
% spent on academic activities of departments, laboratories, green house, animal house, etc.	00.47	0.17
% spent on equipment, research, teaching aids, seminars, contingency etc.	01.28	0.89

7. Dates of meetings of Academic and Administrative Bodies: 2005 - 06

Governing Body	3 rd July, 05 11 th Sept.05 5 th Dec. 05 5 th Feb. 06
Internal Admn. Bodies (mention only three most important bodies)	
Staff Meeting	15 th June 05
Staff Meeting	14 th Sept.05
Staff Meeting	25 th Feb. 06
Any others (specify)	--

8. Welfare Schemes for the academic community (past 5 years) Amount

Loans:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	250000
Medical attention	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	-----
Any other	<input type="text"/>				

(specify)

Note : The staff of all the colleges of Sardar Vidya Bhavan Trust run a staff credit co-operative society. It has entered its 31st year. It has the audit class "A". It advances its members 20 salaries or Rs.250000 which ever is less.

9.. ICT supported units:

Offices

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

Student Records

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

Career Counselling

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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Aptitude Testing

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Examinations

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Any other (specify)

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10. Any others (specify)

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7. Criterion VII: Healthy Practices

1. No. of MoUs with industry/other agencies:

--

 Internship with industry

--

 Any other (specify)

--

2. Does the college have a Dept. of Continuing Education Yes No

3. Value education course/modules

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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4. Does the college have a Women's Studies Centre? Yes No

If yes, provide the following details about the activities of the center.

Academic Programmes	Yes	No	Number		
Projects	Yes	No	Number		
Exchange (visiting/training, national and international)	Yes	No	Number		
Any other (specify)	<table border="1" style="width: 100%;"><tr><td> </td></tr></table>				

5. Any others (specify)

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C. PROFILE OF THE DEPARTMENTS

Ours is a commerce college and in a commerce college the system of subjects and their question papers is quite different from those in arts faculty or in science faculty. During the three year B.Com. programme the principal subject has only 5 papers out of 22. Thus the major teaching work is in compulsory subjects. Moreover the system of departments also is not so watertight. this is why we have displayed the profile of the departments in common format. Separate formats for all departments will repeat the same data various times. So it has been avoided.

SUBJECT	F.Y.B.Com.	S.Y.B.Com.	T.Y.B.Com.	TOTAL
Compulsory	5	5	5	15
Principal	1	2	2	5
Subsidiary	1	1	--	2
Total	7	8	7	22

Sr. No.	PARTICULARS	DEPARTMENTS					
		Accountancy & Commerce	Management	Statistics & Computer	Economics	English	Physical Education
1	Name of Departments						
2	Year of Establishment	1964	1988	1988	1964	1964	1964
3	No. of Teachers						
	Sanctioned	7	2	3	2	2	1
	Present Position	7	2	3	2	2	1
4	No. of Adm. Staff	--	--	--	--	--	--
5	No. of Technical Staff	--	--	--	--	--	--
6	No. of Students	1048	80	44	1172	1172	1172
7	Demand Ratio	1:1	1:1	1:1	1:1	1:1	1:1
8	Ratio of Students to Teacher	149:1	40:1	14.6:1	--	--	--

Q. No.	Information required	Answer
9	Ratio of Research Scholars to Teachers	Nil
10	Number of Research Scholars who had their Master's Degree from other institutions	Not Applicable
11	Latest Revision of the Curriculum (year)	2003
12	Number of students passed NET/SLET etc.	Not available
13	Success rate of students	95 %
14	Distinction / Ranks	16 / 2
15	Publication by Faculties (last 5 years)	Books-26 Articles-33
16	Awards and recognition received by faculty	Nil
17	Faculties who have attended National/International seminars (last 5 years)	36 / 7
18	Number of National/International seminars organised (last 5 years)	Nil
19	Number of teachers engaged in consultancy and the revenue generated	Nil
20	Number of on-going projects and its total outlay	Nil
21	Research Projects completed and its outlay (last 5 years)	7 / 2
22	Number of inventions and patents	Nil
23	No. of Ph. D. thesis guided (last 5 years)	Nil
24	No. of Books in the departmental library if any	Nil
25	No. of Journals / periodicals	46
26	No. of Computers	41
27	Annual Budget	--

Part II: Evaluative Report

A. Executive Summary of the College

SHRI V.R.PATEL COLLEGE OF COMMERCE, MEHSANA was formerly a part of Municipal Arts & Commerce College, Mehsana which was established and started by SARDAR VIDYA BHAVAN TRUST, MEHSANA in 1964 (please refer to Annexure : 2). In those days the facilities of higher education were of stark necessity in Mehsana town and in the surrounding area. So the college had filled an important gap. Since then, the college has been contributing a lion-share in development of higher education in Mehsana. Then the former Municipal Arts and Commerce College was bifurcated into two separate colleges, Municipal Arts & Urban Bank Science College and Shri V. R. Patel College of Commerce. Thus this college has its independent existence since 1986. The college has been developing more and more since then and it has been the largest commerce college in the Hemchandracharya North Gujarat University, Patan.

The college uses the large building and campus prepared by Sardar Vidya Bhavan Trust and the main building is shared by four colleges,

1. Municipal Arts & Urban Bank Science College
2. Shri V. R. Patel College of Commerce
3. Shri Vivekanand Sarvodaya Bank Education College
4. Shri S. M. Shah Law College

The commerce college has also built a separate Library Building as well as a Conference Hall from the Trust Funds and the Assistance and Building Grants of the UGC under Five Year Plan on First Floor and Second Floor of the Arts & Science College Library. The main building has more than 60 halls and rooms in all. The commerce college and the law college use the building in morning time and in the noon session it is used by the Arts & Science and Education colleges. The commerce college has a separate Central Library used by all departments, faculties and students. The library is one of the richest ones among colleges of the university. The college has a large space around the building and in it have been developed garden, lawn and large parking for staff as well as for students.

On academic side, the college has the staff abler than in most of the colleges in the university. There are SEVEN doctorate holding faculties, one Chartered Accountant in the staff. One faculty of college Ms. Alka B. Khsatriya, has been elected as a Member of Parliament (Rajya Sabha). The only one Ph. D. in Physical Education in the university is in this college. The faculties are study oriented, research oriented and with good long experience. They have taken part in various international level, national level and state level seminars.

The college teaches in post graduate field also. The provision of M. Com. with statistics is only in this college. Even the university hasn't the P.G. department in statistics. The students of this college have shown the flashes of achievements at the university examinations. Every year at least one or two students are seen among the first three ranks in the university examinations.

The college has contacts with companies and so during the last two to three years the students of the final year have been selected in jobs by the campus interview arranged by different enterprises.

The college had started the B.B.A. programme in past. This college was the first one in the university to start the Management Programme (B B A). Then a separate college was started by the trust in Ganpat Vidyanagar, an another educational exploration of the trustees of this trust, and so the B.B.A. Programme was shifted to Ganpat Vidyanagar which later on became Ganpat University, about 16 km. from this college.

The college has a well developed Computer Centre as well as Computer Lab having more than 40 computers. The college offers the subject of Computer Science as a subsidiary subject in the first two years of the three year B. Com. degree programme. The computer centre and the internet connection of the college are used by the students as well as by faculties for study purpose, for updating the study-material in different subjects and for remaining in contact with up-to-date developments in various fields of commerce study.

The college also tries to develop the multi-faced personality of its students by offering them the chances to join different cultural and extra-curricular activities. Every year,

prizes are given to those students who have distinguished themselves by securing first class, by securing some position in university results and by achieving an important merit in co-curricular activities as well as in the fields of NCC, NSS etc.

The college has recently started English medium class initially at F. Y. B. Com. Level and in the whole district this is the first college to extend this facility to the students.

It has been more advantageous to the college that many trustees of the college are foresighted, well educated and with education oriented attitude and aptitude. The Managing Trustee of the college, Mr. Anilbhai T. Patel, is an engineering degree holder of the States and has been the minister of Industries, Mines & Minerals, Tourism and Civil Aviation in the present Ministry of the state. He has been a man with vision & sight and he also has been the founder of the Ganpat University which offers specialized study programmes. He has been the Managing Director of the Apollo Industrial Group, a well advanced Industrial House of the state.

By the way, the staff of the colleges run by the trust has been running a co-operative credit society for more than 30 years and it has played an important role in helping faculties settle themselves in view of residence and other necessities. It is a plus point of the credit society that it finances at the lowest rate of interest among the organizations of its kind. It lends Rs. 3 lakh at the maximum to a staff member and this limit is highest in such societies of other colleges of the district.

Summarily saying, the college is a developing one and filling an important need of the area. It has given many prominent industrialists, businessmen, CA's and other commercial personnel to the area.

B. Criterion-wise Evaluative Report

1. Criterion I: Curricular Aspects

1.1 Goal Orientation

1. State the vision and mission of the institution.

The following is the vision of the institution to fulfil which the institution strives all through the time during all academic efforts.

Vision :

- To make quality and excellence the defining factors in all the academic programmes, co-curricular and extra-curricular activities undertaken by the institution.
- To offer the learners programmes and activities those are in tune with the times as well as addressing the future challenges in the context of globalisation, research and development in commerce and industry.
- To upgrade the standards of business education, business communication and management to such a level as to make the institution a brand name to be reckoned with.

Mission :

- The needs and the peculiar conditions of North Gujarat will be foremost in consideration while offering programmes in business education and management.
- One of the goals of the institution will be to equip the young men and women of the area with the knowledge of the practical issues of business management while providing them with the expertise in professional skills and state-of-the-art learning opportunities.
- It will be the aim of the college to inculcate the values of professional commitment, constant search for excellence, uprightness in transactions and the qualities of good citizenship.
- The institution will provide sufficient flexibility in the choice of academic programmes to suit the requirements of learners of different degree of resources

and skills. No student of the area should be compelled to go to other places to seek educational facilities.

- It will be the genuine endeavour of the institution to provide and maintain a conducive atmosphere for academic activities, healthy interaction between all the stakeholders in education for the comprehensive development of students' personality-intellectual, physical and emotional.
- The institution will make all possible efforts to provide facilities and opportunities for all the learners to develop their potentialities in academics, sports and games, cultural aspects. The economically and socially deprived sections will be specially taken care of. Debates, Seminars and workshops related to business education will be organised and the institution will ensure the participation of the maximum number of learners in these programmes.
- Co-curricular and extra curricular activities will be organised regularly to enable the learners to express themselves and their inborn talents with a view to achieving comprehensive and balanced growth of personality.
- The Institution will ensure discipline at all levels so that the facilities and opportunities provided to the learners are utilized in the right spirit of education. However, no meritorious student will be denied his right to learn and grow in a holistic manner and be able to face the challenges thrown up by the fast developing world of commerce, industry and management.

2. Does the mission statement reflect the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future etc?

Yes, the Mission statement of our institution fairly reflects the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations visioned for the future, etc.

3. What are the goals and objectives of the college? How are they made known to the various stakeholders?

The following are the goals and objectives of the college.

- To expand the higher education opportunities in commerce faculty.

- To create the qualities of leadership, personality, sense of responsibility, humanity, friendliness, homogeneity and character-building among the students as well as the faculty.
- Initiating a holistic development by using Indian culture and techniques of individual development.
- To impart the basic human values and to initiate to develop them.
- To create competent role-model for the state and the area.
- To cultivate a pro-active approach to life and to infuse action-orientation among the students by using various types of educational and co-educational activities and techniques.
- To provide a state of art infrastructure.
- To develop humane citizenship among the students & create necessary nationalism among them.

The hoardings showing and indicating the goals of the college have been put at the places where they would become more conspicuous to students, faculties as well as visitors.

4. What are the major considerations addressed to by the goals and objectives of the college? (Intellectual, Academic, Training, Access to the Disadvantaged, Equity, Self development, Community & National Development, Ecology and environment, Value Orientation, Employment, ICT introduction, Global demands, etc.)

While fixing the goals and objectives of the college, the authorities of the college have kept the following consideration before the view for the well-being, intellectual development and all-round development of the learners and the area they come from.

- Intellectual and holistic development of students.
- For the character-building among the learners and awareness of high quality personal character among them.
- To create VRPCCM [Short name of the college] as the brand- name equivalent to high quality, high character, high scholarship and high academianness.

- To create high sense of learning by promoting the students in self-learning, developing reading and research habits, being devoted to complete education of one's self.
- By approaching the surrounding villages and adopting a village or two. By devising various activities for the all round development of the village and especially socially backward and economically backward people in the village.
- As per the policy of the govt. and rules and regulations forwarded to the college by the govt. department from time to time, by following them strictly in reservations and thus to try to give equal chances to all classes of the society.
- The college runs extra-curricular activities leading to the communal service and creating nationalism among the students as well as among others.
- The college provides chances to the students to learn about environment-maintaining and to know the importance of ecology in it. Under the programme of Environment and Disaster Management the students become well aware of the importance of these factors in well-being and balanced development of the society and the related area.
- The college gives the all-round knowledge and thereby trains the students for entrepreneurship, as a part and parcel of their syllabi in First Year of the basic degree-course. By this the learners may develop a sense of self employment among themselves.
- The college has the provisions of Training the learner in Information and Communication Technology through the subject of Computer Applications during two years of the basic degree course.

5. How are the institutional goals translated into the academic programmes, research and extension activities of the institution?

The college uses the following means to realize the goals into academic programmes, research and extension activities of the institution.

- Continuous development of existing infrastructure as an integer component of curricular.

- Optimum utilizing the existing facilities of the institution and implementing regular innovative option in the existing courses offered by the university and creating better job opportunities with reference to students' level.
- Preparing students for Post-Graduate courses by keeping them with the tools, methods, techniques and methodology of research. For this purpose, We adopt case study method, use of multi-media equipments, seminar method, debate method etc. for active participation of students, which show that the teachers use other teaching methods rather than just following traditional classroom lecture-method.
- Upgradation of resources for providing quantitative education.
- Providing opportunities to the students in skill- enhancement, workshops, seminars etc.
- Hemchandracharya North Gujarat University Board of studies is the related authority to design curricula. Many teachers of our college were/are members of the Board of Studies of various subjects in the University, who have tried their best to present vision and goals of the institution through active participation in designing curricula.
- The teachers of the institution are encouraged to participate in seminars, conferences and workshops in their subjects at state level and national level. They are also encouraged to prepare research papers on allied subjects and topics to present in such seminars. A good number of our teachers have participated in such seminars and have presented research papers too. Moreover this is the only commerce college in HNG University that has the highest number of SEVEN Ph.D. teachers in various subjects like Accountancy, economics, statistics, management, Physical Education.
- The college also promotes the students to participate in education seminars at different places.
- The college provides extension services on large scale by the extension services held by the NSS unit and the NCC unit of the college and also by the non- NSS and non-NCC students of the college.
- The teachers of the college extend their services in writing text books or as co-writers of text books. A good majority of teachers of the college have remained the writer or co-writer of text books for undergraduate courses of

their subjects. The details of the teachers and their publications are given in all particulars in answer to (13) in Evaluation Report of Departments.

- The teachers of this college also had been the councillor and counsellor in Gujarat Secondary and Higher Secondary Education Board, Gandhinagar in forming the syllabi of the relevant subjects, in deciding modules of different syllabi and other educational services.
- Teachers guide the students on NET, SLET, GCET for M B A and M C A Programmes and other competitive examinations like UPSC, GPSC, Bank recruitment etc.
- The teachers also guide the students on events of campus interview.

1.2 Curriculum Development

- 1. Specify the steps undertaken by the institution in curriculum development process. (need assessment, development of information database from faculty, students, alumni, employees and academic experts, and formalizing the decisions in statutory academic bodies) ?**

The college is affiliated to the Hemchandracharya North Gujarat University. The Curricula are fixed, modified and decided by the Board of studies, Faculty and Academic Council of the University strictly on the guidelines supplied by the UGC from time to time. The College has just to implement it. The college can not make any change in the curricula fixed by the University. This college is one of the oldest and largest colleges of the University. At least three principals or faculty members of the college have remained Deans of Commerce faculty in the University. Many senior teachers of the college have been & had been the members or the Chairman of either the Board of Studies or of the Academic Council. They have been contributing a lot in the process of forming the Curricula of different level from F.Y.B.Com to M.Com. Thus, though not directly, the college indirectly plays an important role in framing the curricula. The detailed information about this is given in the table below.

Sr. No	Name of the teacher	Position enjoyed in the Hem. North Gujarat University Body	Duration
1	Prin. M.C. Patel	Dean Commerce Faculty	From 1999-2002 and Dec. 2005 to March, 2006
		Member- Executive Council	1999-2002
		Senate member	1992-2006
		Chairman – Board of Studies- Statistics	1988-1991 and Dec.1996 to March, 2006
		Member– Academic Council	1988-1991 and Dec.1996 to March 2006)
		Member–Recruitment Committee for the appointment of Teachers, Lecturers and Principals of Schools and Colleges.	
		Active member of various committees viz. Need Committee, Monitoring Committee, Planning Board, Construction Committee, Examination Reform Committee, Local Inquiry Committee etc.	
2	Mr. D.N. Bhavsar	Had remained the Dean, Commerce Faculty, Hem. N. G. University	
		Had been a Chairman of Board of Studies (Accountancy)	

3	Mr. D. M. Patel	Member-Board of Studies (Commerce)	23 rd Dec. 2002 to 22 nd Dec. 2005
4	Mr. U.G. Panchotiya	Member-Board of Studies (Accountancy)	Since 23 rd Dec. 2005
		Member – Committee for appointment of paper setters and examiners	Since 7 th Sept. 2006
5	Mr. R.M. Patel	Member-Board of Studies (Accountancy)	Since 9 th March, 2006
6	Mr. A. D. Parmar	Member – Board of Studies (Commerce) and also member of co committee for framing new syllabus	June 1993-June1996
7	Dr. K.C. Modi	Chairman – Board of Studies (Management)	Since 2005
		Member – Board of Studies (Commerce)	Since 2005
		Member - Academic Council	2005-06
8	Dr. S.G. Joshi	Member – Adhoc Board of Studies for Computer Science	Since 1991
9	Dr. G.U. Rajput	Member Selection Committee for Judo, Wrestling etc. in Hem. N.G. University, Gujarat University, Saurashtra University and Bhavnagar University.	

Note: Ex. Prin. M C Patel also had remained the member of Gujarat Secondary and Higher Secondary Board, Gandhinagar.

2. State specifically the curricular design and model adopted by the college in the organization of its curricula. What system does the institution follow: Annual/ Semester/ Trimester / Choice Based Credit System (CBCS)?

As stated above in answer to 1.2(1) the curricula is supplied by the Hemchandracharya North Gujarat University and the college is supposed to implement it as the university sets question papers and examination is designed strictly on that line. However the teachers of the college have been contributing to suggesting, training, designing, modifying or changing the curricula of different standards. This college has adopted the Annual system and the final evaluation of the students is made by the university annually through the examination handled by colleges on behalf of the university.

3. How are the global trends in higher education reflected in the curriculum?

As the teachers of the college are active in University bodies that affect and frame the curricula, they weave the ultra-modern trends and global changes in concepts of higher education in the suggestions and in the framing of the curricula. The teachers of the college, who every time remain diligent in keeping themselves in touch with modern researches, modern trends and modern aspects in higher education, are well-versed with these things and so their endeavours fairly reflect in the curricula on account of their active participation in training it.

4. How does the institution ensure that the curriculum bears some thrust on national development?

The curriculum supplied by the university is most probably framed on the guide lines given by the UGC. So, not much remains for the university to deviate largely from it. Still where possible, the university makes additions and alterations in the limit fixed by the UGC. These additions and alterations are according to the regional and local needs. Remaining in touch with ultra modern trends the expert members of framing bodies bring them in curricula and thus the curricula always remain in tune with national development.

5. What are the contributions of the institution in curriculum design and development of the various programmes? (Member of BOS/ by sending agenda items etc.,)

The institution has largely contributed in curriculum design and development of various programmes. The institution, having been one of the oldest & largest ones in the area, has many such senior teachers as have enjoyed from time to time high positions in curricula framing bodies and other bodies of the university. They have contributed in framing, changing and modifying the curricula of different programmes. They had been and have been the most active members of these bodies.

The first and founder Principal of the college, Mr. N.V.SHAH, who retired about twelve years ago, had become the Chairman of the Board of Studies (Commerce), the first Dean of Commerce Faculty and then the Member of Executive Council of the university. He also had remained the member of Gujarat Secondary and Higher Secondary Board, Gandhinagar.

The table showing the details of the active participation of the faculties of the college in curricula framing bodies and other university authorities is already given in answers of this criterion in 1.2.1

6. What are the interdisciplinary courses introduced during the last five years?

The college runs the commerce faculty and the courses are to be introduced by the university to which the college is affiliated. During the last five years no such interdisciplinary course has been introduced. However there are some subjects in all the three years of the B.Com. Programme which are interdisciplinary such as Economics, Statistics and English.

7. What value added courses are introduced which would

- (a) develop skills**
- (b) offer career training**
- (c) promote community orientation ?**

The university as well as the college has introduced the following value added courses quite recently.

- I. In the first year of the B.Com programme a new subject is recently introduced. This newly introduced subject “Fundamentals of Entrepreneurship” develops the skill of conducting an industry among the learners.
- II. In the final year of the three year B.Com programme a new paper of Money Market Operation & Financial Management has been introduced which develops the skills of the learners in security market. It may be useful to those who would opt for either a business or a job in security market after the study as it gives the practical knowledge of money market operations.
- III. In the second year of the three year B.Com programme a new subject of Environment and Disaster Management has been introduced by the university as per the guidelines of the Supreme Court. This subject gives the learners the insight and practical knowledge to cop up with national calamities and disastrous situations.
- IV. Seeing the need of the time and of the area, the college has recently started the English Medium classes initially at First B.Com. stage which will be taken to T.Y.B.Com. step by step
- V. The curricula of Post Graduate programme has been recently revised by the university and in this revision the number of papers in both the years is raised from four to six and new papers have been added. The details are given below.

M.Com.	Sr. No.	Subjects in Old Curriculum	Sr. No.	Subjects in New Curriculum
M.Com. Part-1	1	Economics of Developing Countries	1	Management Concepts and Organisational Behavior
	2	Business Finance	2	Managerial Economics
			3	Marketing Management
			4	Financial Management
	3 & 4	Two papers of any one of the following groups: Cost Accounting Statistics	5 & 6	Two papers of any one of the following groups: Accounting and Finance Marketing Management Statistics

M.Com. Part-2	1	Marketing Organization & Practice	1	Strategic Management
	2	Strategic Management	2	Tax Planning & Management
			3	Quantitative Techniques & Research Methodology
			4	Computer Application in Business & E-Commerce OR Advanced Financial Accounting
	3	Two papers of any one of the following groups:	5	Two papers of any one of the following groups:
	4		Management Accounting & Statistics	

8. What percentage of the courses focus on experiential learning including practical and work experience?

As per the guidelines of the UGC, the university has recently revised the curricula of the B.Com Programme as well as of the M.Com Programme. These revised curricula give on a large scale the practical knowledge and useful experiences to the learners which would be 100 % useful to them in their choice of future career and future jobs or business. A well read student who passes these courses very well does possess the ability of facing various challenges in business, industry running, trading and other business or jobs pertaining to commerce. Keeping this in view, at least 75 % of the courses train and prepare the learners for the above mentioned skills. So about 75 % course directly focus on experiential learning.

9. Is there a provision for incorporating computer training in curriculum for all students?

The subject of computer study and computer application has not been made compulsory by the university in its design of courses. It has been an optional

subject in first two years of the three years B.Com Programme. Those who opt for it may learn it as a subsidiary subject for two years of the degree course. The students are allowed as many in number as they desire to choose this subject in the college. And for that the college has a well equipped computer laboratory and computer centre with well qualified computer programmer as well as other faculties.

At Post Graduate level also there has been one paper on computer study, as shown in 7(v) recently introduced and those who want to opt for it may choose it for their study.

In the course of Advanced Business Management in First Year of the three year B.Com Programme an elective paper has been introduced and in it 20 % weightage is given to general computer concept.

10. What are the courses aiming to promote value education?

Formally the university has not introduced such course as aims at education of human values. But informally the college endeavours to give value education to the students through co-curricular activities and extra-curricular activities.

11. What thrust is given to 'Information Communication Technology' in the curriculum for equipping the students for global demands?

The college is having the computer centre which is one of the best computer centers in North Gujarat and it is the best in all commerce colleges in North Gujarat. This centre has been active since June 1986 and its facility is provided to all students. Nearly 200 students have got admission to foreign universities by using the net of the computer centre. The Computer centre has the net facility too. In the curricula of F.Y. B. Com as well as S.Y.B.Com there has been the optional subject of computer application and it is the ICT that has been given a considerable importance. In the optional paper at P.G. level also the importance is given to the ICT training. Moreover in many subjects the use and awareness of computer knowledge has been introduced.

1.3 Programme Options

1. What are the ranges of programme options available to learners in terms of Degrees, Certificates and Diplomas? Give the cut off percentage for admission at the entry level.

The college offers two programmes at degree level i.e. the B.Com Programme and the M.Com Programme. The cut off percentage for admission at entry level is shown below.

Year	Cut off Marks			Total Number of Seats
	B.Com.	M.Com.		
		Accountancy	Statistics	
2003-04	35%	277/490	35%	72+06
2004-05	35%	294/490	35%	85+13
2005-06	35%	291/490	35%	90+10
2006-07	35%	257/490	35%	130+05

2. What programmes are offered for employees / professionals in terms of training for career advancement?

The college has not the provision to run any such programme as trains the employees/professionals in terms of training for career advancement at present.

3. Does the college provide twinning programme? Give details.

The college does not have the scope and facility to launch the twinning programmes. The college is bound to follow the university guidelines strictly on syllabi and programmes. So no twinning programmes have been possible for this college.

4. What programmes are available for international students?

Both the Programmes of the college are available for all students who include those who want to pursue them from other countries also.

5. Does the institution make use of Internet for transacting educational programme? Has the institution developed any educational package for the students' use?

The institution i.e. the teachers of the institution makes use of internet to equip themselves and for the knowledge of modern trends and developments in their subjects. But the net is not used to transact educational programme nor has the institution developed any educational package for the students' use.

6. Does the institution offer any self-financing programmes in the institution? If yes, list them.

The institution does not offer any self financing programmes at present. Still

- (i) During the years 1999-2000, 2001-2002 to 2003-2004 it was not possible to accommodate all the admission seeking students in the granted classes of F. Y. B. Com. So the college had started self finance classes at F Y B Com. Level and then the self finance classes had reached up to T Y B Com level.
- (ii) The college had started the B. B. A. Programme. Ours was the first college in the university to launch this programme. The B B A Programme was a self finance programme.

1.4 Academic Flexibility

1. Does the institution provide flexibility to pursue the programme with reference to the time frame (flexible time for completion)?

The institution has to follow the rules and regulations of the university in terms of flexibility in time frame of a programme. The university does allow this flexibility i.e. a student, after completion of two years of the three year B.Com programme, can complete the third year when he desires i.e. the next year or after a lapse of five or more years. So the institution also allows such flexibility in time-frame.

2. Does the institution have any provision for slow and disadvantaged learners? If yes, for what courses?

Yes the college has the provisions for slow and disadvantaged learners in almost all courses at U.G. Level. They are distinguished from others and then extra lecturers

and guidance are arranged for them. The details of these endeavors of the institution are given in the answer to 1.4(3) below.

3. How does the college distinguish between slow and advanced learners? Explain how additional help is provided to the slow learners to cope with the programme? How are the advanced learners facilitated to meet the challenges?

Yes, the college informally treats slow learners and disadvantaged students in a special way. Keeping in view the results of the second internal examination such extra lectures are arranged. These lectures are arranged in almost all subjects during the time between the second internal examination and the final university examination. Those whose performance is poor or very poor in second internal examination are informed of such classes and are asked to attend them. The teachers thinking it their moral and ethical duty guide them in difficulties of their subjects and also guide them how to perform well in answer books and how to present the answers. As a consequence of this, almost every year the results of this college are generally higher than the university results.

The weakness or the brilliance of the learners is decided from their results of the first as well as second internal examinations. Those with poor results are included in weak batch and the advanced ones are taken in the star batch. Similarly the advanced learners also are given special guidance by forming a Star Batch for better performance by the teachers who guide them with modern references and modern information on the relevant subjects. As a result of this almost every year three to four students from this college top in the university results.

The faculties of the college pick out the advanced learners from the students of the college in each standard i.e. First Year, Second year and Third Year B.Com and Post Graduate Classes. Then a Star Batch is formed from among them at all the three levels. These students of the Star Batch are given special privilege in use of library, reference books and other study material. They are also provided guidance by the teachers to meet with the challenging questions and issues at the university examination. They are made to make special and advanced preparations for the

examination as well as for the practical allied knowledge in the subjects of their study.

Moreover quite recently the college has started the English medium class and the students coming from Gujarati medium higher secondary schools are naturally weak in listening habits and expression habits. So for their benefit, the college informally arranges in the beginning such lectures as may be called the bridge lectures to enable the weaker students in English medium class cope with the English medium instruction.

Moreover in T.Y.B.Com there is a Subject of Compulsory Statistics. The students who haven't offered Statistics as an optional subject in F.Y. B. Com. and S.Y. B. Com. level, naturally haven't studied statistics during first two years of the three year degree course and then have to study it as a compulsory subject at T. Y. B. Com. level. So for their benefit the college has arranged one more lecture [3+1] in the paper of Compulsory Statistics to give them simple practice in very basic things of Statistics.

4. Does the institution provide flexibility to the students to move from one discipline to the other?

The university doesn't have the provision for mobility of learners from commerce discipline to other disciplines. Naturally, as a result of it, the institution can not offer such flexibility to students. In this matter the institution is strictly bound by the university rules.

5. Does the institution provide facilities for credit transfer, if the students migrate from one institution to another institution in or outside the country?

There isn't the provision of credit transfer in the university. So the college can not have any such provision of credit transfer to the students who migrate from one institution to another institution in or outside the country. However, if a student migrates from this college to some other college of the same university his/her results of first or second internal test as well as his/her attendance is transferred to the college where he/she has sought the admission.

6. Does the institution provide (a.) Core options (b.) Elective options?

The college provides to the students both core options and elective options. In core options the college offers three subjects as main subjects i.e. advanced Accountancy, Advanced Business Management and Advanced Statistics. A student can choose any one of the three subjects as a principal subject and any other from these or from elective ones as a subsidiary subject.

In the elective options the institution offers the three subjects already mentioned above as well as Secretarial Practice and Computer in Business Operations. A student can choose any one subject as a subsidiary from these five ones.

The university has the subject system in B.Com Programme in which there are compulsory subjects, Principal subject and subsidiary subject. This system, as described above, satisfies both, core options as well as elective options in commerce faculty. Similarly at P. G. level also apart from the compulsory papers in both years the elective papers like accounting and finance group, statistics are there for the students to offer.

7. Does the institution provide the flexibility of combining the conventional and distance mode of education for students to make use of the combination of courses they are interested in.

The college can not provide the flexibility of combining the conventional and distance mode of education for students to make use of combination of courses they are interested in as the university doesn't have any such provision of combination of distance education with conventional education in commerce faculty.

1.5 Feedback Mechanism

1. How does the Institution obtain feedback from

- (a) students
- (b) alumni
- (c) employer
- (d) community

(e) academic peers

(f) industry

Are these feedbacks collated and transmitted to the University for consideration ? If yes, Give details?

The institution obtains feedback from the students, alumni and employers. To obtain such feedback, questionnaires are prepared and they are got filled in by the students as well as alumni and the employers.

These questionnaires duly filled in by the students, alumni and employers are not sent to the university but are kept in the college and the concerned teachers study them and make relevant implementations and corrections in their approach to the students as well as to the syllabus and teaching work.

Moreover, the teachers of the college who are in university bodies, keep these feedback in mind and make suggestions or discussions accordingly in the meetings of university bodies. Thus indirectly by them these feedbacks are taken to university and some times they affect the decisions taken by such bodies.

2. How are the feedbacks used for significant changes in the curriculum?

The college doesn't have the power as well as the authority to alter or change the curriculum as the curriculum is decided by the Board of Studies of different subjects in the university. However the teachers of this institution keep the feedbacks of the students, alumni, employer and the community in mind and while attending meeting of the bodies of the university, they make suggestions accordingly, put stress on certain matters and play an important role in making changes in curriculum.

3. Which courses had major syllabus revision during the last five years? (with change in title and content)

The university, through the bodies like Board of studies, Faculty and Academic Council, revises the syllabus most probably every three years and, if necessary, changes are made. In doing so, the model curricula provided by the UGC is strictly considered. Accordingly, quite recently, the university has made radical changes in syllabi from F.Y.B.Com to the final year Post Graduate Programme. In current

years this revised syllabus and curriculum is in effect and it will be revised in due course. Thus the university remains in touch with most modern trends and thoughts that take place in the world.

4. What are the quality sustenance and quality enhancement measure undertaken by the institution during the last five years in curricular aspects?

The measures for quality sustenance and quality enhancement in curricular aspects are to be taken by the university only as it doesn't come in the field or authority of the college. The college strictly adheres and implements those measures taken by the university. The college indirectly plays an important role in it as the teachers of our college who are in different syllabi forming authorities of the university take an active part in it.

5. What best practices in 'Curricular Aspects' have been planned and implemented by the institution?

The college adopts the following best practices in terms of curricular aspects.

1. Remaining in the limitations of the curricula the college holds certain activities for the personality development of the students.
2. Seminars are organized for the students.
3. Moreover inter-class elocution competitions as well as the classroom competitions are organised on debative subjects pertaining to curricula.

2. Criterion II: Teaching – Learning and Evaluation

2.1 Admission Process

1. How are the students selected for admission to the following courses?

The college strictly follows the procedure for admission to students as suggested by the Hemchandracharya North Gujarat University year by year to its constituent colleges. Moreover the college holds its own procedures like entrance test etc. for some specified courses like that of the computer education. The guidelines given by the university are attached herewith among the appendixes. Still the procedure is described below summarily.

Every year, an admission committee is formed by the principal from among the faculties of the college. At least one member of such committee belongs to the reserved category as suggested by the State Government. Other members of the committee are the heads or senior teachers in different departments. This committee monitors the admission process to run smoothly. The members of the committee remain physically present during the whole process and guide the admission seeking candidates in choice of subjects, group of subjects etc. They also study the students' past academic records and suggest them to choose the subjects or courses that will be more suitable to pursue.

The procedure to be held every year for admission to students is transparent and is put on the college notice board for the knowledge of all admission seeking candidates. If there is any change in policy or process, it is instantly notified on general notice board of the college.

Admission Procedure of B.Com. Students:

The admissions to B.Com programme are allowed to the students after they have passed the higher secondary examination of the state Education Board or any equivalent examination. So after the results of the examination are declared, the procedure of admission starts. From the next day to the declaration of the results, one week is given to the candidates to procure admission forms from the college office, to fill them in duly and to submit them to the college office with necessary

supporting documents like copies of mark-sheets etc. The members of the admission committee guide the students in choice of their groups of subjects i.e. the main subject and the subsidiary subject for study.

After the week for the submission of forms is over the whole data in the forms are fed to the computer and a general merit-list is prepared as well as separate merit lists of different reserved categories also are prepared.

1. These lists are displayed on the college notice board. Along with these lists the admission notice is displayed suggesting the students coming under selection from different, general and category wise, lists to pay the admission fees and to secure their admission. A particular period of some days is allowed for them to pay up the fees.

After this period is over, a second notice is put, if still some seats are vacant, suggesting the students coming next to the former ones from all categories like General, S.C., S.T., Baxi, Economically Backward, Physically Handicapped, Sports etc. to secure their admission by paying up their fees. This procedure goes on as long as all the seats as per the category, are filled in.

Reservation Policy Stipulated by the Govt. of Gujarat

Sr.No.	Category	Percentage
1	Scheduled Castes	07 %
2	Scheduled Tribes	13 %
3	Castes under Baxi Panch	27 %
4	Physically Handicapped	03 %
5	Economically Backward castes	02 %
	Total	52 %

In addition to the above categories, as stipulated by the university, the Principal allows admission on maximum 6 % of the total seats to the students with distinguishing career in different fields of sports and cultural activities.

Admission Procedure for the Post Graduate Department [M.Com with cost & Management accountancy, Statistics]:

- a) Admissions to P.G. department are allowed, as per the post Graduates Rules of University, to those who have passed the basic degree (B.Com) in commerce faculty.

- b) As at under graduate level, here also the applicants are given ten days to submit duly filled in admission forms to the college office and then a general merit list as well as those of different reserved categories are prepared and are displayed on the college notice board.
- c) As per the merit list, an admission list is prepared from all merit lists viz. general and of reserved categories giving weightage to the percentage of the relevant categories as per the Government policy and are displayed on the notice board with the notice to pay up the fees within the stipulated period.
- d) After the period of the first list is over and if still there are seats vacant, the second list from the relevant categories is prepared and is put on the notice board. This goes on as long as all the seats are full.

In post Graduate admissions also the below mentioned percentage of the reserved categories as suggested by the State Government as well as by the Hemchandracharya North Gujarat University is adhered.

Sr.No.	Category	Percentage
1	Scheduled Castes	07 %
2	Scheduled Tribes	13 %
3	Castes under Baxi Panch	27 %
4	From other University	05 %
5	Physically Handicapped	03 %
	Total	55 %

In admission, apart from the above percentage, the university has allotted 5 % of the total seats to grant admissions to the principal/management of the college.

2. **What strategies are adopted to create access to**

- a) **Disadvantaged community**
- b) **Women**
- c) **Physically challenged**
- d) **Economically Weaker Sections of the Society**
- e) **Sports personnel**

As per the government rules and regulations the seats for different categories of students are kept reserved as follow.

- (a) Disadvantaged community 47 %

- (b) Women: As per the Government & University guidelines, in the admission to the first year in counting the merit, the female candidates are given 5 marks.
- (c) Physically Challenged 03 %
- (d) Economically weaker sections of the society 02 %

The percentage shown above is strictly suggested by the government and it is adhered by the college in admissions. Where there are no specific Government instructions, the seats are kept for some special categories as below.

- (e) Sports personnel: The Principal, as stipulated by the university, allows admission on maximum 1 % of the total seats to the students who have a distinguishing career in sports and cultural & extra curricular activities.

3. **What is the ratio of applications received to admissions granted? (Demand ratio)**

The ratio of admissions granted to the demanded ones during the years 2003-04 to 2005-06 is as follows.

Post-graduate courses	Aided 30 %	Self-financing Nil
Undergraduate courses	Aided 100 %	Self-financing 100 %

The above figures are of the last three years. Before it, in U.G. also the college faced such a large rush of students for admission that it had to make lists as per the merit and in this way even after all classes of F Y B Com were full many such students coming in low merit had to seek admission to some other colleges. So, in those years the ratio of the admitted ones to the demanding ones was considerably low, as in P.G. Courses. As a result the college had started self finance classes at F.Y.B.Com. Level to accommodate a few more students. During some last years the trend has got changed among the students of Higher Secondary and this is why, as the above figures show, all those seeking admission have been admitted at the F.Y. B. Com. Level, though at P G level the things are vice versa.

2.2 Catering to Diverse Needs

1. Is there a provision for assessing student's knowledge / needs and skills before the commencement of the teaching programme?

There is not formal provision for assessing students' knowledge/needs and skills before the commencement of the teaching programme. However, as per the instructions from the principal, before actually starting the teaching work in classes, the faculties adopt a point to survey the class informally in which they teach a particular subject keeping in view the anticipated knowledge of the students and their needs and skills. Then they adopt the proper and necessary method and attitude in the teaching work.

2. Does the institution provide bridge courses to the educationally disadvantaged students?

There is not the formal provision of bridge course from the university. But informally, for the benefit of students, the college, on its own, treats the initial six or eight lectures in compulsory English for the students who have not offered English at the Higher Secondary Examination as bridge course lectures. English is a Compulsory subject in all the three years of the B.Com degree course. At the first year level in compulsory English and commercial English, the university has introduced "Stream-A" and "Stream-B" syllabi. Stream-A syllabus is for those who have offered English as one of the subjects at the Higher Secondary level.

Stream-B syllabus is for those who have not offered English as one of the subjects at the higher secondary level. This syllabus is a little lighter than that of Stream- A syllabus and in the starting it introduces the very basic structures and vocabulary to the students. So the college treats the first 6 to 8 lectures as the bridge lectures for the B Stream students to prepare them for the university syllabus. These lectures include very basic structures, sentence drills etc. to promote the ability of the students who have not studied English for the last two or three years and who are supposed to learn drafting business letters even though the text prescribed for this course (with the weightage of 30 % marks) is lighter. These bridge lectures help the students, according to the observations of the college and lecturers, a lot in making themselves up for understanding and expressing simple written English.

3. What remedial measures are taken for the students from the disadvantaged communities?

The college does not provide the facility of remedial measures for the disadvantaged community students.

2.3 Teaching – Learning Process

1. How does the institution plan and organize the teaching learning evaluation schedule into the total scheme? Do you have an academic calendar? How is it prepared?

In teaching-learning evaluation scheme, the university has allotted 30 % of marks to internal examinations and 70 % to the university examination in all subjects and in all three years of the B.Com Programme. According to the academic calendar prepared by the university, the college arranges internal evaluation examinations, one in the end of the first term and second in the end of the second term and before the final university examination. The internal marking is calculated from the results of both these examinations of a student. The weightage of 25% is given to the results of the internal tests and the weightage of 5% is given to the attendance of the student, his behaviour and his general discipline in the college while counting the internal marks of students. If a student, due to unavoidable circumstances, can not take any one of these two internal evaluation tests, there has been arranged an additional evaluation test. Before the starting of the final university examination, all colleges have to complete the process of preparing internal marking secured by every student in each subject and have to send it duly filled in the printed university sheets to the university.

The college makes a committee of teachers that prepares the Academic Calendar of the college every year. In doing so they keep as a base the Academic Calendar prepared and sent to colleges by the university.

In preparing the academic calendar for the college, the committee takes into consideration the activities and other things happened the previous year. They also think and plan to add some other activities during the current year and then they prepare the academic calendar for the college. This calendar is printed in the

academic diary of the college and it is put on general notice board in the beginning of the term for the information of the students.

2. What courses use predominantly the lecture method? Apart from classroom interactions, what other methods of teaching-learning are provided to students?

Generally most of the subjects in commerce faculty are suitable for lecture method. But to make the class room teaching more effective and interesting, the teachers take all measures. Where the group is small, very often teaching aids are used. In large groups also, where necessary, the Over Head Projector and Multi Media Projector are used to make the classroom teaching visual and thereby to make it more memorable. It is an accepted fact that a heard word is remembered better than a read one and a seen thing is remembered better than the heard thing. The teachers arrange in classroom the debates and symposia also to make the students prepare their subjects themselves more effectively.

3. How is learning made student-centered? Give a list of the participatory learning activities adopted by the college, which contribute to self-management of knowledge development and skill formation?

After all, the student is the target of all teaching activities. So the teachers of the college, in making plan of teaching and in thinking of all topics of teaching keep the students and their abilities before their eyes. Even during the active teaching work, the needs and necessities of students are kept in mind. The students are encouraged to learn themselves and for that to use the library at the most.

The students, in some subjects, are given assignments to prepare and also are suggested a list of books to be referred to in the library. Thus their library habit develops and they learn the self-management of knowledge development.

- (i) The college gives information through teachers in classrooms.
- (ii) Students use library in the college as well as the libraries at other places
- (iii) Students develop habits of remaining in touch with commerce journal and news papers

(iv) Students participate in symposia and seminars arranged by the teacher in the classroom.

By such different activities the college endeavours to enrich the students in knowledge.

4. What modern teaching aids are used in classroom instruction as well as other student learning experiences?

The college has bought different modern teaching aids to make the teaching effective and to make the students remember the discussed topics and materials better. The college has OHP, Multi Media Projector, Video Cassettes, DVD Player, Audio C.D's to use as teaching aids. A well equipped computer lab has been there in the college for those who have opted for computer application as one of the subjects.

5. Is there a practice of having tutorial classes for the students? If yes, for what courses?

There is not the provision of tutorial system in the university.

6. How is the academic process of each student monitored by the teacher in charge?

There isn't the teacher ward system in the college as well as the university. Similarly there isn't the tutorial system in the university. So there are no teachers in charge with the classes or with the special groups of students. However, the teachers teaching in the classrooms monitor the progress of the students of the relevant classes.

7. Give details of the course by sessions of work assigned and implemented in the tutorial session.

The work load of the teachers is decided by the Government and in that calculation they don't count tutorials in the work load. So there are no tutorial sessions.

8. How do the students and faculty keep pace with the recent developments in the subjects?

The teachers as well as students continuously remain in pace with the recent developments in the subjects in the following ways.

- a) The college library has been subscribing for modern periodicals and journals on Management, Economics, Accountancy and other subjects pertaining to commerce faculty. These journals and periodicals are kept on the reading room table of the library. The students as well as teachers use them and know the recent developments.
- b) The teachers as well as students are sent by the college to seminars as participants. The teachers participate actively in the seminars and present their papers too. Thus, through the discourses and discussions by the experts in the seminars the teachers remain in touch with modern developments of the subjects. Moreover the teachers hold counselling to the students about modern trends as well as the most modern thinking streams in the relevant subjects to make them aware of them and to keep them in pace with the modern development in the subjects.
- c) Every year the college buys recently published books on various related subjects. These books are used by the teachers and thus they remain in touch with recent thoughts, ideas and developments in the field.
- d) Every three years the university revises the syllabi of all the subjects through the bodies like Board of Studies. While revising the syllabi, the Board includes the recent streams and innovations in theories of the subjects. Thus the college and teachers, by implementing and teaching this syllabus, remain in touch with new and recent developments in subjects.
- e) Apart from the above mentioned factors, the eminent persons in the relevant fields are invited by the college and their lectures are arranged before the students as well as the staff. Thus the students and the staff come in contact with the recent developments in the relevant subjects.

9. Are there departmental libraries for the use of faculty and students? If yes, give details.

As has been shown at some other place in this report, the subjects in Commerce faculty are inter-related. So the college doesn't feel the need of departmental libraries. The College has the central library which has more than sufficient books on various subjects of commerce and they increase every year. The college library is comparatively rich.

10 Has the library working hours been scheduled to enable the students for maximum utilization of the library facility? Give details.

Yes, the working hours of the college library have been scheduled to enable the students for maximum utilization of the library facility. The college lectures start at 7:30 a.m. and the library starts at 7:00 a.m. So the students that come earlier may use the library before the lectures. The working hours of the college library are extended from 7:00 a.m. to 2:00 p.m. The lectures are over latest by 12:00 noon. The library as well as the administrative office of the college and the principal's office remain open till 02:00. So the students may sit there in the library and can read till late hours. The reading facility is available for all students to sit till late hours to read and use the library. Even then, in the afternoon the library of the arts college, which is conducted by the same educational trust, is also open for them to sit till 5:00 p.m. and read in the reading room. The college has made such arrangement with the library of the Arts & Science College and so they allow the facility for our students too. Thus the use of library is available from 7:00 a.m. to 5:00 p.m. in the afternoon.

2.4 Teacher Quality

1. How are the members of the faculty selected? Does the college have the required number of qualified and competent teachers to handle all the courses? If not, how do you cope with the requirements?

The members of the faculty are to be appointed strictly as per the regulations issued by the state government. The following procedure is adopted for the same.

- 1) When a teaching position is vacant in the college, the college office sends the total work load of the college and the work load (in lectures) allotted to the teachers as per the government rules. Along with this, the office sends a demand for the sanction of the appointment of a faculty in certain department.

- 2) The government office checks these statistics and if they find the proposal as well as the demand genuine and realize that virtually the college needs a faculty to be appointed, they issue a No Objection Certificate.
- 3) After the issue of NOC, the college advertises the post/s in all the editions of one such news paper as has the state-wide circulation and in another news paper in the editions of the university area and applications are invited from the eligible candidates and at least 15 days are allowed to send the applications.
- 4) After the application-sending period is over, the college contacts the university to get the names of the university nominees. The university gives the names and then the college informs of the date and time through an invitation for an interview to the candidates eligible for the post.
- 5) The selection committee interviews the candidates. The selection committee is formed of the following members, as per the regulations of the university.
 1. The Managing Trustee or his representative.
 2. The Principal.
 3. Head of the department.
 4. Two representatives (referred to as nominees above) of the university.
 5. Two subject experts chosen by the college from the list of experts provided by the university.
 6. One Government representative.
- 6) The selection committee interviews the candidates and selects maximum three of them in order of preference i.e. if the candidate given No.1 does not accept or resume the duties, the next one No.2 , is invited to join the job.
- 7) Then the necessary papers and documents are sent to the Government department and to the University for the sanctioning of the appointment. The Salary of the appointed fellow starts only after the sanction from the government is issued. The university sanctions the appointment through its letter to the college.

For the recruitment of the principal also the procedure remains the same but the selection committee is formed as per the university regulations in existence at the time. At present the college does have the required member of qualified and competent teachers.

2. How does the college appoint substitutes/ additional faculty to teach existing and new programmes? How many such appointments were made during the last year?

The college makes the appointment of substitutes/additional faculty by adopting the same procedure as described above in 2.4(1). Two appointments of purely and temporary visiting faculties were made during the last year.

3. What efforts are made by the management to promote teacher development? (e. g. research grants, study leave, deputation to national/ international conferences/ seminars, in service training, organizing of national/ international conferences etc)

The management and the principal of the college have made all possible efforts to promote the teacher-development. The major notable ones are as follow.

- a) During the last year the college had sent a proposal for the grant from the UGC for a faculty to receive the research grant on minor research project from the UGC. The faculty carried on the research successfully and submitted the research report to the UGC.
- b) In past the management had granted the study leave of two faculties as they went to the Gujarat University to pursue the M.. Phil. programme.
- c) One faculty, Mr. R.N. Desai, had been sent by the management for the in service training as PRCN (Pre Commission) in NCC for the duration of three months during the last year.
- d) The college as well as the management are always generous in allowing the teachers to participate in national/international seminars/conferences. A good number of teachers of the college have participated in state/national/ international level seminars and have presented their research-papers too in seminars. They have been paid the up and down journey fare as well as the Registration Fee of the seminars by the college as well as from the UGC grants received under the five year plans.
- e) In far past the college had arranged the conferences of the teachers of certain subjects. The management and the principal are always ready to co-operate if the faculties or the college arrange or plan for organization of any such state/ national/international conference/seminar.

4. What are the teaching innovations made in the last five years? How are innovations rewarded?

As a direct effect of these innovative practices, the students are helped a lot to understand their subjects well and present themselves in university examinations better. As its consequence, the results of the university examinations of this college are comparatively higher than most other colleges and frequently, the students of this college win gold medals at the university e.g. last year the university gold medals for the first standing students in F.Y.B.Com and in T.Y.B.Com had come to the students of this college.

5. Does the institution have any policy to ensure representation of women among the staff? Give details.

The college or the managing educational trust has no formal policy about representation of women in staff. Still the management has made it a point to appoint women in the staff of the college. At one time in this college there were at least four female faculties in total number of 18. At present also there has been female faculty in the staff.

6. List the faculties who have been recognized for excellence in teaching during the last five years?

The faculties are competent. There is not the provision in the university to award an excellence to lecturers in colleges. So there is not any faculty thus recognized for excellence in teaching during the last five years.

7. Has the faculty been introduced and trained in the use of

- a) **Computers**
- b) **Internet**
- c) **Information Technology**
- d) **Audio Visual Aids**
- e) **Computer Aided Packages**

Yes, a good number of faculties are well versed with the use and operations of computer. More than 50 % faculties have their own computers at their homes and they can use computers well. Almost all have the basic operating knowledge. They are quite familiar with the use of internet also and some of them regularly use net to

keep themselves up-to-date. In staff room also two computers with net connection have been kept for the use of the faculties. Almost all the faculties use audio visual aids in classroom teaching and they know operating these aids and electronic teaching aids.

2.5 Evaluation of Teaching

1. Does the institution/ management evaluate teachers on teaching and research performance? How does the evaluation help in the improvement of teaching and research?

Yes, the institution evaluates the teachers and their teaching work. A particular form is prepared by the institution for the purpose and this form is filled in by the management. On the basis of these forms the principal makes suggestions to the concerned teachers about their work and performance and to improve them.

2. Has the institution introduced evaluation of the teachers by the students? If yes, how is the feed back analyzed and implemented for the improvement of teaching-learning?

The institution has prepared particular forms to be filled in by the students. For three years these forms are given to a sample number of students in each class to fill in. These forms and their details are discussed in the staff-meetings. The details are analyzed in the meetings. Thus the teachers know their short-comings in teaching, classroom interaction and other matters and naturally they try to improve themselves. They know their merits also and they try to further their good things for betterment. They are also guided by the principal in their betterment and improvement.

3. Does the institution promote self-appraisal of teachers?

Yes, the institution promotes self-appraisal of teachers. This is one of the best practices the institution introduced from the year 2005-06. The particular forms are given to the teachers to fill in and they are collected back and are preserved in files. These are, if necessary, compared with those filled in by the students. By self appraisal, the teachers become conscious about their work and they learn to look at their own shortcomings. This naturally brings improvement among them.

4. Is the appraisal by the teachers reviewed by the Head of the Institution and used for improving the quality of teaching?

Yes, the head of the institution, after the self-appraisal forms duly filled in are collected back, studies them and analyzes them. If necessary, seeing the concerned faculty in person, the head gives him/her necessary instructions, advice and details about his/her work, class-room teaching and interaction. The forms filled in by the teachers and by the students help the management a lot in evaluating a teacher and his work. The details in these forms remain in background when the management evaluates a teacher as shown in 2.5(1).

5. Does the institution conduct academic audit of the departments?

This college has been granted the permanent affiliation by the university at the UG level. So the university does not have to hold its audit. [The university holds audit every three years of such colleges as have temporary or yearly affiliation granted by the university.] However, as per the rules of the university, the university conducts the academic audit of the P G departments of the institution every three years. The university appoints a Local Inquiry Committee for this purpose which is made of either principals of other colleges or the senior teachers of other colleges under the Hemchandracharya North Gujarat University Act 1986. The committee performs the academic audit and gives its report to the university. It also gives oral suggestions as well as a copy of the report to the college, too.

6. Based on the recommendations of the academic audit what specific measures have been taken by the institution to improve the teaching, learning and evaluation?

The LIC, referred to above in (5), sends its report to the university. If some lacking or un-improvement is noticed on part of the college in the report, the university sends a copy of the report to the college for its knowledge and informs the college to make the required improvements and to take proper necessary steps to improve the defect shown by the LIC in their report. The college then takes the steps accordingly and sends the report of the improvement to the university. The college has maintained the copies of such LIC reports of the P G departments.

7. What significant innovations in teaching and learning are introduced by the institution?

- ❖ The college invites experts in different fields of commerce to deliver guest-lecture to the students. It becomes a supplementary to the teaching work.
- ❖ The internet is introduced in the college and the computers in the staff room are with net connection for the use of teachers.
- ❖ The students are given assignments to prepare themselves with the use of reference-books and other books on the subject in the library. The teachers discuss some topics in the form of classroom seminar in which the students become speakers. This gives them a practice to prepare themselves, to represent it before the students and to learn by themselves.
- ❖ More details of this are given in answer to 2.4 (4) in this report.

2.6 Evaluation of Learning

1. How does the institution monitor the performance of the students? (Annual/ Semester exam, Trimester Exam, Midterm Exam, Continuous assessment, Final exam, etc.,)

The college fairly monitors the performance of the learners. As one of the means, the college arranges for, as per the regulations of the university, internal examinations for the monitoring and assessment of the students. The college arranges these examinations during the period stipulated by the university. The first internal examination is arranged at the end of the first term and the second internal examination is arranged at the end of the second term before the final university examination. If a student misses any of these examinations, just after the end of the second internal examination, the third additional internal examination is arranged. The results of the first test tell the students where and how much weak they are. The results of the second test inform them where intensive work is necessary to face the final examination well. The faculties remain guiding and counseling the weaker students all through the year. The monitoring is also made by the results of the final examinations which are held by the university in March/April every year.

2. Are the evaluation methods communicated to the students at the beginning of the year? If yes, how?

Yes, the students are informed about the evaluation method in the beginning of every academic year. As per the evaluation scheme stipulated by the university, the 100 marks are divided in two types of evaluation in each subject.

- ❖ 70 marks are allotted to the external evaluation that is done by the university examination. So the question-papers of the university examination are of 70 marks. The student has to secure at least 25 marks for passing.
- ❖ 30 marks are assigned for the internal evaluation that is evaluated by the college by terminal examinations and other devices. The student is expected to secure at least 11 marks out of 30 for passing. These 30 marks are awarded to the examinees keeping in view his/her results of internal examinations and other behavioural criteria as follow.
- ❖ The weightage of 25 marks is given to the internal tests. The college holds two internal evaluation examinations, one of 50 marks at the end of the first term and the second (preliminary) of 100 marks at the end of the second term before the university examination.
- ❖ The total of the marks secured at both the examinations by a particular student is divided by six. In doing so, a fraction of mark is counted one full mark.
- ❖ This brings how much he secures out of twenty five. Then the marks awarded out of five keeping in view his overall behavioural aspect (attendance etc) are added to those secured out of 25 marks.
- ❖ This brings his final internal marks.
- ❖ A student has to secure at least 11 out of 30 marks for passing in each subject in internal evaluation.
- ❖ If a student has not taken any one of the internal examinations, an additional examination is arranged for him/her and the marks secured by him/her in it are counted for the purpose.

This whole system of calculation of the internal marks is conveyed to the students at least twice by the teachers in all classes in the beginning of every academic year.

3. What is the method of evaluation followed? (Central, Door, Double evaluation, etc.,)

- ❖ In internal examination the evaluation method is Door Method i.e. the answer books are assessed by assessors at their houses.
- ❖ In university examination, at F.Y.B.Com and S.Y.B.Com level the assessment method is Door method. i.e. the university appoints the evaluators and sends answer-books to their residence for evaluation.
- ❖ In university examination, at T.Y. B.Com final year of the degree course as well as in M.Com. is the central evaluation method and the arrangement is made by the university. There is the moderation system here. The answer-books are dummied before the starting of the evaluation work.

4. How frequently are the class-tests conducted?

In small groups like advanced Business Management, Computer Application, Secretarial Practice, Statistics etc. the teacher, at his convenience, holds the class-test and assesses the answer sheets there and then gives the results to the students. The answer sheets are given back to the students for their reference and knowledge.

5. What is the mechanism for redressal of grievances regarding evaluation?

In internal examination, if a student is not satisfied with his/her marks, he may make an application in a prescribed form with the fees of Rs.10/= per subject. After the last date of submitting such applications is over, the college checks their relevant answer-books again through the teacher of the concerned subject and informs the students if there is or there is not a change in his/her marks. If there occurs a change in his/her marks, the same is recorded in relevant mark sheets and the fees are refunded to the student. In university examination there is such system of checking the answer books or re-assessment of the answer-books.

6. How does the institution prepare the students for final exams?

The institution prepares the students for the final exams in various ways as follow.

- ❖ The teachers guide the students in the second term which is generally examination oriented.

- ❖ During the class-room teaching the teacher tells the students about the paper style of the concerned subject, the weightage of marks given to different topics etc.
- ❖ The teacher also guides how they should represent the answers in the examination.
- ❖ The students are informed to get the question papers of the previous university examinations from the college library and solve them.
- ❖ The teachers guide the students in solving the previous question papers when they approach the teacher.
- ❖ The students are at large in approaching teachers in the period after the second internal test and before the final university examination. The students approach them during this time for active guidance, suggestions and solutions of their difficulties. The star batch [batch formed of advanced learners] and the poor batch [batch formed of very weak students] are also guided after the classroom teaching is over.

7. Does the institution communicate the evaluation outcome to the parents?

Generally the evaluation outcome is communicated to students by putting them on general notice board. The guardians/parents of the students are not informed of this outcome. It is taken for granted that the parents/guardians are informed of the outcome of evaluation through their wards. In the cases of irregular students, the parents are called to the college to see the principal in person and the evaluation outcome of their son/daughter is communicated to them.

2.7 Evaluation Reforms

1. Has the institution carried out any evaluation reforms?

The examination system and the evaluation system are fixed by the university and the college is not free to make any deviations from them.

2. What are some of the reforms made with reference to evaluation?

(Double evaluation, Question Bank, Moderation etc.)

The teachers give a list of examination oriented questions in classrooms and give hints about the weightage up on them. This serves as a question bank for the

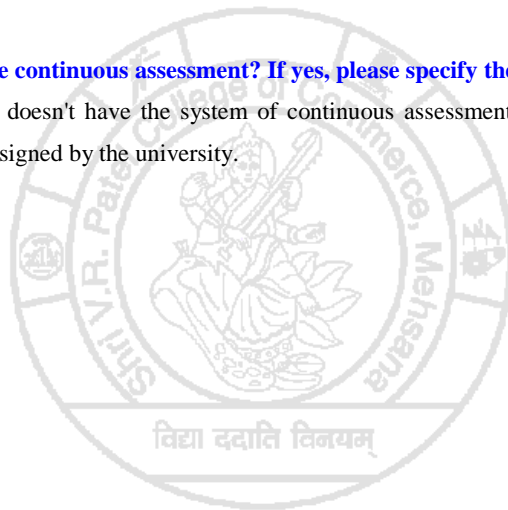
students. Moreover the assignments are given to the students to prepare themselves using study material, text books and reference books on the relevant subject.

3. How does the institution make the evaluation process transparent?

After the internal examination is over the marking scheme is displayed on the notice board. It is also discussed in the classrooms by the faculties in their lectures after the internal examination is over the steps of the whole solution of the question paper is displayed in calculative subjects like accountancy, Statistics, Taxation etc. By this the students can know how much of what they have written is correct or half correct and how many marks at approximate they may secure for their performance.

4. Do you have continuous assessment? If yes, please specify the weightage.

The college doesn't have the system of continuous assessment as the assessment system is designed by the university.



3. Criterion III: Research, Consultancy & Extension

3.1 Promotion of Research

1. Is there a Research Committee to facilitate and monitor research activity?

There are seven Ph.D.'s in the staff and they have formed a research committee. They guide the staff in Minor Research Projects, preparing and presenting research papers at seminars of different level.

2. How does the institution promote faculty participation in research?

Teachers are given study leave for FDP, orientation and refresher courses, M. Phil. & Ph.D.

Mr. S. G. Joshi and Mr. K. C. Modi had been granted study leave under FDP for joining M. Phil for one year five years ago. Mr. S. G. Joshi had been sanctioned study leave of two years for Ph.D. purpose but he did not avail of this facility because of the lack of proper substitute. When a teacher goes on short term leave, other teachers of the concerned department share the academic work of the teacher who is on leave or alternative arrangements are made by appointing teachers on lecture basis.

3. What provision is made in the budget for research and development?

The fees of the college-students go to the state government and the salaries and miscellaneous expenses are paid by specific maintenance grant from govt. Whatever the college spends for research-promotion, is spent from the five year plan grants advanced by the UGC and Management funding. So no such income or source of income remains for the college to prepare a budget on.

4. Does the institution promote participation of the students in research through the academic programme?

The teachers who are teaching in P.G. classes and are M. Phil. or Ph.D. guide the students about the procedure of the research work. Moreover, a subject "Research Methodology" has been introduced by the university in the new syllabus of M.Com. that came into effect from June 2006.

5. What are the major research facilities developed and available on the campus?

The college has rich library, computer lab and the internet facility available to the staff as well as to students who may use them for their research work, if necessary. The main activity of the college, as has been the case with major colleges of this university, is teaching.

6. Does the institution subscribe to research journals for reference as per the different departmental requirements?

Yes, the institution subscribes for the research journals for reference which may be helpful to a researcher.

3.2 Research Output

1. Is the college a recognized centre for Ph. D?

The college is not a recognized centre for Ph.D.

2. Do you have research students currently registered for Ph. D?

Not Applicable.

3. Do you provide fellowship/scholarship to research scholars?

Not Applicable.

4. Give details of the ongoing minor projects and major projects.

Two Minor Research Projects funded by the UGC have been very recently finished and at present no ongoing research project, major or minor, is on hand.

5. Does the institution have research funding from the Government, Industry, NGO or International agencies? Give details.

The College doesn't have the research fund from any funding agency.

6. Give the highlights of the collaborative research done by the faculty.

No collaborative research is made at present by any faculty of the college.

7. What research awards and patents were received by the faculty during the last five years?

No award or patents were received by the faculty during the last five years.

3.3 Publication Output

1. Are there research papers published in refereed journals periodically, by the faculty? If yes, give details

Yes, the research papers are published in refereed journals periodically by the faculty. The details are as under.

Sr. No.	Name of the Teacher	Name of the Journal	Publisher
1	Prin. Dr. J. K. Patel	Arth Sankalan (1 Article)	Arth Sankalan Ahmedabad
2	Dr. H. S. Viramgami	Gram Swaraj (10 Articles)	Gujarat State Co-operative Union, Ahmedabad
		Sahakar (1 Article)	Gujarat State Co-operative Union, Ahmedabad
		Yojana (6 Articles)	Yojana, Ahmedabad
		Indian Journal of Marketing (2 Articles)	Indian Journal of Marketing, New Delhi
		Readers' Shelf (2 Articles)	J.V.Publishing House, Jodhpur
		Arth Sankalan (1 Article)	Arth Sankalan Ahmedabad
3	Dr. R. N. Desai	Yojana (2 Articles)	Yojana, Ahmedabad
		Arth Sankalan (1 Article)	Arth Sankalan Ahmedabad
		Gram Swaraj (2 Articles)	Gujarat State Co-operative Union, Ahmedabad
		Sahakar (1 Article)	Gujarat State Co-operative Union, Ahmedabad

4	Dr. K.C. Modi	Gram Swaraj (1 Articles)	Gujarat State Co-operative Union, Ahmedabad
5	Dr. V. B. Vaghela	Yojana (2 Articles)	Yojana, Ahmedabad
		Arth Sankalan (2 Articles)	Arth Sankalan Ahmedabad
		Gram Swaraj (2 Articles)	Gujarat State Co-operative Union, Ahmedabad
		Aarthik Vikas (3 Articles)	
		Paryavaran Mitra (1 Article)	

The faculties have published their articles in “ANART”, the publication of our university.

2. Give list of publications of the faculty.

a. Books

Sr. No.	Name of the teacher	Name of the Book	Class	Publisher
1	Prin. Dr. J. K. Patel	Financial Accounting Compulsory Accountancy	F.Y.B.Com F.Y.B.Com .	M/s. B. S. Shah Prakashan, Ahmedabad
2	Mr. D. M. Patel	Financial Accountancy Adv. Accountancy II Adv. Accountancy IV	F.Y.B.Com S.Y.B.Com T.Y.B.Com	-do-
3	Mr.U.G.Panchotiy a	Compulsory Accountancy Adv. Accountancy III	F.Y.B.Com S.Y.B.Com	-do-
4	Mr. R. M. Patel	Taxation Mgt. Accountancy -V	S.Y.B.Com T.Y.B.Com	-do-
5	Mr. S. J. Patel	Adv. Statistics-I	F.Y.B.Com	-do-
6	Dr. K. C. Modi	Fundamental of	F.Y.B.Com	-do-

		Entrepreneurship. Money Market Operation & Financial Management	. T.Y.B.Com .	
7	Dr. S. G. Joshi	Advanced Statistics Business Statistics	S.Y.B.Com T.Y.B.Com	-do-
8	Mr. R. B. Vyas	Principles of Business Management	F.Y.B.Com .	-do-
9	Mr. A. D. Parmer	Principles of Marketing to Human Resources Management	S.Y.B.Com .	-do-
10	Dr. R. N. Desai	Business Environment and Economic Plans Money, Finance & Economic Problems of India	S.Y.B.Com . T.Y.B.Com	-do-
11	Dr. V. B. Vaghela	Business Economics	F.Y.B.Com .	-do-

b. Abstracts

NIL

c. Proceedings

NIL

d. Thesis etc.,

NIL

3.4 Consultancy

1. List the broad areas of consultancy services provided by the Institution during the last 5 years (free of cost)

One faculty member Mr. S. O. Gandhi, a practicing Chartered Accountant extends his services in calculating income tax and filing returns. He provides these services to the staff as well as to others in the campus free.

2. Does the institution publish the expertise available for consultancy services?

The institution doesn't publish the expertise available for consultancy services.

3. Give details regarding the nature of consultancy services and revenue generated.

As has been stated above, one faculty Mr. S. O. Gandhi extends his peculiar services to the staff of this college and others on the campus in calculating tax, tax planning, investments etc. without any charges.

3.5 Extension Activities

1. What outreach programmes are organized by the institution? How are they integrated with the academic curricula?

The institution arranges outreach programmes like these as shown below

- (a) Environment education:- The students are taken out and taught about different trees herbs etc.
- (b) The students are taken to clean the slum areas.
- (c) The students are taken to the visit of the slum areas of the disadvantaged communities and they work there to clean it, to educate the adults and to furnish them with necessary information about loans for small self employment work etc. Moreover, the students, when taken out for the annual camp of NSS and at other events perform programmes like Street Play, Blood Donation Camps, Wall Writing and Counselling to Farmers etc.
- (d) The students had taken out a rally on World Aids Day, to make the surrounding people aware of this disease.
- (e) All types of the services shown above and others also were provided by the college through its students to the neighbouring adopted village TARETI.
- (f) The students of the college had conducted the Adult Education classes at the village Tareti.
- (g) In the beginning of the academic year 2005 – 06, a meeting of the village people of Tareti was arranged and they were addressed by the faculties of the college explaining them the importance of education and thus convincing them to send their children of the age for school education.

(h) The programme of the cleaning of the whole village was held at the village Tareti and the little children of the primary school were given breakfast and sweets more than once by the students of the college.

(i) In a meeting with the village people, the faculties of the college had convinced the people about addiction free life, education and other things.

Many of these activities are integrated with one of the subjects Environment and Disaster Management in the curriculum of the Second Year of the three years B. Com. Degree Programme.

2. How does the institution promote college-neighborhood network in which students acquire service training contributive to a sustained community development?

As shown above, the college extends its extension services to the surrounding areas like the slums and by the adoption of neighbouring villages. These areas serve as social laboratories for the students of the college where they get the training of the social services and the services contributive to the sustained community development. Through the activities described above the students get practical work experience and thus the college prepares them to grow as good and contributive citizens of their community.

The college has adopted the neighbouring village TARETI and it has proved highly advantageous to the students to get practical experiences. The village has a majority population of the disadvantaged community and thereby it requires more concentration of the college and the students also have taken it as a challenge with vigour and enthusiasm.

Moreover, every year the NSS unit of the college arranges an annual camp in a village which is in the area of about ten to fifteen kilometers from the college for ten days. During this camp various activities of social services and the social upliftment are held at the camp. They are just hinted below.

1. The village cleaning programme is kept more than once.
2. Blood Donation camps are arranged in every annual camp.
3. The meetings of the village women are called and in it a Gynaec and other doctors give them guidance about child care, pregnancy care etc.

4. Free diagnosis camps are organized in every annual camp and experienced medical practitioners, invited by the NSS unit, give their services in them. Free medicines also are distributed among the village people.
5. Free treatment camps for cattle also are organized every year and treatment, including surgical, is given in these camps and free medicines are given to the cattle owners for their cattle.
6. Wall writing is made for the awareness of the village people on different issues.
7. Soak-pits are made by the NSS volunteers for the village people near their houses on their demand for the disposal of the used and dirty water.
8. The meeting of the youth of the village is called and in the meeting the expert doctors invited by the NSS unit give their talk about AIDS Awareness and precautions.
9. An expert is invited to examine the eyes and sight of the village people and free spectacles are distributed among the needy people.
10. More than once the cultural programmes are arranged in the central place of the village showing different aspects of improvement in village life like freedom from addictions, blind faith, wrong beliefs about miracles, women freedom etc.

3.6 Participation in Extension

1. How does the institution promote the participation of the students and faculty in extension activities of NSS, NCC, YRC and other NGOs? How often and in what roles are they involved?

The institution runs the activities like NSS and NCC for the students. The college encourages the students to participate in these activities. The students are given facilities to participate in the work of these activities in the following way.

- If a student taking part in these activities lacks in attendance, his attendance is condoned for those days during which he or she had been engaged in the activities.
- If an NCC cadet has to go for a camp or some social service during the internal examination he is allowed to take the additional test for the computation of his internal marking.

- In admission at P.G. Level (in commerce) 1%marks are added in counting the merit for admission to those who have gone for NCC during the UG studies and have passed the “C” certificate examination.
- The institution, every year awards the prizes to the Best NSS Volunteer and to the Best NCC Cadet to encourage them for the sincere and whole- hearted participation in the activity.

Throughout the year the major or minor activities of the NSS go on regularly and every week at least one meeting of the volunteers takes place. Similarly the camping activities of the NCC also go on through out the year. In the whole year about 12 camps are organised by the upper NCC authorities where students are sent in large numbers to participate.

2. Is there any research or extension work to ensure social justice and to empower under-privileged sections in particular, women and children?

The college holds programmes especially for the women during the NSS annual camp of the college. These programmes are for the awareness among the women about their health problems, social status and status in the family etc.

The school of the village where such camp is organized is also benefitted as the programmes for children like various competitions like elocution, Mehandi, Rangoli etc. are arranged and the distinguishing children are awarded prizes also.

3. What is the impact of extension on the community? Specify.

The community for whom the college arranges the programmes as shown above invariably gets benefitted by them. Their action and reaction to such programmes are always positive. It is a fact that there may not be a specific norm or criterion to measure how much in proportion, benefit did the community get from them. But surely something is better than nothing. So these activities and programmes make the situation better than it was before.

3.7 Linkages

1. What are the linkages the institutions have with University / Research institutions / Industries / NGOs for research and extension?

The college has the linkages with the university and NGO's. The college is affiliated to the university. So it is benefited by the educational programmes/seminars etc. held by the university. The college receives the co-operation and collaboration from Rotary, Lions, Jaycees and such other social bodies. We arrange the lectures on personality development and other allied subjects with their help.

2. How does the linkage promote

- (a) Curriculum development**
- (b) Internship**
- (c) On-the-job training**
- (d) Faculty exchange and development**
- (e) Research**
- (f) Consultancy**
- (g) Extension**
- (h) Publication**
- (i) Student Placement**

Through the linkages with the university the college plays an important role in framing the curricula through the teachers that are in the Boards of Studies of different subjects and in Academic Council of the university. The university gives the syllabus to the colleges and the colleges have to run that syllabus during the teaching work.

Through the linkages the college does many and various extension services to the community which are mentioned in details in this criterion in 3.5.(1) and 3.5.(2).

The teachers of this college have got their articles published in university Journal "ANART".

Various companies like SSKI (Share Khan) Bombay, Motilal Oshwal Securities Ltd., Bombay, Bajaj Allianz, HDFC Bank, ICICI Bank etc had arranged their campus interviews in the college and had selected the students of the final year of the college to work for their firms. The selected students have been working in these companies.

3 What measures have been taken by the institution to enhance the quality of Research, Consultancy and Extension during the last five years?

As mentioned above, the college endeavours to the best possibility to enhance the quality of research, education, extension services etc. all the years of the working of the college. They are not mentioned here again to avoid the repetition.



4. Criterion IV: Infrastructure and Learning Resources

4.1 Physical Facilities

1. How well endowed is the college in terms of physical infrastructure (classrooms, administrative buildings, transport, water and power supply, etc., to run the academic programme) Enclose the master plan of the college campus indicating the existing building and the projected expansion in future.

The college has its own large and imposing building with three floors; ground floor & two floors, in which there are 65 rooms in all. The building is used by the college and Law College in the morning session and in noon session it is used by the Arts & Science College as well as Education College. In the morning session this college uses the building as follows.

Sr. No.	Purpose	No. of Rooms
1.	Lecture Halls	15
2.	Principal's Office	1
3.	Administrative Office	1
4.	Faculty Common Room	1
5.	Girl's Common Room	1
6.	Sports Room	1
7.	NCC Room	1
8.	NSS Room	1
9.	Store Room	1
10.	Computer Centre	1
11.	Faculty Computer Room	1
12.	Library Hall	1
13.	Conference Hall cum Reading Hall	1

There is a three storeyed separate library building having one large reading room on second floor and on first floor is the library hall. In the library building two floors, first floor and second floor are used by this college and the ground floor and

basement are used by Arts & Science College. The detailed layout plan of the college building and the library building is enclosed herewith in annexure as follow.

Annexure: 3 College site plan

2. What are the infrastructure facilities available for

(a) Academic activities

The college has 15 large lecture halls at its disposal for teaching and academic activities. Classes of First Year B. Com. to M. Com. are fairly accommodated in these lecture halls. If more rooms are necessary they are available for use. We have well equipped inter connected Computer Lab with 29 Computers, 2 Printers.

(b) Co-curricular activities

Apart from the rooms used for classroom purpose there are a number of rooms spare in the morning session. They are used when and as the necessity arises for different purposes like rehearsals of Garba, plays, street-plays etc., blood donation camps, guest lectures, exhibitions, competitions etc.

(c) Sports

There is a separate sports room, a large hall where sports equipments and cupboards are kept and still ample space remains for equipments of indoor games like Table Tennis, Carrum etc.

The dimensions and diameter of these rooms are shown in the building plan in details.

3. Has the institution augmented the infrastructure to keep pace with academic growth? If yes, specify the facilities and the amount spent during the last five years.

In the morning session the building is used by the commerce college as well as the law college. Even after the use of these two faculties, ample numbers of rooms remain spare in morning session. However, they are used by the Arts & Science College in noon session as per the necessity. So the college has already the facilities available in case of academic growth in future.

4. Does the institution provide facilities like common room, wash / rest rooms for women students and women staff?

The college provides facilities of common room to female students with ample sitting and other facilities. There is a separate toilet block for their use. Even in library we have kept a separate section to be used as a reading room by them. In faculty common room also there is a separate facility of toilet etc. for lady teachers.

4.2 Maintenance of Infrastructure

1. What is the budget allocation for the maintenance of -

- a. Land**
- b. Building**
- c. Furniture**
- d. Equipment**
- e. Computers**
- f. Transport**

The building, equipments etc. whole infrastructure is owned by the trust that runs the college. So the trust and especially the trustee Mr. K. K. Patel, on behalf of the trust, often visits the premises and looks after all the concerned matters as follow.

- Ample staff is appointed to look after the building and the land i.e. the whole premises and its day to day cleanliness. The cleanliness is looked after and monitored by the administrative staff.
- The change and repair of furniture is generally made during the vacation period whenever necessary engaging carpenters etc.
- The equipments are maintained by the trust who has appointed a technician and electrician for the purpose. Complex repairing, if necessary, is got done by hiring the service of expert technician from the market.
- The college has a computer center with good number of computers. Our programmer keeps the computers & printers up to date and in good working condition. No service contract is made but when necessary, such services are made available by the college calling in an expert from the market.

2. How optimally is the budget allocated and utilized?

The university has made a provision to collect Rs. 50 from each student as Development fee and we use this collected amount, round about 125000/= for the development and maintenance of the infrastructure.

3. Does the institution appoint the staff for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained?

As shown above in 4.2(i) the trust appoints all the necessary workers, technicians etc. to keep the whole infrastructure and equipments in up-to-date condition and in day-to-day good working condition. A separate security agency has been engaged by the contract by the trust and on an average three personnel remain present on the premises for the purpose.

4. How is the infrastructure optimally used?

The infrastructure is optimally used at all possibilities. The colleges use the building, land and equipments from 7:00 am to 6:30 pm during the working days. It is also used on Sundays as the study centre of the Dr. Babasaheb Ambedkar Open University works on Sundays also and thereby the computer centre of the college also remains in use on Sundays. Apart from these, regular lectures of other social service agencies are arranged in reading room hall on Sundays.

4.3 Library as Learning Resources

1. Does the library have an advisory committee? What are its functions?

We have an advisory committee of five members for library comprising of three teachers, a librarian and a computer programmer. The committee provides valuable suggestions to the administration of the library particularly in following areas.

- (a) Planning to buy books on various subjects as well as reference books.
- (b) Finalizing book requirements on new courses.
- (c) Service to staff and students.
- (d) Automation of library.
- (e) Maintenance of Library Furniture and Books.

The names of the library committee of the current year are as follow.

- (1) Mr. R. M. Patel
- (2) Mr. S. J. Patel
- (3) Mr. P. J. Trivedi
- (4) Mr. D. T. Patel
- (5) Mr. K. G. Patel

2. How does the library ensure access, use and security of materials?

There is easy access to the library as all cupboards are kept open and the Journals are kept on display rack. The students may take a book from a cupboard and depositing his/her identity card may sit to read it in the reading room as long as he/she desires during the working hours of the library. All the students are issued two tickets each. So on tickets they can take a book at home too for use. The table of the librarian is on such a strategic place that he can keep an eye on all going or coming students. Moreover there are two other non-teaching staff members who monitor the whole process and keep their eyes on library users. In the hours other than working hours, the library as well as the reading hall remain well locked.

3. What are the facilities available in the library? (computers, internet, reprographic facilities etc.,)

The library has all possible available facilities. There are three computers and a printer in the library with net connection for the use of the staff and the students. The CD's, DVD's and floppies accompanied with the books and magazines are maintained. A register is maintained for access to them. A sanitation block also is there in the library.

4. How does the library ensure purchase and use of current titles, important journals and other reading materials?

The staff is quite free to make suggestions to subscribe for a particular journal and the principal, positively and readily accepts the suggestion and the journal or periodical is added to the library.

In matter of books, as shown above in 4.3(i), the library advisory committee finalizes the purchase of books and the principal's attitude is always open and co-

operative to such recommendations and thus the books are purchased in the limit of the grant available for the library and other funds.

Moreover, during the year the selling agents of prominent publishing houses visit the college with either their catalogues or the title pages of the books. The principal suggests the staff to make selections from them and finally a purchase order is issued as per the necessity and the recommendation of the faculty members.

5. If the library has an archives section, to what extent is it used by the readers and researchers?

The college library doesn't have the archive section.

6. How are on-line and internet services in the library used by students and faculty? Specify the hours and frequency of use.

The library has the computer and internet facilities for the use of the staff and the students. The staff uses the net service very often according to their need of reference and study. They download books and materials too from the net. The students also use the net but their number is small and frequency is low as they are not habituated to such modernisms and these facilities are newly introduced. However they are being encouraged to take the maximum benefits of these facilities.

7. Are the library services computerized? Does the institution make use of INFLIBNET / DELNET/IUC facilities? If yes, give details.

We have newly introduced computers and net service in the library services. So at present there isn't the INFLIBNET service available with the library. But it is in our active future planning and we devise to make it available in short time.

8. How many days is the library kept open in an academic year? How many hours is the library open per day?

In the academic year the library remains open all through the year including the vacation period and excluding public holidays and Sundays. The students come to the library in the vacation too and use it.

The timings are as follow.

Days	Hours
Working days	07:00 a.m. to 02:00 p.m.
Vacation Period	08:00 a.m. to 12:00 a.m.

9. Specify the amount spent on new books and journals during the last five years?

The amount spent on new books and journals during the last five years is as follow.

Year	No. of Books	Amount Rs.	No. of Journals	Amount Rs.	Grand Total Rs.
2001-02	186	31500	42	14708	46208
2002-03	80	23023	42	13601	36624
2003-04	811	98477	45	19545	118022
2004-05	589	73462	46	16855	90317
2005-06	864	101889	46	17914	119803
2006-07	416	74919	46	13231	88150
Total	2946	403270		95854	499124

The amount spent on journals includes the amount spent on newspapers.

Number of journals does not include newspapers. The list of Journals and News papers is displayed in Annexure No.4

10. How does the library motivate students/ teachers to read existing and new arrivals?

The library has a rack where the magazines and journals are displayed well and the rack is placed at a conspicuous place which attracts the attention of the visitor at once. The new arrivals of the books are also displayed attractively on a rack under the title "NEW GUESTS" to attract the attention of the students and teachers.

Moreover once a year we organize an exhibition of all books in the library for the benefit of students and teachers for more than one days. They visit the exhibition and this gives them incentive to read particular books.

11. What are the special facilities offered by the library to the visually disabled and physically challenged persons? How are they used?

The library doesn't have books in brail for visually disabled students. Virtually up to now no such student has sought admission here. For them there have been separate govt. schools for blind.

12. List the infrastructural development of the library over the last five years?

The library building of three-storey was built in 1998 from the trust funds as well as from the library building grant advanced by the UGC. The First Floor is used as our Library and the Second Floor is used as Reading Room cum Conference Hall. It was designed at the time with all necessities required in future. This is why no additions or alteration have become necessary in it. At present it is sufficient for our requirement.

The cost of the library building was as follows.

Sr. No.	Sources of the Fund	Amount Rs.
1	Amount received from University Grant Commission under VIIIth Five Year Plan vide letter No. F/23/92/WRO dated 31 st March, 1998 (amount sanctioned was Rs.400000)	395000
2	Amount spent by the Trust	305619
	Total Cost	700619

The cost of Conference Hall cum Reading Room was as follows.

Sr. No.	Sources of the Fund	Amount Rs.
1	Amount received from University Grant Commission under IX th Five Year Plan vide letter No. F:15/23/98/WRO dated 11 th November, 2002 (amount sanctioned was Rs.350000)	350000
2	Amount spent by the Trust	228900
	Total Cost	578900

13. What are the information services provided by the library to the users?

The library subscribes to Employment News, Rozgar Samachar(in Gujarati), and University News. From these periodicals the pick information about job chances etc. are displayed on a board for the knowledge of students/staff.

4.4 Computers as Learning Resources

1. How is the computer facility extended to all faculty and students?

The college has accommodated three computers in the library for the use of students with multimedia kit. A scanner also is made available for the use in the library. A laser printer has been kept in the library for the use whenever its need arises. For the use of faculty also two computers and a printer are made available in the room just adjoining to the common room.

2. How are the faculty facilitated to prepare computer aided teaching/ learning materials? What are the facilities available in the college for such efforts?

As shown above, exclusively for the use of faculties, two computers have been made available along with a printer. Moreover in the library there have been computers with net connection for their use. They may use them, may download the reference material, may scan graphs etc and may print them on the printer. A Xerox machine has been there in the college and material may be copied on it for use in classrooms. The faculties are at large to use the computers in library, in common room and even in the computer centre to prepare the teaching /learning aids.

3. Is there a central computing facility? If yes, how favourable are its timings, access and cost to both students and faculty.

The college has a central computing facility in the computer centre where the access is easy and open to faculties and the students. Its timings are from 7:00 a.m. to 4:00 p.m. i.e. it starts before the starting of the college and closes late after the college timings are over. It has been used by the faculties, students, Ambedkar Open University and others who devise to come for the use. The computer centre is also meant for the regular students of the college offering computer application as a subject. The number of offering this subject is as follows.

Year	F.Y.B.Com.			S.Y.B.Com.			Grand
	Male	Female	Total	Male	Female	Total	Total
2003-04	35	12	47	23	11	34	81
2004-05	27	06	33	31	10	41	74
2005-06	27	10	37	20	04	24	61
2006-07	40	07	47	20	07	27	74

4. How does the library collection meet the requirements of the users?

The library collection of CD's, DVD's and floppies that have accompanied the books are open for easy access and is usable for all. They are issued to users for use and reference in college during library timings.

5. How are the computers and its accessories maintained in the Departments?

The staff of the computer centre is so competent that they can handle minor requirements of maintenance and servicing themselves. For major requirements of repair or servicing when necessary, the apparatus is/are sent to competent agency to fulfill the job.

6. What is the output of the various Departments in developing packages for their discipline?

We have a very powerful internal evaluation system developed by our programmer Mr. D. T. Patel which is used by all departments to prepare their internal evaluation results. Moreover the administrative office starting from the admission process up to the internal evaluation all systems are computerized and the computers are sparsely used for administrative process with the help of the faculties joined with the computer centre. The faculties that participate in the seminars prepare their papers on computer centre and get them printed for presentation.

4.5 Other Facilities

1. **How many students stay in the hostel? How many rooms are there in the hostel? Is the accommodation sufficient to meet the demand?**

Mehsana city is a centrally located place in the district. Around the area there are other commerce colleges near by. Moreover many frequencies of bus routes are there to make up and down journey from villages. So the college had no need of hostel facilities.

2. **What facilities are provided in the hostel?**

Not applicable.

3. **What are the health care facilities available in the health centre?**

The college doesn't have the facility of health centre at present. We are thinking to add a health centre in the college infrastructure very shortly.

4. **Does the institution have a placement centre? What are its functions and how does it facilitate students for getting employment and self-employment?**

The college hasn't established a regular placement centre but it remains in touch with companies and arranges campus interviews for the benefit of students. Last year and during current year, such campus interviews had been arranged by SSKI (ShareKhan), ICICI Bank Limited, Motilal Oswal Securities Ltd., Bajaj Allianze, Apex Laboratories etc.

When such appointments are made, the college is not informed of it either by the student or by the organization. Still we have some specimen data as under.

Name of the Firm	Students, placed
SSKI (Sharekhan)	1. Mr. Jayesh Barot 2. Mr. Kiran Patel 3. Mr. Bhavik Shah
Motilal Oswal Securities Ltd.	1. Mr. Pardeep Prajapati 2. Mr. Jayesh taksar 3. Mr. Viral Parikh 4. Mr. Jaykumar Oza 5. Ms. Chetana Rajput
Bajaj Allianz	1. Mr. Ghanshyam V.Pandit 2. Mr. Ashok B.Sharma 3. Mr. Devang H.Raval 4. Mr. Rikin H.shah

5. What are the physical and infrastructure facilities available for the sports and physical education centre?

The college has the sports room where equipments are kept. It has ample space for indoor games like Table Tennis, Carom etc. The college has a small play ground. Moreover we have contacted the Nagarpalika and has received the consent to use the Municipal Ground for outdoor game practices and competitions. The college has also made an understanding with Vanikar Club, the oldest club of Mehsana, to use its building, swimming pool, its indoor game facilities etc. for use for practice as well as competitions. Dr. Baba Saheb Ambedkar Stadium also is used, with an understanding with ONGC at Mehsana, for various competitions and coaching.

6. How does the institution ensure participation of women in intra and inter institution sports competitions?

Our Director of Physical Education Dr. G. U. Rajput encourages the female students to take part in various sports, indoor as well as outdoor. Generally, the girls taking parts in sports and games during school life up to the higher secondary education, very naturally continue their sports activities in college also on account of encouragement from the physical director. This is why our teams of badminton and Judo bring ranks at the university level and more than once have gone to play at national level also.

7. Does the institution have a workshop / instrumentation centre? If yes, what are the physical and infrastructure facilities available in the centre?

Ours is a commerce college and in teaching, work shop is not necessary.

Criterion – V : Student Support and Progression.

5.1 Student Profile

- 1 What is the student strength of the institution for the current academic year? Give the data gender-wise, state-wise and nationality wise along with analysis and comment.

The details of the student strength for 2006-07 are as follow.

Class	Males	Females	Total Students	State	Nationality
F.Y.B.Com.(Eng.)	68	60	128	Gujarat	Indian
F.Y.B.Com.	209	46	255	Gujarat	Indian
S.Y.B.Com.	216	118	334	Gujarat	Indian
T.Y.B.CoM.	288	167	455	Gujarat	Indian
Total - UG	781	391	1172		
M.Com. -1	51	70	121	Gujarat	Indian
M.Com. -2	26	52	78	Gujarat	Indian
Total – PG	77	122	199		
GRAND TOTAL	858	513	1371		

A major part of the strength of the college comes from nearby area. The female students of the college are about one third of the total strength of UG students and in PG years the female students are 50 % more than the male students. As Ahmedabad is closer and it being a cosmopolitan and mega city, the students of other states as well as nationalities prefer to seek admission there.

- 2 Give details of the last two batches of students and their socio-economic profile. (General, BC, OBC, etc.)

In all three categories, General, BC and OBC, the number of female students is significantly more than that of male students. Only in the 2005-06 this ratio is worse at under graduate level. The number of BC and OBC students is about 20 % of the total strength. This is a good number. The Government gives them free-ship and also scholarship in cash. The college helps them with books. Below are given the details in tables.

2004-05

CLASS	Tot.	Tot.	No. of Students			GENERAL			BC			OBC		
	Adm.	Drop	Total	M	F	Total	M	F	Total	M	F	Total	M	F
F.Y.B.Com.	602	54	548	376	172	441	309	132	24	15	9	83	52	31
S.Y.B.Com.	498	10	488	262	226	378	210	168	23	5	18	87	47	40
T.Y.B.Com.	493	14	479	257	222	366	226	140	20	5	15	93	26	67
Total - UG	1593	78	1515	895	620	1185	745	440	67	25	42	263	125	138
M.Com.-1	96	0	96	38	58	59	28	31	11	3	8	26	7	19
M.Com.-2	85	0	85	30	55	54	25	29	9	3	6	22	2	20
Total - PG	181	0	181	68	113	113	53	60	20	6	14	48	9	39
Grand Total	1774	78	1696	963	733	1298	798	500	87	31	56	311	134	177

2005-06

CLASS	Tot.	Tot.	No. of Students			GENERAL			BC			OBC		
	Adm.	Drop	Total	M	F	Total	M	F	Total	M	F	Total	M	F
F.Y.B.Com.	427	50	377	255	122	298	214	84	20	11	9	59	30	29
S.Y.B.Com.	475	11	464	298	166	345	235	110	21	12	9	98	51	47
T.Y.B.Com.	452	13	439	236	203	349	190	159	19	7	12	71	39	32
Total - UG	1354	74	1280	789	491	992	639	353	60	30	30	228	120	108
M.Com.-1	100	0	100	40	60	54	25	29	14	2	12	32	13	19
M.Com.-2	85	0	85	31	54	47	18	29	12	4	8	26	9	17
Total - PG	185	0	185	71	114	101	43	58	26	6	20	58	22	36
Grand Total	1539	74	1465	860	605	1093	682	411	86	36	50	286	142	144

5.2 Student Progression

1. **What percentage of the students on an average progress to further studies? Give details for the last three years.**

After passing the graduation degree in commerce from this college, many join the Post Graduate department of this college for the further study of M. Com. Moreover other students have joined either MBA or PGDCA or MCA and such other specialized courses. But the college has no source to know what study the past students and how many of them have continued. So such record can not be maintained nor has the college such documentary proof to present. However we

may give the details about those who continue their further study by joining M. Com. in this college.

Year & Class	No. of Students			Accounting & Finance Group	Statistics Group
	Total	M	F		
2001-02					
M.COM.-1	90	43	47	78	12
M.COM.-2	58	22	36	54	04
TOTAL	148	65	83	132	16
2002-03					
M.COM.-1	75	36	39	69	06
M.COM.-2	72	37	35	62	11
TOTAL	147	73	74	130	17
2003-04					
M.COM.-1	78	21	57	72	06
M.COM.-2	60	15	45	55	05
TOTAL	138	36	102	127	11
2004-05					
M.COM.-1	98	38	60	85	13
M.COM.-2	64	18	46	58	06
TOTAL	162	56	106	143	19
2005-06					
M.COM.-1	100	38	62	90	10
M.COM.-2	85	32	53	77	08
TOTAL	185	70	115	167	18
2006-07					
M.COM.-1	121	51	70	116	05
M.COM.-2	78	26	52	72	06
TOTAL	199	77	122	188	11

2. What proportions of the graduating students have been employed for the last five years. Provide placement record for the last three years.

As has been mentioned below in 5.2.3, the college had no effective means to know the activities of its past students. This is why the college has very less like record of that kind. Still some companies have arranged their Campus Interviews with the college and have selected students from the final year of the B. Com. Degree or the M. Com. Degree programme during last three years. A list of such students and the companies is given in 4.5.4. The said list is just tentative and the actual number of students is much larger than this.

3. How many students appeared/ qualified in UGC-CSIR-NET, SLET, ICS, GATE, CAT, GRE, TOFEL, GMAT, Central/State services through Competitive Examinations (last two years)?

Various students of this college have taken the competitive examinations like GATE, CAT, GRE, TOFEL, GMAT, IELTS, etc. When they occasionally meet any of the faculties, such information comes to the knowledge of us. But as there had been no effective source to know what the past students have done and what achievements they have made, the college has no documentary proof to present. Many students of this college have gone abroad either for further study or for job purpose. Assuredly they would have passed IELTS or TOEFL before going abroad. However, those who had come to the college to get transcript (certificate to be issued by the college to accompany with an application for admission to an educational institution in the U S A, the U.K., GERMANY, CANADA and all countries) are known by the college and the office copies of such transcripts/certificates issued to them have been maintained by the college. But of those who have not come to the college for such purpose and had gone some where else the college has no record.

5.3 Student Support System

- 1. Does the institution publish its updated prospectus and handbooks annually? If yes, what are the information contents disseminated to students?**

The institution every year publishes its prospectus. This prospectus is given to the admission seekers with the admission forms. In this short prospectus the information about the institution, the programmes offered by the institution, the subjects, compulsory as well as optional ones etc are given. Its thorough study helps the students know about the institution and understand the courses and subjects offered by the college. It helps the students fill the admission forms well.

- 2. Does the institution provide financial aid to students? If yes, specify the type and number of scholarships/ free-ships given to the students last year.**

Ample free-ships to students of SC, ST, belonging to Baxi Panch Castes, economically weak, physically handicapped etc categories are advanced by the state government. These scholarships are advanced to the beneficiaries in cash. All female students are awarded free-ship by the state government and they do not have to pay the tuition fees. So the college does not provide any scholarship or free-ship.

However, the sons and daughters of the staff of the whole campus are given free-ship in tuition fees.

At P. G. level the students are given free-ships and scholarships. Free-ships are given on low income basis and scholarships are given on merit basis. These free-ships and scholarships are given to those who don't receive benefits under SC, ST, EOBC and other free-ships.

The numbers of the free-ships and scholarships awarded during the year 2004-05.

2004-05

Type of Free-ships	GEN. GIRLS	BC	EOBC	College Free-ship	College Scholarship
First Year B.Com.	129	24	83	--	--
Second Year B.Com.	150	23	87	--	--
Third Year B.Com.	156	20	93	--	--
M.Com.-1	50	11		01	15
M.Com.-2	49	09			

2005-06

Type of Free-ships	GEN. GIRLS	BC	EOBC	College Free-ship	College Scholarship
First Year B.Com.	129	24	83	--	--
Second Year B.Com.	150	23	87	--	--
Third Year B.Com.	156	20	93	--	--
M.Com.-1	48	14		--	--
M.Com.-2	46	12			

3. What types of support services are available to overseas students?

There are no overseas students in the college and so up to now no necessity has been felt to raise such support services.

4. What support services are available to SC/ST students?

Ample support services are given by the government & State Social Welfare Board to SC & ST Students. Their fees are paid by the government and the college issues

them the books on basis of merit. Moreover counselling is provided to the SC, ST students even after the teaching hours of the college.

5. Does the institution offer placement and counselling services to students?

The institution offers the campus interview and placement facilities to the student.

- The college had arranged the campus interview in collaboration with (SSKI) Sharekhan. About 40 students had taken part in it on 31/3/2005 at 9:00 am. As a result three from them were selected to work in the company's office at Mehsana.
- The college had arranged the campus interview on 30/03/2005 of ICICI Mutual Fund Insurance, Ahmedabad. The candidates selected in it have started their job as insurance adviser in ICICI.
- In current year Bajaj Alianze Ltd. Pune, had arranged the campus interview and the students of T.Y.B.Com. & P.G. Students had taken part in it. Four of them were selected and have started their work with the company.
- Motilal Oswal Securities Ltd., Bombay also had arranged a campus interview during the current year in the college and 5 candidates selected in it have started their work in the company's office at Mehsana.
- The faculties give counselling to the students, especially of the final years, for the preparations of NET, SLET, GCET, BSRB, CA, CS, ICWA etc examinations.

6. Does the faculty participate in academic and personal counseling? If yes, how many have participated last year? Is there counselling centre for women students?

During the period after the second internal examination and the final university examination the counselling goes on. Every faculty gives counselling to students who come to seek it. This goes on almost every day as the students advanced in studies are very inquisitive about information and knowledge in their subjects for the examination. There is not a separate counselling centre for women.

7. Has the employment cell encouraged students to be self- employed during the last five years? If yes, what are its activities?

The faculty members concerned with vocational guidance committee provide career guidance to the students. During such guidance they encourage the proper students for self employment. After passing the final year examination, some students have approached the teachers to seek guidance and as a result some have started their own broker-offices and other business. Still there is not the formal record of how many such cases have happened.

8. Does the institution have an alumni association? If yes, what are its activities?

The college has established the alumni association last year. The well known Chartered Accountants of the city and some prominent merchants, government officers etc., have been the members of the alumni association and in the governing body of it. The association and its members remain in touch with the college. Occasionally they visit the principal and discuss about the activities of the college. They remain ready to extend their co-operation in the activities of the college. We invite and welcome their suggestions for the development of the college.

9. List the names of top 10 most renowned alumni of the Institution along with their designation.

Some of the well-known alumni of the college are as follow.

1.	Ms. Alka B. Kshatriya	M.P. (Rajyasabha)
2.	Mr. Ashwinbhai Yagnik	Prominent Chartered Accountant
3.	Mr. Dilip J. Chaudhary	Secretary of Sarvajanic Kelavani Mandal – a prominent education campus of the city.
4.	Mr. Hasmukhbhai B Shah	Gen. Manager, Sarvodaya Commercial Co-Op. Bank Ltd. Mehsana,
5.	Mr. Mukund Patel	Vice-Chairman, Mehsana Nagar Palika, Mehsana.
6.	Mr. Jayantibhai Patel	Trustee in Educational Institutions & Well known & prominent steel merchant
7.	Mr. Nirupam Mehta	C. A. & Chairman, Union Bank.
8.	Mr. Nitin Kansara	Manager, HDFC Bank, Mehsana.

9.	Mr. Drupad D. Joshi	President, Nehru Yuva Kendra Mehsana.
10.	Mr. Nikhil N.Dani	Prominent & Well-Known Investement Consultant and Insurance Agent. (Six times Crorepati agent of LIC.)
11.	Mr Dilipbhai R Shah	Prominent Tax Practitioner
12.	Prin. Dr. C. M. Thakkar	Principal, Radhanpur Arts & Commerce College.
13.	Prin. Dr. J K Patel	Principal, Shri V R Patel College of Commerce, Mehsana.

Moreover a good number, at least 22 in our knowledge, have been the lecturers or principals in colleges and others on good posts in government and corporate jobs.

10. How do the alumni contribute to the development of the institution?

The alumni association is active in the college. Even those who are not the members of the alumni association of the college, visit the college when they come to Mehsana to renew their memories with the college. The alumni association has been started since two years and so it is in initial stage. But looking at the enthusiasm of the alumni, it will be helpful a lot in development of the college in times to come.

11. Does the institution have a grievance redressal cell? If yes, what are its functions? List the number of grievances redressed during the last 2 years.

The college does have the grievances redressal cell with six senior teachers as its members. This cell is referred to any complaint from or against the students whenever it comes to the principal or any other faculty member. The cell listens to the complaints and in presence of both the parties discusses the pros & cons of the complaint and tries to establish an accord to the satisfaction of the parties concerned. Generally such events happen rarely as the norms of discipline are strictly carried out and very few incidents of breach of individual discipline come to the principal. No major complaint or grievance has come up to the date for redressal, excluding the quite minor ones. Since two years a complaint box has

been maintained to receive the grievances from the complainants. Every week this box is opened and if the complaints are there in it, they are redressed by the cell in the way shown above.

When the complaint or the suggestion is pertaining to any academic matter in the complaint/suggestion box, prompt steps are taken by the cell to ease it. Often we receive creative suggestions from the students through the suggestion box pertaining to lectures of special persons, uses of CD's and cassettes, vocational guidance, use of library and books, extra guidance apart from the classroom teaching etc. the cell approaches positively to such suggestions and looking at their propriety, puts them into practice.

12. Is there a provision for welfare schemes for students? If yes, specify. What specific measures has the institution taken to enhance the quality of education with reference to student support and progression?

The college has not formed a formal welfare committee. However there is the Education Quality Improvement Cell comprising of the principal and the Heads of the Departments and the students' advisory board. This committee continuously keeps an eye on the activities of education and its enhancement in the college. The college has modern electronic teaching aids available for teachers as well as students. The net and computer facility is also available for students and they may use it and may come in contact with the wide education world. Moreover, whenever the question arises, the college instantly takes measures for the progression and well being of students. For example, the college endeavoured to get a special grant from the M.P. of this area amounting to 6.4 lakh rupees for the enhancement of education and welfare activities.

13. Is there a cell to prevent sexual harassment? How effective is the cell?

The college has found no need for a separate cell for redressal of sexual harassment. Such issues are handled by the discipline committee and strict steps are taken against harassers to set examples. Generally speaking, very few, in fact, hardly such issues come before the committee as hardly such events happen. A majority part of the students come from rural areas and so extra modernity in this sense hardly has touched this college.

14. What efforts are made to provide legal literacy to women?

Every year the University organizes the camp for legal literacy and help to women. The college sends female participants in the camp. Coming back from the camp, these participants inform of the contents discussed in the camp to other female students. The institution itself organizes two or three lectures in a year on legal literacy for women. Expert lawyers are invited to deliver speeches before the female students of the college in an assembly hall.

15. What support services are made available to differently abled students?

The college holds extra curricular and co-curricular activities and the students having different abilities are encouraged to participate in it. They are encouraged to develop their abilities. Every year the Annual Prize Distribution Ceremony is arranged and the college awards prizes to distinguishing students for best show in cultural, sports and semi-cultural activities. Those, whose show is better than an average, are sent to the youth festival of the university to take part in it and there they get a wider stage. There are examples in which such students have brought first or second prizes or shield for their abilities

5.4 Student Activities

1. What incentives are given to students who are proficient in sports?

The college has been contributing a lot in developing the multi-faceted personality of the students. So along with the cultural development, the physical and sports development also keep its importance. The college has got an enthusiastic and energetic director of physical education in Dr. G.U.RAJPUT, the FIRST and the only doctorate holder up to now of our university. The students have achieved various peaks in different games at different levels. The college provides them necessary facilities and incentives which are as follow.

- The players are given necessary dresses for the relevant game or sports.
- The players are paid the journey expenses, daily allowance of Rs.75 and Rs. 10 as refreshment allowance per day.
- They are given sports equipments for practice of relevant game. They are also sent for other events like mountaineering, jungle trekking, youth camps, yoga camps and special coaching camps of games.

- At admission the players are given preference and the economically weak players are given books, college free-ship etc.
- They are sent to intensive training camps for their improvement.

Some note worthy achievements:

- 2003-04 Ms. Divyanka R. Jani remained the member of Board of Sports and had received Rs.9000/- from the State Government.
- 2003 to 2006 Dr. G. U. Rajput, Director of Physical Education of the college, have remained the member of Board of Sports and have been in Selection Committee of seven different games.
- 2004-05 Dr. G. U. Rajput had gone as an observer on behalf of All India Universities in Badminton at Bhopal (Madhya Pradesh)

2. Give details of the participation of the students in sports and its outcome, at the state, regional, national and international levels, during the last five years?

The details are as follow.

Year	Sr. No.	Name of Event	Name of Player	State & University Level	National & Inter University Level
2001-02	1	Badminton	Trivedi Darpan G. Barot Vishal H.	Doubles First Doubles First Single Second	All Participated Inter University
	2	Table Tennis	Trivedi Darpan G.	Single Third	
	3	Tennis	Trivedi Darpan G.	Single Third	
	4	Hockey	Thakor Bharatji N. Amin Pranav K. Brahmbhatt Piyush	All Selected in University Team	
	5	Hand ball	Vohra Soyabbhai G.		
	6	Basket ball	Pathan Zubed F.		
	7	Judo	Jani Divyanka R. Acharya Pal;ak H. Patel Nayna N. Patel Pravin H. Amin Pranav K.	First 44 kg. Second 70 kg. Second 63 kg. Second 68 kg. Third 55 kg.	
	8	Wrestling	Prajapati Yogesh J.	First 52 kg.	
2002-03	1	Badminton	Trivedi Darpan G. Barot Vishal H.	Doubles First Doubles First Single Second	All Participated Inter University
	2	Table Tennis	Chaudhary Haresh P.	Single Second	

		Trivedi Darpan G.	Single Third	
3	Tennis	Trivedi Darpan G.	Single Third	
4	Hockey	Pathan Zubed F. Sudh Dhiraj H.	All Selected in University Team	
5	Hand ball	Pathan Zubed F.	Selected Uni.	
6	Basket ball	Pathan Zubed F.		
7	Judo	Jani Divyanka R. Thakor Ajay J. Shukla Neha S. Sudh Dhiraj H. Bhatt Hardik H. Patel Sunil A. Pathan Zubed F.	First 44 kg. Gujarat First Second 55 kg. Third 65 kg. Third 68 kg. Third 55 kg. Third 50 kg. Third 50 kg.	----- ----- ----- ----- ----- -----
8	Wrestling	Tahkor Ajay J. Sudh Dhiraj H.	Second 52 kg. Third 78 kg.	Participated -----
9	Football	Gosai Sandeep D.	Uni. Selection	Participated
10	Soft Ball	Mehta Ravi H.	Uni. Selection	Participated
11	Chess	Mandora Nilesh S. Barot Utkarsh R.	Second Second	Both Participated
12	Cricket	Patel Bhavik H. Suthar Masulik R.	Uni. Selection	Both Participated
2003-04	1	Badminton	Chauhan Sandeep J. Rajput Sonal S.	Single Single First Participated
	2	Table Tennis	Rajput Sonal S.	Single First -----
	3	Tennis	Suthar Maulik R.	Single Participated
	4	Hockey	Gurjjar Narendr	Uni. Selection Participated
	5	Basket ball	Barot Miral K.	Uni. Selection Participated
	6	Judo	Shukla Neha S. Solanki Hetal A. Patel Sunil D. Barot Kamesh P.	First 65 kg. First-Open Gujarat First Second 48 kg. State-First Third - Open -----
	7	Wrestling	Pate Sunil D. Pathan Mohsinkhan	Second 52 kg. Second 57 kg. Participated
	8	Football	Chauhan Sandeep J.	Uni. Selection Participated
	9	Soft Ball	Suthar Maulik R.	Uni. Selection Participated
	10	Chess	Barot Utkarsh R.	Second Participated
	12	Cricket	Chauhan Sandeep J. Suthar Maulik R.	Uni. Selection Participated -----
2004-05	1	Badminton	Chauhan Sandeep J. Chauhan Krishana D.	Single Single Participated -----
	2	Table Tennis	Kasture Yashraj S. Rajput Sonal S.	Single Single Both Participated
	3	Hockey	Chauhan Parvatraj Gurjjar Narendra B.	Both Uni. Selection Both Participated
	4	Basket ball	Gohil Kapil T. Gothwal Nitish S.	All Uni. Selection Participated -----

		Barot Miral K.		----	
5	Judo	Shukla Neha S. Solanki Hetal A. Prajapati Jitendra V. Patel Sunil D. Patel Jignesh R.	First 65 kg. First-Open Gujarat First All Selected at State	Participated ---- ---- ---- ----	
6	Wrestling	Prajapati Jitendra V. Patel Sunil D. Patel Jignesh R.	Second 52 kg. Second 57 kg. Second 78 kg.	Participated ---- ----	
7	Football	Chauhan Parvatraj Raval Samir N.	Both Uni. Selection	Participated ----	
8	Soft Ball	Suthar Maulik R.	Uni. Selection	Participated	
9	Chess	Chokshi Riddhi D. Kotai Kamlesh S.	Third Third	Both Participated	
10	Cricket	Suthar Maulik R. Patel Kiran R.	Both Uni. Selection	Participated ----	
11	Swimming	Chaudhary Nitin K.	50 M Second 100 M First Uni. Selection	----	
2005-06	1	Badminton	Patel Avani N.	Uni. Selection	Participated
	2	Tennis	Patel Avani N. Visen Kavita R.	Doubles-Third S/D Third	
	3	Hockey	Mani Lakhinder T.	Uni. Selection	Participated
	4	Basket ball	Gothwal Nitish S.	Uni. Selection	Participated
	5	Judo	Shukla Neha S. Solanki Hetal A. Chokshi Zalak D. Prajapati Jitendra V. Patel Jignesh R. Nayi Prakash G. Joshi Bhavesh D. Pathan Mukshood	First 65 kg. Second-Open Gujarat First First 48 kg. S/T Open Third 55 kg. Second 65 kg. Second 55kg. Second 85 kg. S/T open	Participated Participated ---- ---- ---- ---- ---- ----
	6	Wrestling	Prajapati Jitendra V. Thakor Yogendra G. Patel Jignesh R.	Second 52 kg. Third 57 kg. Second 68 kg.	---- ---- ----
	7	Football	Chauhan Parvatraj	Uni. Selection	Participated
	8	Soft Ball	Chauhan Sandeep J.	Uni. Selection	Participated
	9	Chess	Kotai Kamlesh S.	Uni. Selection	Participated
	10	Cricket	Oza Jignesh A. Rathod Chirag B.	Both Uni. Selection	Both Participated
	11	Swimming	Oza Jay K.	50 M First 100 M Second Uni. Selection	----
	12	Yoga	Shah Nishant U.	First-State	Participated

Year	Event	No. of Players		No. of Position			Participation AIU/National
		M	F	I	II	III	
2001-02	Badminton, Tennis, Table Tennis, Hockey, Hand ball, Basket ball, Judo, Wrestling, Chess	9	3	3	4	3	12
2002-03	Badminton, Tennis, Table Tennis, Hockey, Hand ball, Basket ball, Judo, Wrestling, Chess, Football, Soft Ball, Cricket	15	2	3	6	8	17
2003-04	Badminton, Tennis, Table Tennis, Hockey, Hand ball, Basket ball, Judo, Wrestling, Chess, Football, Soft Ball, Cricket	7	4	3	3	3	11
2004-05	Badminton, Tennis, Table Tennis, Hockey, Hand ball, Basket ball, Judo, Wrestling, Chess, Football, Soft Ball, Cricket, Swimming	14	6	7	4	3	20
2005-06	Badminton, Tennis, Table Tennis, Hockey, Hand ball, Basket ball, Judo, Wrestling, Chess, Football, Soft Ball, Cricket, Swimming	16	5	7	3	9	21

3. Does the institution collect feedback from students for improving the support services?

The college receives positive feedback from the students towards the supporting services provided by the college to the students. In the meetings of the students advisory board, as formed according to university suggestions and guide lines, the students' feedback automatically comes from their representatives. In this advisory board there are representatives of F.Y., S.Y. and T. Y. B.Com. classes and also from those taking part in NSS, NCC, Cultural activities, Sports etc. So from all these students, the opinions and suggestions come orally in such meetings and the college puts the suggestions, if they are proper, into practice. The said advisory board and its members are taken as below shown in the table. This is fixed as per the university guidelines.

	Particular	No. of Members
1.	From F.Y.B.Com.[on merit basis]	1
2.	From S.Y.B.Com.[on merit basis]	1
3.	From T.Y.B.Com.[on merit basis]	1
4.	From NSS (From S.Y. & T.Y.)	1
5.	From NCC	1
6.	From Sports	2
7.	Cultural Activities	2
8.	Teacher Representatives	5
9.	Principal	1

4. Does the institution collect feedback from employers? If yes, how is the feedback used? Illustrate the outcome.

The employers (the trust that runs the college) are very vigilant to the activities of the college as well as of the students and they are always ready to enhance facilities for the better learning and development of students. Some of the trustees are highly educated in abroad. Some of them go abroad very often. Their valued suggestions based on their observations and experiences abroad are incorporated in our college administration.

5. Furnish information regarding the participation of students in extra-curricular activities and recreational activities?

The following are the extra curricular and recreational activities that had been arranged by the college and those in which the student participated during the year 2005-06.

- (5.1) In the adopted village TARETI the students did wall writing and the people were given guidance about education, health and freedom from addiction.
- (5.2) The team of college stood first in the dance competition based on patriotic songs organized by the Mehsana unit of Akhil Bharatiya Vidyarthi Parishad on July 2005.
- (5.3) The tree plantation programme was arranged by the NSS unit of the college in the college campus on 11th July 2005.
- (5.4) Campus cleaning day was celebrated and the students cleaned the complete campus thoroughly on 17th July, 2005.
- (5.5) Students participated in inter college swimming competition organized by Hemchandracharya North Gujarat University in Vanikar Club at Mehsana on 11th August, 2005.
- (5.6) An elocution competition on “Youth & AIDS” was organized jointly by the college and Young Citizens of India Charitable Trust, Mehsana on 12th August, 2005 and a lecture of the resource person Mr. Amar Vyas also was delivered.
- (5.7) As every year, flag hoisting was organized in the college campus and the students participated in a good number.
- (5.8) A lecture of Kirtibhai Pancholi, a retired professor of Ahmedabad, was arranged on “the contribution of NSS in nation building” on 31st August, 2005.
- (5.9) The female students of the college participated and attended in large number in the lecture on “Importance of Breast feeding” delivered by Dr. Sarojben Trivedi on 1st September, 2005.
- (5.10) The debate team of Riddhi Chowksy & Zalak Chowksy, came on third rank in the elocution competition on “Who is Supreme : Parliament or Judicial Set Up?” organized by Jaycees, Mehsana on 10th September, 2005.

- (5.11) A student of the college, Zalak Chowksy, participated in the elocution competition on “Propriety of 33% Reservation for Women” organized by the students welfare board of HNG University organized on 24, 25, 26 September, 2005 and stood first in it.
- (5.12) A student of our college Rajeshkumar Shivigiri participated in inter college general knowledge competition organized by Oil City Mehsana Jaycees confined to the colleges of the city and stood second in it.
- (5.13) With the collaboration of Indian Red Cross Society, Ahmedabad, a Thalassemia Minor Test was arranged in the college in which about 1015 students co-operated and got themselves tested. The chancellor of our university remained present at the event and encouraged the students.
- (5.14) The college arranged a guest lecture on “Necessity of Religion In Student-life” for the students in which Prof. Subhash Shukla was the speaker. The students attended it in a considerably large number.
- (5.15) The college arranged a general knowledge quiz competition – 2005 at three stages and in the final stage the result was as shown in the following table.

Rank	Name of the competitor	Class
First	Anil M. Mistry	S.Y.B.Com.
Second	Dilip J.Nayee	T.Y.B.Com.

- (5.16) The college arranged a general knowledge contest – 2005 (by written test) on 1st October, 2005 in which 101 competitors participated. The results were as follow

Rank	Name of the Contestant	Class
First	Dilip J. Nayee	T.Y.B.Com.
Second	Mahesh J.Rawal	S.Y.B.Com.
Third	Manish G. Patel	M.Com.

- (5.17) The students and the college celebrated the “World AIDS Day” on 1st December, 2005 and took out a large rally which went on main roads of the city with banners and play cards showing the purpose.

- (5.18) The students of the college attended and participated in the street play organized by and acted by “MADHYAM” of Ahmedabad which presented the burning female issues like female embryo killing, dowry, unjustifiable social customs, undue pressure upon women etc. of the present society.
- (5.19) The students of the college organized the adult literacy programme in the neighboring villages Palavasana, Henduva, Mareda, Sametra and Kasalpura with collaboration of NSS volunteers.
- (5.20) A student of the college Miss Bijal Shah went to Bangalore to participate in the Inter-University National Debate Competition on “Co-operation” during the dates 28-30th December, 2005.
- (5.21) Almost all the students celebrated following days in December and during those days the elocution competitions also were organized on different topics.

Date	Name of Event	Topic of elocution competition
28	Petrol Saving Day	Sources of Energy – Their Saving
29	Traditional Day	Observation of National Integrations
30	Black & White Day	Importance of Education
31	Tie & Saree Day	Environment

- (5.22) Yoga Training Camp was organized by the college during 3-6th January, 2006 for the benefit of students.
- (5.23) Birth anniversary of Swami Vivekanand was celebrated on 12th January, 2006 and a guest lecture of Prin. Gadhvi, Mahila Arts College, Mehsana was arranged.
- (5.24) Miss Neha Shukla, a student of the college participated in Judo competition organized by Gujarat State Judo Association, Ahmednagar and stood first and won the Gold Medal and in the section of less than 70Kg. weight she stood second and won a silver medal.
- (5.25) The lectures about customer protection and right to information were organized at the adopted village TARETI in which the speakers were Mr. Keshubhai Patel, a member of Customer Protection Forum and Mr. R. N. Desai.

- (5.26) At the adopted village TARETI cleanliness campaign and abolishment of female embryo killing were held on February 2, 2006.
- (5.27) A student of the college, Miss Hetal Solanki became victorious in Judo competition in section of less than 44Kg. weight and stood first and won a gold Medal. She and Miss Neha Shukla were selected to participate in the National Competition of the event to be held at Bombay.
- (5.28) An Ayurvedic Diagnosis Camp was organized at TARETI, the adopted village, on 26th February, 2006 and free medicines were given to the village people. This camp was held in collaboration with District Ayurvedic Centre.
- (5.29) On 11th March, 2006 was celebrated the Annual Day of the college and various cultural programmes were presented by the students. The prize distribution was also made on this day and prizes were given to the distinguishing students in the fields of academic, cultural, sports, NCC, NSS, etc.
- (5.30) Mehendi, Rangoli and Hair-Style competitions were organized by the college and prizes were declared for the first and second winners.
- (5.31) Interclass cricket matches were organized by the college.
- (5.32) Since last year the college has started the publication of the college souvenir "DIVITA".
- (5.33) The college also runs a wall-paper "SETU" in which the students contribute with their articles, stories, poems etc. and thus their latent merit comes out.

Such and other activities are held by the faculties as well as the students every year.

6. Criterion VI: Organization and Management

6.1 Leadership, Goal Orientation and Decision Making

1. What are the leadership functions of the Head of the Institution?

The head of the institution is the principal. He is the most important position in the set up. He is and he works as a link between the staff that actually does the teaching and the administrative work and the Management that devises the teaching work and the college set up. He works as a good and successful leader of the teaching team and the administrative team. Since June 2006, the institution has a new principal as the former one retired at the end of the second term of the year 2005 – 06. The former principal Mr. M C Patel had initiated various innovations during his period of twelve years. He had been proved a competent, enthusiastic, scholarly and dashing leader of the team and had provided a nice leadership to the institution. The newly appointed principal, the successor to Mr. M C Patel, Dr. J.K. Patel, is a young man and is also enthusiastic and scholarly. Thus the institution has been lucky enough in having a proper successor to the former principal.

Dr. Patel frequently arranges meetings with teaching as well as non-teaching staff for the consideration and discussion of the steps for the development of the institution. In this process of development, he devises the activities to which every member of the team would contribute to the best of his capacity shoulder to shoulder. He discusses with the students about their issues and presentations sympathetically and does an active work in creating the necessary facilities for the students. He thinks positively on any problem or issue and takes constructive decisions. He takes such initiative as would bring the whole hearted involvement of the administrative staff, teachers and the students in his decisions. Dr. Patel takes initiative in all things. He is friendly and frank. He has started some new traditions that have worked successfully. He leads the team from front and not from behind. Like Mr. M C Patel, Dr. Patel also has a lot of self-confidence and a good power of decision-making. He is a good and rational coordinator. In short, the institution has a very proper and able leader to lead the scholarly, innovative, enthusiastic and senior teachers' team.

2. Does the institution have a mission statement and goals reflecting quality?

The institution has its vision and goals. For the fulfillment of the aims that have been mentioned in its goals and mission all through the year, the principal, the teachers, administrative staff and the students work to their best and with sincerity so that the aims of the institution be achieved and a state of the art education be created. From the process of admissions to the end of the year the atmosphere of the college is completely educative, cultural and disciplinary. The programmes like women education, literacy programmes among villages, programmes for health maintenance and health awareness etc. go on being organized all through the year by the Extension Activities Committee, NSS and NCC.

3. What measures has the institution taken to translate quality to its various administrative and academic units?

The institution has been upgrading its infrastructural facilities, academic facilities and other personality developing facilities to fulfil its mission, since its establishment. The institution has been choosing for it the best available personnel for teaching who are of high quality in education and in rational thinking. Thus to day the institution has the teaching team that is one of the best ones in the university. As a result, from the surrounding area of 40 km, even if there are colleges there, the students opt for this college to get better academic performance.

The institution has been encouraging its teachers for better equipment and for researches in the field. As a result, during the last five years, at least five teachers presented their thesis for Ph. D. degrees and have been awarded the doctorate by various universities. Moreover, the teachers have worked on Minor Research Projects also and have finished them.

To fulfill the need of the area, as the need to instruct through English medium has risen during some years, the college has started English medium class initially at F Y B Com level during the current year. So the students who were going to Ahmedabad every year to study in English medium colleges have stopped and have joined here at Mehsana. This is to be advanced up to M Com year by year.

The institution, years ago, has started the post graduate department to fill the need of the area. In the university there is not the commerce department for P G study i.e. M Com. Degree. This college teaches Accountancy at P G level. Moreover, this is the only college in the university that offers Statistics at P G level. This just gives an outline that the institution, since the establishment, has endeavoured its best to fulfil the needs of the time as well as of the area as has been stated in its Mission.

The institution has concentrated on better administration also. It has been always kept in mind that polite and prompt service be given to the students, guardians, parents and visitors. The principal has always been, being the administrative head of the institution, monitoring the administrative work and the trust also has been careful to it. After all, good and co-operative service and administration also matters much in the creation of the name of the institution. All steps are taken and things are made just in time and no longing takes place in any matter, i.e. if a student or a guardian has come for a work, he is instantly attended, patiently listened to and promptly given the service. If the work requires some time, he/she is given a specific time to come and when he/she comes at the given time, the work is quite ready and no one has to come over twice for the same purpose.

Moreover:

- The admission process is transparent.
- It is taken care that the teaching-learning programmes are equally on collective basis and on individual basis.
- The institution creates the various processes of teaching/learning and monitors the development process of the students.
- The institution uses the modern technology in teaching with reference to the global educational programmes.
- The institution works to create dialogue between the teachers and the taughts and to prepare the grounds for teaching/learning, research and job-satisfaction.
- The new experiments in education go on being encouraged for the continuity of the evaluation and research of the teaching process.

4. Is the faculty involved in decision-making process? If yes, how?

Frequently the head of the institution holds a meeting and he involves the faculties in the meeting. He doesn't impose his ideas in the decision making but allows all present at the meeting to discuss the issue and he only expresses his opinion as others do. Whatever the decision is taken, all have a voice in it. Thus the meetings are handled in a quite democratic way and the faculties are involved in the decision making. Sometimes he holds meetings with the Heads of the Departments and sometimes the meetings of different committees are held according to the type of the issue and the decision to be taken. He accepts the decision when it is taken by a committee in whose jurisdiction the issue comes.

6.2 Organization Structure, Powers and Functions of the Functionaries

1. Give the organizational structure and the details of various statutory bodies.

The organizing structure of the governing body of Sardar Vidya Bhavan Trust, Mehsana is as follows. Below is given the executive body frame of the trustees.

Sr. No.	Name of Trustee	Designation
1	Mr. Anilbhai T Patel	Managing Trustee
2	Mr. K. K. Patel	Trustee
3	Mr. Narayanbhai Patel	Trustee
4	Mr. Jayantibhai S. Patel	Trustee
5	Mr. Keshubhai Patel	Trustee
6	Mr. Chandubhai I. Patel	Trustee
7	Mr. Kantibhai B. Shah	Trustee
8	Mr. Karsandas M. Patel	Trustee
9	Mr. Dasharathbhai V. Patel	Trustee
10	Mr. Ambubhai V. Patel	Trustee
11	Mr. Tulsibhai Patel	Trustee
12	Mr. Chunibhai A. Patel	Trustee
13	Mr. Shivabhai Oza	Trustee
14	Mr. Manubhai K. Chowksy	Trustee
15	Mr. Vasantlal T. Patel	Trustee
16	Mr. Dahyabhai M. Patel	Trustee
17	Mr. Mathurji P. Thakore	Trustee

From among the above mentioned Trustee Mandal, different members who are competent in different fields have been allotted different activities to look after and to handle the fields allotted to them. As a result, different statutory bodies are formed from the above list, viz.

1. Infrastructure Development Committee [Estate Committee]

Sr. No.	Name of the Member
1	Mr. K. K. Patel
2	Mr. Chunibhai A.Patel
3	Mr. Jayantibhai S.Patel
4	Mr. Keshubhai Patel

2. Academic Committee [Faculty Committee]

Sr. No.	Name of the Member
1	Mr. Anilbhai T.Patel
2	Mr. K.K.Patel
3	Mr. Nrayanbhai Patel

3. Finance Committee [Committee about monetary transactions]

Sr. No.	Name of the Member
1	Mr. Anilbhai T.Patel
2	Mr. Nrayanbhai Patel
3	Mr. Kantibhai B. Shah
4	Mr. Dasharathbhai V.Patel
5	Mr. Manubhai K.Choksi

4. Academic Research Committee

Sr. No.	Name of the Member
1	Mr. Anilbhai T.Patel
2	Mr. Jayantibhai S.Patel
3	Mr. Tulsibhai Patel
4	Mr. Karsandas M.Patel
5	Mr. Chandubhai I.Patel

5. Extension & Linkage Committee

Sr. No.	Name of the Member
1	Mr. Anilbhai T.Patel
2	Mr. Ambubhai V.Patel
3	Mr. K. K. Patel
4	Mr. Shivabhai Oza
5	Mr. Dahyabhai M.Patel

6. Examination Committee

Sr. No.	Name of the Member
1	Prin. Dr. D.R.Patel
2	Mr. Nrayanbhai Patel
3	Mr. K. K. Patel
4	Mr. Dasharathbhai V.Patel
5	Mr. Dahyabhai M.Patel

2. Give details of the meetings held, and the decisions made, regarding finance, infrastructure, faculty, academic research, extension and linkages and examinations during the last year.

Record of the Management – Meetings held during the year 2005 – 2006.

1. In the beginning of the year, the meeting of the Trustee Mandal was held on 3rd July, 05 under the chairmanship of Mr. Anilbhai T. Patel, the Managing Trustee. In the meeting various committees as shown in 6.2.1 were formed to advance the works and procedures of the colleges and the college-campus run by Sardar Vidya Bhavan Trust. It was resolved that the same committees would function as various authorities to look after the workings under them.
2. A meeting of the Trustee Mandal was held on September 11, 2005 under the Chairmanship of the Managing Trustee. A discussion was held about the completion of the infrastructure of the colleges under the Trust and it was unanimously resolved that the provisions be made of the up-to-date sanitation facility, the offices of the principals and the office for the Management be renovated, plantation in the ground be made, the main gate of the colleges be

erected, the buildings of all colleges be whitewashed and painted and the necessity of the additional benches be fulfilled.

3. The Managing Trustee and the Trustee Mandal organized a meeting on 5th Dec. 05 with the staff of different colleges. A detailed discussion was held with the teachers about accreditation to be made by the NAAC and the suggestions from the teachers were invited as well as noted down. The Management presented before them their view about the development of the institutions. The principals of different colleges were suggested by the management to form different necessary committees from the staff and to start the work in reference with the NAAC.
4. A meeting of the Trustee Mandal was held on February 5, 2006 under the Chairmanship of the Managing Trustee. In this meeting were discussed different agenda like the financial transactions of the colleges conducted by the Trust, infrastructure of the colleges, the work of teaching learning process, academic research, extension, linkage and examinations. In the end of the discussion, it was decided that the principals of the colleges under the Trust should make the work of the committees that have been made for different purposes, more dynamic and the relevant colleges should form their internal committees, should supervise over their work and should lead the over-all planning towards the successful end and development.

3 How frequently are the meetings of the different statutory bodies held?

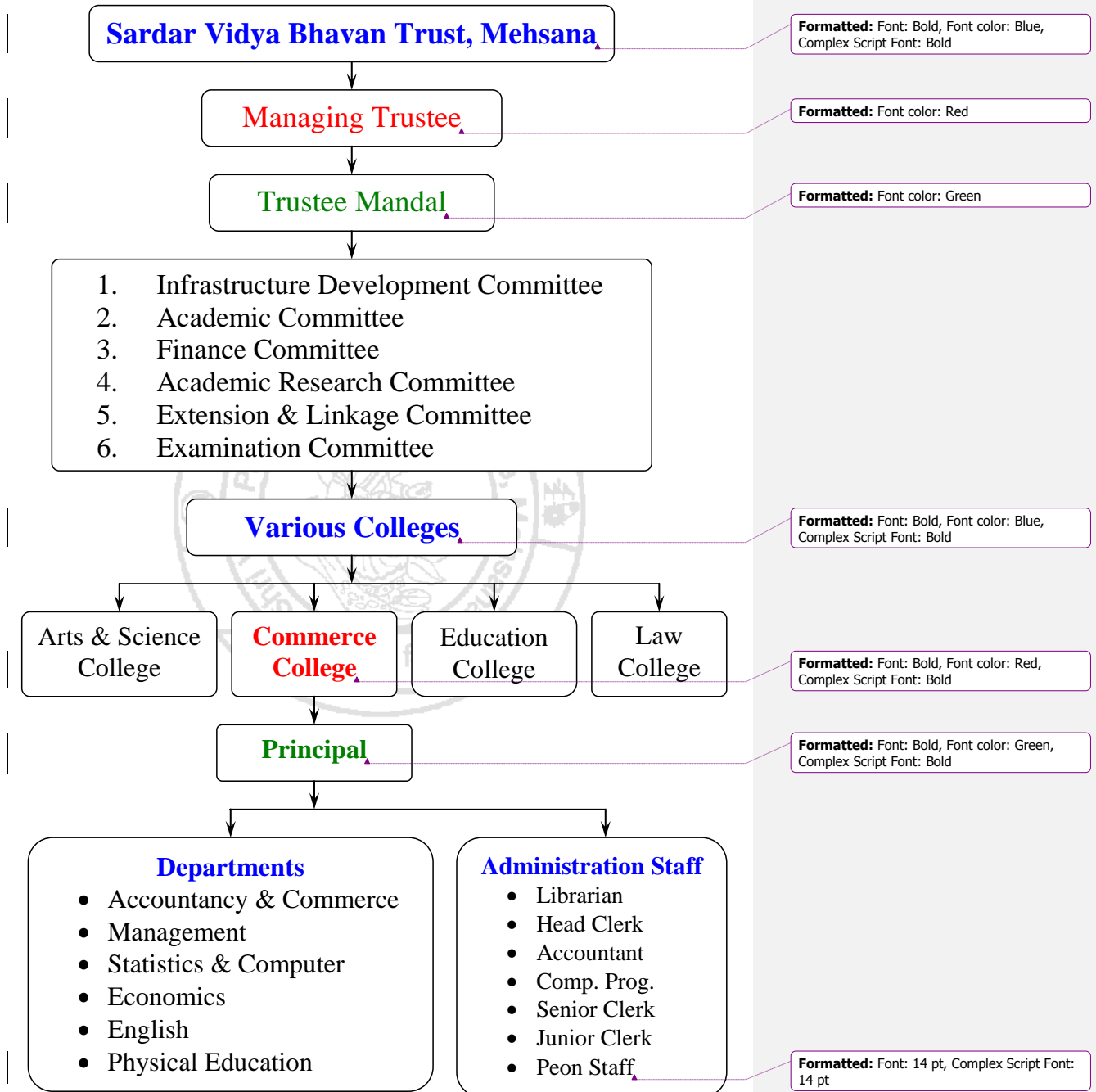
The meetings of the different statutory boards are convened very often as per the necessity is felt for such meeting.

4. How many of the management council resolutions are implemented?

The principal is the member of the management council. So he is known with the resolutions made by the management council. For the implementation of these resolutions, the principal of the college calls the staff meeting and takes necessary steps and makes necessary arrangements. On account of this procedure, the implementation of the resolutions of the Management Council can be made promptly and easily. All the resolutions of the Management Council are implemented carefully.

5. How is the administration decentralized? Illustrate the organization chart.

The decentralization of administration is illustrated by the following chart.



6 Does the institution have an effective internal coordination monitoring mechanism? If yes, specify.

Yes, the institution does have an effective internal co-ordination and monitoring mechanism. In internal co-ordination mechanism the principal is the head of the institution and with him are connected the administrative employees as well as the teachers of different departments. Various committees have been formed for the internal co-ordination, co-operation and monitoring. The structure of these committees has been presented in Annexure : 5 herewith. It may be referred to for more details of the committees. The principal calls the meeting of the heads of every department at least once a week and calls the staff meeting at least six times in a year and thus arranges the mechanism of co-ordination and monitoring.

7. How many times does the management meet the staff in an academic year?

The Management arranges to meet the staff in a meeting at least two times in a Year. If the necessity arises, such meetings may be called more than twice, too.

8. What are the major issues discussed in the last meeting?

In the last meeting, detailed discussions in reference with the accreditation to be made by the NAAC and in the meeting the Management widely discussed about education and teaching improvement, new experiments in teaching, the discipline of the students and the facilities to be provided to them, research programmes, extension services etc.

6.3 Perspective Planning

1. Does the institution have a perspective plan for institutional development? How the various constituencies are involved in the process of planning?

Various committees have been formed from the Trustee Mandal as well as among the staff of the institution in order to fulfil the Mission and Vision of the institution. With good co-operation and co-ordination of three wings, teachers, administrative employees and students, the institution endeavours its best to bring in existence the success of its perspective plans. The institution, at present, is in progress, in two ways, to work out its planning.

- [1] To make the college campus beautiful, attractive and full of the educational environment.
- [2] Giving more acceleration to research oriented activities, to make the students able and competent by new experiments in teaching – learning process, that they may face the competitions in the outer world when they leave the college and go for jobs or business. In this process of planning various constituencies have been involved and joined.

2. Does the institution follow an academic calendar? How effectively is it prepared?

The institution prepares its academic calendar every year. This calendar is made in connection with the academic calendar of the relevant year of the university. A committee from the staff has been formed to prepare this calendar. This committee, every year in the beginning of the first term, prepares the academic calendar and in it includes the activities to be held during the year in relevant months. The activities of the past year guide them in fixing the activities to be held during the current year. They also add some new possible activities and teaching programmes during the current year. This academic calendar is shown on the general notice board for some days, after its preparation, for the knowledge of the students also. As it is well thought and well planned, it is adhered strictly so far as possible during the year except some unavoidable circumstances arise from outside of the college. The calendar then works as a guide to the activities and the teaching learning programmes to be held during the year.

3. Specify the number of plan proposals (a.) initiated (b.) implemented during the last five years.

The initiated plan proposals are five in number. They are as follow.

1. The planning of completely computerized library.
2. The linkage of the library at the world level
3. Audio – visual hall.
4. Student theatre.
5. Modern facilities for research.

The implemented plan proposals during the last five years are five in number. They are as follow.

1. To make the college campus environment – oriented and beautiful.
2. RCC road on the college campus.
3. Staff–room with computer facility for the faculties.
4. Following the global trends, the facility of computer for the library, for the staff room and for the students.
5. Receiving the students’ feedback and its follow-up work.

6.4 Manpower Planning and Recruitment

1. How is the staff recruited? Illustrate the process.

The staff is recruited strictly following the norms and guidelines supplied by the UGC, Government of Gujarat and the Hemchandracharya North Gujarat University from time to time. When some post or posts are vacant in the college and new recruitments are to be made, the college sends a proposal for the purpose to receive the NOC from the Higher Education Department of Gujarat State. After the receipt of the NOC, the recruitment is made as per the regulations of the UGC, of the university and of the state government. The detail of this procedure is given in Criterion 2.4 (1). Please refer to it.

2. How is the need for staff recruitment assessed?

The situation of recruiting new staff in the institution arises in the following circumstances.

1. When some staff member retires on account of the retirement-age.
2. When some one from the staff takes voluntary retirement.
3. When some one from the staff resigns his post and leaves the job or passes away during the service.
4. When the university, on account of increment of number of students, sanctions more division or divisions in FY, SY or TY B Com.
5. When someone from the staff leaves this college to join somewhere else.

The necessity of the new post is assessed on basis of the work-load of lectures per teacher in a department as stipulated by the state government and the university.

3. What percentage of faculty who are qualified from other institutions and other states are recruited?

When a qualified staff becomes surplus in a college, the state government has made the provision to transfer him/her to some other college where a vacant post has been there in his/her subject. Such supernumerary staff is arranged first on vacant posts as per the government regulations.

Any qualified staff working in some other institution may apply to join this or any other institution for better choice when there is a vacant post in that college as per the regulations stipulated by the state government and the UGC. Similarly the qualified staff from other states also may apply to have a job in this institution in case of some vacant post and such person has to face the interview, as per the university rules, before the selection committee formed as per the rules of the state government and the university. And if he/she is selected by the selection committee, he/she is recruited in this institution.

4. What is the ratio of teachers to non-teaching staff?

The ratio of teachers to non-teaching staff is nearly 1 : 1.

6.5 Performance appraisal

1. Does the college have a 'self-appraisal method' to evaluate the performance of the faculty in teaching, research and extension programmes? How far has it motivated the teachers?

The institution has adopted a self appraisal method during the last two years to evaluate the performance of the faculties in teaching, research and extension programmes. At the initial stage the institution had got the forms of 'Personal Information' with detailed information filled in by the teachers. Then in the end of every year the self-appraisal forms are got filled in by the teachers which would, by comparing with the 'Personal Information Form' show how much improvement and further equipment the concerned teacher has achieved during the year ended.

Moreover, the university also requires such forms to be filled in by the teachers and sent to the university by the college to update the information about every teacher and thus to fix the work of the examination to be given to the concerned teachers. These forms also show the academic progress and equipment made by the concerned teacher during the year ended.

2. Does the institution appraise the performance of the teaching staff? If yes, specify.

The institution has started to appraise the performance of the teachers since 2004 – 05 keeping in view the ensuing accreditation of the college by the NAAC. Before that, there wasn't such tradition. The institution, virtually the principal, as the head of the institution, fills such forms of appraisal of every teacher and keeps them in the separate file of the concerned teacher. If necessary, the concerned teacher is shown this appraisal of the institution when his/her improvement is necessary in some aspect or it has become necessary to let him know of certain aspects of his personality or attitude to students as well as to teachers.

3. Does the institution appraise the performance of the non-teaching staff? If yes, specify.

Yes, the institution appraises the performance of the non-teaching staff also. This, too, has been started since 2004-05. In this case also the principal, as the head of the institution, fills in the forms prepared for the purpose and keeps them in the file of the concerned employee. If necessary, this appraisal is shown to the employee as related above in 6.5.2 for his/her knowledge and follow-up improvement.

4. Has there been any study conducted during the last five years by the institution or by any other external agency on the functioning of any aspect of academic and administrative management? If yes, give the details and enclose a copy of the report.

Not any such formal study has been conducted by the institution or by any other external agency up to now. However, as has been mentioned at some other place in this report, the university appoints the Local Inquiry Committee which comprises of either principals or senior teachers or both of the colleges other than this college for the audit of the Post Graduate department of the college. As this college has the

permanent affiliation with the university, the audit from the university is not made at under graduate level. Such committee is appointed every three years, as per the tradition of the university. This LIC inspects all aspects of the college, academic as well as administrative, and prepares a detailed report and submits the same to the university. The committee gives one copy of the report to the college also and it makes, during the process of inspection, oral suggestions, too, for improvement and better working. Such reports are kept in record and the suggestions and recommendations made in them are invariably put into practice. This works as a guide to the college. And this is why there is not the tradition of the study to be got made by some other external agency. The report of the LIC suffices for the purpose.

6.6 Staff Development Programmes

1. Has the institution conducted any programme for skill up-gradation and training of the non-teaching staff, based on the performance appraisal? Give details

The institution has arranged to give the training of the use of computers to the non-teaching staff. The computer programmer of the institution has voluntarily undertaken this work and has taught the clerks and the Office Superintendent how to use a computer. The Office Superintendent that retired in the year 2004-05, Mr. P. H. Pandya, had learnt it well and could do his work on computer very easily. Some clerks also have learnt it and so have done some peon staff. As a result, some peons also can operate computers well and become helpful to the clerks in their work. Moreover the principal as well as the Head Clerk jointly hold the counselling to the administrative staff and the peon staff guiding them how they can perform their duties more effectively.

2. Does the institution conduct staff development programme for the teaching staff & non-teaching staff? Illustrate.

The institution holds staff development programmes for the teaching staff as well as for the non-teaching staff whenever and wherever such chance arises.

- [a] The institution tries to arrange seminars and conventions that would give the staff a chance for self–development and to be more fruitful and helpful to the learners world.
- [b] The institution readily sanctions leave for the teachers who opt to go for refresher or orientation courses.
- [c] Any proposal of any activity pertaining to self-development of the staff is always accepted and thought of positively by the institution and the institution extends all possible and hearty help and co-operation in such activity.
- [d] Similarly all facilities are granted and given to the staff or their research activities. The principal takes special care that no hindrance should arise in research work or research projects undertaken by the staff.
- [e] The institution takes interest in devising such programmes as would be instigative and encouraging to staff as well to others.
- [f] The institution had sent the librarian for computer training and for the training of the use of library software SOUL.

3. How are the faculties encouraged to use computers, internet, audio-visual aids, computer-aided packages etc.?

As has been already stated at some other place in this report, a special computer room for the faculty has been prepared and two computers have been kept there for the use of the faculties. These computers are with net connection and the faculties are at large to use the internet facility for their improvement and equipment. About 50% of the faculties have their own computers at their homes and they are well versed in using a computer. The teachers are free to come to the computer lab where there are a good number of machines and they may make use of them. All facilities are given to them to use the audio – visual aids also. On their intimation, such aids are taken to the classrooms by the peons and, if necessary, the peon operates it also for them.

6.7 Resource Mobilization

1. What are the current tuition and other fees?

The standards of tuition fees as well as other fees in both the terms are as follow.

The fees were collected according to this schedule in the current year.

FIRST TERM

Sr. No.	Particular of the fees	FY B.Com.	SY B. Com.	TY B. Com.	M. Com. I	M.Com. II
1	Tuition Fee	600	600	600	900	900
2	Admission Fee	20	20	20	20	20
3	Library Fee	30	30	30	50	50
4	Coll. Exam. Fee	50	50	50	50	50
5	Gymkhana Fee	30	30	30	30	30
6	Sports Fee	20	20	20	20	20
7	Students' Fund	5	5	5	5	5
8	Cultural Fund	10	10	10	10	10
9	Student Aid Fee	5	5	5	5	5
10	Uni. Enrl. Fee	70			70	
11	Medical fee	50	50	50	50	50
12	Sports Campus Development Fee	20	20	20	20	20
13	I. Card Fee	5			5	
14	Uni. Library Development Fee				20	20
15	College develop-ment Fee	50	50	50	50	50
16	Disaster Manag-ement Fee		50			
	Caution Money Deposit	25			25	
	P.B.L. Deposit				100	
	Total Fees	990	940	890	1430	1230
	Total Fees for Female students	390	340	290	530	330

Note : The females have been exempted from the tuition fees as per the Gujarat State Government policy.

SECOND TERM

Sr. No.	Particular of Fees	FY B. Com.	SY B. Com.	TY B. Com.	M. Com. I	M. Com. II
1	Tuition Fee	600	600	600	900	900
2	Admission Fee	----	-----	-----	-----	-----
3	Library Fee	30	30	30	50	50
4	Coll. Exam. Fee	50	50	50	50	50
5	Gymkhana Fee	30	30	30	30	30
6	Sports Fee	20	20	20	20	20
7	Students' Fund	-----	-----	-----	-----	-----
8	Cultural Fund	10	10	10	10	10
9	Student Aid Fee	5	5	5	5	5
10	Uni. Enrolment Fee	-----	-----	-----	-----	-----
11	Medical fee	-----	-----	-----	-----	-----
12	Sports Campus Development Fee	20	20	20	20	20
13	I. Card Fee	-----	-----	-----	-----	-----
14	Uni. Library De-velopment Fee	-----	-----	-----	-----	-----
15	College develop-ment Fee	50	50	50	50	50
16	Disaster Manag-ement Fee	-----	50	-----	-----	-----
	Total Fees	815	865	815	1135	1135
	Fees for Females	215	265	215	235	235

Note: The schedule shown above is as per the revised circular from the university.

2. How often is the fee revised?

The fee revision of the undergraduate level is made by the state government and that of the post-graduate level is revised by the university. During the last ten years the fees have been revised once by the government and twice by the university. .

3. What is the quantum of resources mobilized through donations.(other than block grants) ? Give details.

The UGC grants are to be used for the specific purpose. Apart from the grants, whenever the institution feels the need of funds, the Management advances money

in form of donation and by that the fulfillment of infrastructure and other necessities are successfully covered up. The Management raises the funds by receiving donations from the public and thus the quantum of resources is mobilized.

6.8 Finance Management

1. Provide Income / Expenditure statement of the last financial year.

The Income & Expenditure statement of the college of the last financial year is given in details in Annexure No.6.

2. Is the operating budget of the institution adequate to cover the day-to-day expenses? If not, how is it managed?

The day-to-day expense of the institution is not coordinated with the budget. It is coordinated and evaluated with the budget by the quarterly survey of the expenses. The budget is enough to cover up the day-to-day expenses of the institution.

3. Is the maintenance budget of the institution adequate with reference to its infrastructure and learning resources?

The Building Maintenance Grant is given by the State Government and the outstanding amount, how so much it is, is maintained by the Managing Trust. The maintenance budget of the institution proves to be adequate with reference to its infrastructure and learning resources. The Management has always the positive attitude towards the necessity of funds for the infrastructure purpose and the teaching learning purpose.

4. Does the institution have a mechanism for internal and external audit?

Yes, the accounts of the institution are got audited by a bonafide firm of Chartered Accountants. The external audit of the college is performed every year by the Government.

5. Have the accounts been audited regularly?

Yes, the accounts of the institution have been audited regularly.

6. What are major audit objections? How are they complied with? Give details.

The institution is very careful in making lawful expenses and so generally no objections are raised by the auditors.

7. Criterion VII : Healthy Practices

7.1 Total Quality Management

1. How does the institution gear itself to achieve the specific goals and objectives?

- This college is one of the very few colleges offering a variety of subjects and courses for multi-faceted development of students and to give them variety of options to choose the subject according to their aptitude. The college offers Advanced Accountancy, Advanced Business Management and Advanced Statistics as Principal subjects. These principal subjects also can be offered as subsidiary ones and moreover Secretarial Practice and Computer Application are offered as subsidiary subjects. The subject of Advanced Statistics is only in this college in the whole University. This is the uniqueness of the college. Similarly Advanced Business Management is offered by only two colleges, one is here and the other is at Patan. At post-graduate level also only this college offers main Statistics in the university. In past the subject was at other colleges too. But at other places it has been stopped while this college has continued it even with the small number of students keeping in view the necessity of the students as well as the area.
- To create personality and quality of leadership among students, the college organizes inter division and inter-class elocution competition. Students participate in them and thus learn referring to books on the subject and come in contact with the ideas of the master-minds on the subject. It also develops the habits of speech among them.
- To develop the aesthetic sense among the learners the college organizes the Rangoli, Mehendi, Hair Style competitions etc. which develop the sense of art among the students of commerce. In their syllabi, they have little concern with art and fine-art objects. But these competitions develop among them this sense and so all round development of personality takes place.
- The college makes the students join the humanistic activities to develop among them the respect toward human values. For example at the time of earthquake in Kutch, the students had contributed themselves and hiring a truck had gone to visit the area in Kutch themselves under the leadership of teachers to distribute the collected items among the needy people themselves.

- The college every year celebrates the self teaching day on September 5. The students learn to conduct the college as well as the academic activities of classes themselves. This gives them new experience in life and prepares them for the work they may have to do in future.

2. Has the institution adopted any mechanism/ process for internal quality checks? Give details.

- The college has formed Education Quality Improvement Cell comprising of the principal, students' advisory board and the HOD's. This cell does its work keeping an eye on internal examination results and the university results. It discusses and analyzes the results and tries to find the causes of weak results if there is any in particular subject or any particular class.
- At the end of every year the teachers are allotted the teaching work they have to do next year. This advance allotment enables the teacher to make all necessary preparation, collect necessary material and equip one self in all ways for the teaching. The teacher may use the vacation period for this preparation and may start his work in the new year better equipped and with better confidence
- It has been the tradition of the college that the staff meeting with the principal is held in the first week of the first term. In the meeting the HOD's present the analysis of the university results and they are discussed freely on the table. This throws a light upon where more endeavours are necessary and which sections of students are weak. This improves the classroom teaching work.
- The students' feedback to the teachers as well as to the teaching is also analyzed in the staff meeting in the starting of the academic year. This guides the teachers in making improvements in their teaching methods and classroom interaction.
- The college encourages the able students to go for participation to the youth festival of the University and other such events organized by some other agencies. This enhances the all round development of the learners and broadens their span of thinking.

- The students are also encouraged, prepared and sent to participate in seminars and symposia. This increases the proficiency of students in qualities such as analytical ability, application of knowledge to various problems in developing new techniques. These things highly reflect an attainment of skills.
- In internal examinations, the college examination committee monitors the examination and handles the cases of malpractice in exam, if any comes. A student who is caught doing such practices is
 - Instantly debarred from that particular paper.
 - His marking is put as zero in that particular paper.
 - So he has to reach his qualifying marking for passing depending on one examination only. Generally such candidate bring internal ATKT [Allowed To Keep Terms] in that particular subject. This ATKT he has to clear the next year
 - One who has the internal ATKT gets ATKT in university examination also even if he secures high percent marks in that particular paper.
 - One who malpractices is forced to pay a penalty of Rs. 11/- on the very day and only after the payment of this penalty he/she can take the examination on the next day.
 - Such penalty cases and malpractice cases are displayed on the general notice board of the college so that an example may be set to other students.
 - One who has used unfair means and is caught by any examination conductor loses two marks in internal out of five marks that are awarded by the college on basis of the student's attendance, behaviour etc.
- There is the tradition of taking attendance of students in the college. This attendance is taken almost regularly and at least five days a week. At the end of the first term the attendance of all the students is placed on general notice board. The students whose attendance is less than 50% are orally informed and a card showing this low attendance is sent to the residence of the student to let his/her guardian/parents know of it.
After the second test the attendance is calculated again and is placed on the general notice board and those who are having less attendance are not awarded the marks for attendance in the five internal marks the college

awards the students on basis of attendance, behaviour etc. even if such students slip into the ATKT position. No compromise is made in the matter. Attendance is always looked at with strictness. To the best of our knowledge and from the reports received from the students of other colleges in surrounding area such practice is not followed so strictly. If the attendance is less than 50%, as per the university rules, the term of such students is not granted.

- Those whose attendance is less than 33% during the first term are treated severely. Their guardians/parents are compulsorily called in presence of the principal and the result as well as the attendance of his ward is shown to him. Only after the assurance and bondage from the guardians/parents the fees of the second term of such students is accepted by the college.
- If a student has ATKT in internal examination in more than three subjects this ATKT is not granted and he is declared failed in the internal examination and he is debarred from the university examination as per the university rules. The college withdraws his right to take examination. Every year, at least 30 such withdrawal cases are in F.Y.B.Com. in the college. To the best of our knowledge, this number is far more than any college in the area where, perhaps, the attendance is not looked at severely and the internal results are graded more liberally.
- The students have to compulsorily sit in the classrooms to attend lectures. Strolling in lobby or loitering in the campus is not allowed at all. While the lectures are on, no student can be seen either in lobby or loitering in the campus. The observance of discipline is very strict in this matter.
- During the university examination, the university sends at least two or more observers to every centre according to the number of examination blocks in the centre. The seal of the packets of university question papers are opened and broken only after the signatures of these observers and the senior supervisor of the examination are made on proper place on the packets. The observers remain during all three hours of the examination and depart only at the end of the day after the day's examinations on the centre are over. They take the sealed packets of the answer books with them to submit them to the particular college as mentioned by the university.

- The university appoints a local inquiry committee to go through the whole academic and other working of the college every three years at the P G level. This committee gives oral suggestions about things, if and where necessary, and submits its report to the university. The university sends a copy of the report to the college. By this the college comes to know of its things as well as its short comings and can improve them.

3. How does the institution ensure the quality of its academic programmes?

- The teachers try to the best of their ability to justify the syllabi of all subjects of the academic programmes stipulated by the university.
- They try their best to remain in touch with the modern developments in particular subjects through the net, journals, books, seminars, symposia etc.
- When the university revises the syllabi of different programmes, the university organizes workshops and seminars to analyze them and to make teachers know them well and thoroughly. The teachers of the college invariably attend such state level and national seminars, conferences and workshops and remain in touch with modern trends. The faculties of the college have prepared a good number of research papers on liberalization, privatization and globalization and have presented to such seminars and conferences.

4. How does the institution ensure the quality of its administration?

- The administrative processes are made with the help of computers. The admission process, the examination forms process, the internal result process etc are fully computerized.
- The college has bought the authentic tally 9 software for accounts and the college has started to keep books of account on it. In short while, all accounting will be computerized.
- The correspondence with the UGC and other agencies is mostly made and prepared with the help of computers and printers.
- The documents, forms etc. from UGC, government etc. are downloaded from the net. Through e-mail the college has the direct contact with the UGC & the

university. The University Results, notifications also are downloaded with the net facility.

- The administrative staff is sent for training and orientation in administrative work wherever and whenever such camps are arranged.
- The principal and librarian had gone to the administrative computer training programme of the UGC organized at Sardar Patel University.
- The computer programmer also gives them training and instructions very often. As a result even the peons of the college also can handle the computers well and can do the administrative work on computers.
- The librarian and the programmer had gone for the training in SOUL (Software for University Library) at INFLIBNET Centre, Ahmedabad.

7.2 Innovations

1. What are the innovative courses planned during the last five years? How do you promote innovations in the curriculum?

- The courses are to be planned and designed by the university and the college has just to implement them.
- During the last five years the university and subsequently the college has introduced the new paper of Environment and disaster management in the syllabi of Second Year B. Com.
- Quite recently the university has revised the courses from F.Y.B.Com. to M.Com. As a result the college has introduced these innovations. In these innovations some new papers have been introduced at the UG and PG level. The further details of these new introductions are given in Department Profile in answer to Q.2 of part C.
- The college has recently started the English Medium class at F Y B Com. Level which will reach up to T Y B Com. step by step.

2. Describe the strategies evolved in promoting innovations in teaching, learning and evaluation.

The college has adopted the particular strategy in promoting innovations in teaching, learning, and evaluation. These different strategies are as follow.

- a) During the last year the college had sent a proposal to the UGC for grant for a faculty to receive the research grant on minor research project from the UGC. The faculty carried on the research successfully and submitted the research report to the UGC.
- b) In past the management had granted the study leave of two faculties as they went to the Gujarat University to pursue the M. Phil. programme.
- c) One faculty, Mr. R.N. Desai, had been sent by the management for the in service training as PRCN (Pre commission) in NCC for the duration of three months during the last year.
- d) The college as well as the management is always generous in allowing the teachers to participate in national/international seminars/conferences. A good number of teachers of the college have participated national and international level seminars and have presented their research-papers too in seminars. They have been paid the up and down journey fare as well as the Registration Fee of the seminars by the college as well as the management from the UGC grants under the five year plans.
- e) In far past the college had arranged the conference of the teachers of certain subjects – Accountancy, Commerce and Statistics. The management and the principal are always ready to co-operate if the faculties or the college arrange or plan for organization of any such national/international seminar/conference.

3. Elucidate some of the innovations in research and extension initiatives taken by the institution to give a significant thrust to research and development in the programmes.

- The college sends the teachers to seminars and workshops on teaching innovations whenever and wherever they are held. On return they inform of this to the teachers as well as to the students. Thus the students remain in touch with modern and new trends and developments in programmes.
- The modern books that are bought by the college also inform the teachers of new development and the teachers impart it upon the students.
- The teachers are given study leave to go for FDP, orientation and refresher courses, M. Phil & Ph.D. e.g. Mr. S. G. Joshi and Mr. K. C. Modi had been granted study leave under FDP for joining M. Phil. for one year in past.

4. What strategies have been adopted in governance?

In the beginning of every academic year the principal calls the assemblage of teachers, non-teaching staff, administrative staff and in the meeting is discussed the activities of the ensuing year, the use of new equipments, planning of teaching, planning of administrative work, different activities of the college in various fields etc. are discussed and necessary decisions are taken generally unanimously. In turn principal informs of their decisions and discussions to the trustees and management. Thus the trustees also remain well aware of the work going on in the college.

7.3 Value Based Education

1. What are the practices of the institution to impart value based education?

- The college celebrates the birth anniversaries of great men like Acharya Vinoba Bhave, Sardar Patel, Mahatma Gandhi, Swami Vivekanand etc. who taught people about human values. On such days the works of these people done on humanity basis and for the human race are automatically woven by either the principal or the guest, if any guest is invited on the day, in his lecture to the students. This brings the students in touch with the human values and humanity. To keep the students, the growing generation, in touch with humanity and human values is the necessity of the day when an invasion of western culture and so-called advanced culture is being made on our traditional culture.
- During the celebrations of the national days the students take part actively in them. Here also indirect aim is to awaken patriotism among them. A feeling towards nation and towards the heritage of the nation is the prime necessity of this day when, as has been stated above, now-a-days a strong current is flowing of foreign things and foreign culture towards the present generation. To day there is a whim even among grown ups, to leave the country and to migrate in some other developed countries. In this time, the values of love and devotion towards nation are necessary to be awakened in the new generation as the generation that had taken part in freedom struggle i.e. the patriotism based generation is gradually diminishing and disappearing with the flow of time.

- The college, through the works of the NSS unit also leads the students to the training of social work and the work of humanity. By this the endeavors are made for the education of values. These co-curricular activities are designed for this type of development of the students' mind.
- There is not a separate subject of value education and it is not necessary too as it would make the students learn it for passing the examination only. So it is better to weave such activities with the traditional education unconsciously and informally. Such endeavours would affect the learners' minds and they would grow up as humane citizens of the country
- During the first week of January every year college celebrates different days as Petrol Saving Day, Traditional Day, Saree Day, National Integration Day, etc. Such celebrations tend the students' mind to old traditions and nationalism. Through petrol saving day they start thinking of the fuel problem of the country. The traditional day teaches them about the cultural traditions and about the traditions of different parts of the country. This brings a sense of national integration and also the sense to tolerate the ways and customs of other states and people of the country which is the necessity of the day. The Saree Day makes the female students realize that the original Indian dress is better than short modern dresses or jeans.

2. What are the exclusive courses on value education? Or is it integrated into the existing courses appropriately?

There is not the separate course, as stated above in 7.3.1 on value education. But it is woven in the existing syllabus by the co-curricular activities. In these activities, most of them are described above, may be included elocution competitions on debative subjects pertaining to moral, human, nation values and others. They make the speakers as well as the listeners think on these things and thus the whole issue becomes active. After the struggle of thinking some outcome may come which is advantageous on value education.

7.4 Social Responsibilities and Citizenship Roles

1. How does the institution promote social responsibilities and citizenship roles among the students?

- The students learn in different colleges which are aided by the government. In one way the students get education at the community's expense. So the debt of the community comes upon them. The students are to be made to realize this debt and it is necessary to raise a sense among them to work for the society/community to repay this debt. Thus there is the social responsibility of every student and the college itself to fulfil. The college does the following activities to awaken this sense among the students.
- The NCC cadets of the college join in the work of social service during their training. Its details have already been mentioned in this report at its proper place. So it is not to be duplicated here to avoid repetition.
- The NSS unit of the college also all through the year continues its social service through various activities like blood donation camps, repair of roads and premises etc. These details also are described well in answers to criterion V. So they are not repeated here again.

2. What are the institutional efforts to bring in 'Community Orientation' in its activities?

Service to community is service to God. The focus on community is ever kept in mind while designing and executing varied activities in the college. Admission is open to all and the fee they pay is just nominal to the expense made for their education. In addition to this the special cells of NSS, NCC are highly useful in social services. The dazzling features of social services under taken by our students can be listed as follow.

- Conducting comprehensive programmes focusing health aspects of the society.
- Selfless activities undertaken in adopted village to improve their living condition.
- Conducting blood donation camps.

- Arranging exhibition and street plays to create public awareness on burning social issues.
- Collecting funds from the students for the flood affected people in Surat and sending it for their help.
- During the break out of the epidemic of Chiken Guniya and Dangué Fever, very recently the college distributed the pamphlets on awareness and precautions among students as well as public.
- In the above epidemic the free medicine (boiled herbs) was also distributed by the college among the students as a preventive dose of the epidemic.

3. Does the institution have any exclusive programme, under extra-mural / enrichment wing, to promote social responsibilities and citizenship roles?

The institution hasn't made or formed any special programme for this purpose. But whenever such incident or circumstances arise, with one voice and with one hand, the whole college rises to extend help to the affected ones.

7.5 Overall Development

1. How does the institution involve all its stakeholders in planning, implementing and evaluating the academic programmes?

The college, at the best possibility, involves the trust, teachers, guardians/parents and alumni in the academic programme. In the beginning of the term a meeting of the whole teaching-administrative staff with the principal is held. In the meeting are discussed various topics about planning of teaching in the ensuing year and syllabus and other things. Whenever such meeting is held, as such meetings are held more than once during the year, the principal informs of the workings and minutes of the meeting to the trust as well as to the alumni when their meetings are called. Suggestions also are asked for from the alumni as well as from the guardians and if these suggestions are to the point and practical, they are implemented in the academic programme. The trustees take good interest in the academic activities and so are ready to know about the meetings and development in academic process. This leads to their involvement in the academic programme.

2. What strategies are adopted for the effective management of human, financial, and other learning resources for the overall development of the students?

With regard to human, learning resources the following strategies are adopted

- The number of staff is comparatively small and so we have made a nice team to work together and jointly. The departments are different but the members of all departments work together as one body. All are ready to co-operate and help others whenever the need arises. The strategy of oneness and team work is adopted which has become very fruitful in the academic programme.
- In human resources we have adopted the man power planning, selection, promotion and transfer strategies as per government guidelines and policies.
- The college is very generous in training and development of teachers through participating in orientation courses, refresher courses, seminars, conferences, workshops and other academic programmes for the overall development of students.
- Wages and salary structure of the human resources are adopted as per UGC and government norms.
- For performance appraisal of the teachers is adopted the strategy of collecting feed back from the students as well as the self appraisal of the teachers and the appraisal from the management.
- The best working conditions are supplied to the working staff for better work of teaching. The well-equipped and state of art staff room with facilities to keep their belongings with nice sanitation facilities have been made available. The classrooms are equipped with nice glass boards for writing and with good lighting facilities.
- The turnover rate and retirement policies are adopted as per the government rules and regulations.

So far as financial management is concerned the following strategies are adopted.

- The teachers are given all financial facilities in going to seminars and conferences. Even their registration fees are borne by the college.
- In teaching work or in buying teaching aids, no financial problem hinders the programme. The grants money as well as the trust money is available to fulfill financial needs for better academic programme.

- The trust generously allows the staff of all colleges to run the activities of their co-operative credit society and doesn't take any money for the use of building and infrastructure. By this, indirectly, the trust co-operates in looking after the financial necessities of the staff.
- The trust also is ready to keep the campus and infrastructure in top condition by spending the necessary money. The trust has made all possible expenses to make the campus up to date. The strategy is adopted that no financial problem should hinder the teaching and academic programme.
- For learning resources all knots are let loose for the use of computers, net, books of the library periodicals & journals and other learning material.

3. How does the institution ensure overall development of the students considering the curricular and co-curricular activities, research-development, community orientation, and the personal and spiritual development of the students?

The institution does a great number of activities for the overall development of students as to offer all the students the equal chances is the target of all activities of the institution and the over all development of the student is the sole purpose of the institution.

- The students are given all chances of learning, self-study and solving their issues.
- The best possible teaching is provided to the students and for that the teachers keep themselves well and better equipped.
- The students are allowed to use all equipments such as library and books, net and computers for their better equipment.
- The college devises co-curricular activities that supplement the study of the students and increase their knowledge of the relevant subject and also their general knowledge.
- The college devises various types of extra curricular activities that provide the students the chance to develop their knowledge and personality. The students widen their sight and horizons by participating in extra curricular activities. This achieves the all round and balanced development of the student.

- The college arranges different competitions for the students to take part in. It develops the student's competitive spirit and personality. It also develops different types of skill among the students of different aptitudes and attitudes.

7.6 Institutional Ambience and Initiatives

1. What measures have been taken by the institution to create the institutional ambience for teaching and learning?

- The institution has a good and well developed ambience for the successful teaching and learning. The institution is just on the highway on a comparatively large piece of land. The trust has built three-storeyed building with a good number of rooms and lecture halls. A large space is left in front of the imposing building on which lawn, garden, plantation etc. have been made.
- The college has built a three storeyed library building with a basement. The basement and the ground floor are used by Arts & Science College and our college uses the first floor and the second floor. On the second floor is a large Conference Hall.
- On one side of the building is a large parking shed and another shed is near the main gate. The campus has a wide approach road for entry from the highway on one side and the exit on a sub way on the other side. Almost every thing that should be in a college on ambience is with the institution. Still the shortcoming is that the institution has not the canteen and the hostels. The canteen has not been provided after the observation of many colleges of large cities that the canteen sometimes becomes the nucleus of rough and mischievous activities. The canteen sometimes becomes the source of indiscipline and the centre of student mafias. Mehsana is a central place of the district and the frequencies of bus routes are so many to the surrounding areas that the students coming from villages reach their places at the lunch time. This is why the canteen has not been insisted on by the institution before the trust.

2. Has the institution made any initiative to have a technologically advanced infrastructure to make 'learning' an effective process?

The institution believes in best and the motto of the institution is to provide the modern facilities to the students for learning and the development of their life. The same thing is in the goal of the institution also. The institute has always tried its best for the achievement of the goal and for the fulfilment of the mission. This is why the institution has prepared a nice computer centre which is the largest and best one in the commerce colleges of the university. The computer centre is well equipped with necessary furniture and net facility, printers etc. Moreover the institution has other electronic equipments like multimedia projector, over head projector, CD player, and others for use. The institute and the trustees have always taken care to keep the modern and well developed infrastructure for the all round development of the students and the state of art academic programme.

3. Has the institution done a gender audit and / or any gender related sensitizing courses for the staff/students?

The institution has not introduced a gender related sensitized courses.

4. Are there any other measures taken by the institution to make it a learner friendly system?

The institution insists on discipline but it is not unnecessarily strict on the matter. It is the best place for straight forward and learning oriented students. True and ideal students feel the atmosphere quite free and friendly here. The teachers, administrative staff and the principal are all open-minded to them and always cooperate them in achieving their success. The real readers have no bondages of rules and regulations for library and issuing the books. If necessary the teachers give them books getting them issued on their (teachers') names. They treat them as good and true friends. Such atmosphere makes the students more enthusiastic and they also work and prepare more sincerely to bring glory to their life and to the institution also.

C. Evaluation Report of the Departments:

1. Faculty profile, adequacy and competency of faculty

Ours is a commerce college and in a commerce college the system of subjects and their question papers is quite different from those in arts faculty or in science faculty. In B. Com. Programme, at the First Year level, five subjects are compulsory and two are elective ones, one being the principal subject and the other being the subsidiary subject. Then at second Year level five subjects are compulsory and three papers are of elective ones, two papers of the principal subject and one paper of the subsidiary subject. At the Third Year level again five papers are compulsory and two are of the principal subject. In arts faculty, a student learns eleven papers of his/her principal subject during three years and in commerce faculty the student learns five papers of his/ her principal subject, two of subsidiary subjects and remaining 14 of compulsory ones during the three year B. Com. Programme. Thus specialization is very less in comparison to Arts and Science faculties. Moreover some subjects are quite allied. This is why the divisions of department are not so water-tight as in arts/science. So we have given below the faculty profile as per the subject they teach. In students profile we have given one common profile (table) for all the students.

विद्या ददाति विनयम्

Department of Accountancy & Commerce

1. DR. J.K.PATEL M.Com., M.Ed., Ph.D.
(Joined as Principal on 20th July, 2006)

1	Teaching Experience As a Lecturer As a Principal	UG Level : 13 Years Joined on 20-07-2006	PG Level : 07 Years
2	Refresher Courses	Orientation : 01	Refresher : 03
3	Seminars	Attended	Presented a Paper
	* State Level	16	01
	* National Level	01	--
	* International	--	--
	* Others	--	--
4	Publications (Co-Author)	F.Y.B.Com. F.Y.B.Com.	Financial Accounting Compulsory Accountancy
5	Ph.D. Thesis Title	"Dimension of Growth and Effectiveness of Banking Services" – An Analytical Study of Selected Urban Co-Operative banks in North Gujarat.	
6	Any Other Details	<ul style="list-style-type: none"> • Executive Member – Gujarat University Area Accountancy Teachers' Association • Paper Setter & Examiner – S P University 	

2. Mr. D.N.BHAVSAR M.Com., LL. B., D.T.P.
(Retired on 14th June, 2004)

1	Teaching Experience	UG Level : 38 Years	PG Level : 28 Years
2	Refresher Courses	Orientation :	Refresher :
3	Seminars	Attended	Presented a Paper
	* State Level	--	--
	* National Level	01	--
	* International	--	--
	* Others	--	--
4	Publications (Co-Author)	F.Y.B.Com. S.Y.B.Com. T.Y.B.Com. M. Com. Part-2	Compulsory Accountancy Advanced Accounting -3 Advanced Accounting – 5 Management A/c – 4
5	Any Other Details	<ul style="list-style-type: none"> • Had remained the Dean, Commerce Faculty, Hem.N.G.University • Had been a Member of Board of Studies (Accountancy) • Counsellor - Text Books of Accountancy for Std. XI and XII published by Guj. State Text Book Mandal, Gandhinagar • Joint Secretary – Nalanda Kelavani Mandal, Mehsana for 15 years • Managing Trustee – Shri Hinglaj Sanskar Seva Tirth, Mehsana • Chairman – Sanskar Bharti, Mehsana • President – Bhavsar Samaj Vikas Trust, Mehsana 	

3. Mr. D.M.PATEL M.Com.

1	Teaching Experience	UG Level : 33 Years	PG Level : 25 Years
2	Refresher Courses	Orientation : --	Refresher : 01
3	Seminars	Attended	Presented a Paper
	* State Level	--	--
	* National Level	01	--
	* International	--	--
	* Others	01	--
4	Publications (Co-Author)	F.Y.B.Com.	Financial Accounting
		S.Y.B.Com.	Company Accounts
		T.Y.B.Com.	Advanced Accountancy - 4
5	Any Other Details <ul style="list-style-type: none"> Member – Board of Studies (Commerce) 23-12-2002 to 22-12-2005 P.G. In-charge since June 2004 Acting Principal from 15-06-2006 to 19-07-06 		

4. Mr. U.G.PANCHOTIYA M.Com., B.Ed.

1	Teaching Experience	UG Level : 24 Years	PG Level : 16 Years
2	Refresher Courses	Orientation :	Refresher : 03
3	Seminars	Attended	Presented a Paper
	* State Level	03	--
	* National Level	01	--
	* International	--	--
	* Others	--	--
4	Publications (Co-Author)	F.Y.B.Com.	Compulsory Accountancy
		S.Y.B.Com.	Adv. Accountancy – 3
5	Any Other Details <ul style="list-style-type: none"> Member – Board of Studies (Accountancy) Member – Committee for appointment of paper setters and examiners 		

5. Mr. R.M.PATEL M.Com., P.G.D.C.A.

1	Teaching Experience	UG Level : 24 Years	PG Level : 16 Years
2	Refresher Courses	Orientation : 02	Refresher : 03
3	Seminars	Attended	Presented a Paper
	* State Level	01	05 (4 Jointly)
	* National Level	02	05 (4 Jointly)
	* International	02	01
	* Others	04	--
4	Publications (Co-Author)	S.Y.B.Com.	Taxation
		T.Y.B.Com.	Management Accountancy
5	Any Other Details <ul style="list-style-type: none"> • Counsellor : IGNOU • Counsellor : Babasaheb Ambedkar Open University, Ahmedabad • Visiting Faculty : A M Patel Institute of Computer Studies, Ganpat University • Member : Board of Studies (Accountancy) since 19th March,2006 • Treasurer : Hem. North Gujarat University Vistar Vanijay Adhyapak Vartul • Member – Kendriya Vidyalaya Appointment Committee, ONGC, Mehsana 		

6. Mr. A.D.PARMAR M.Com.

1	Teaching Experience	UG Level : 14 Years	PG Level : 08 Years
2	Refresher Courses	Orientation : 01	Refresher : 03
3	Seminars	Attended	Presented a Paper
	* State Level	08	--
	* National Level	02	--
	* International	--	--
	* Others	04	--
4	Publications (Co-Author)	S.Y.B.Com.	Principles of Marketing & Human Resources Management
5	Any Other Details <ul style="list-style-type: none"> • NSS Programme Officer since June 96 to June 99 and from June 2006 to continue • Member – Board of Studies (Commerce) June 1993 to June 1996 and also member of co- committee for framing new syllabus 		

7. Dr. H.S.VIRAMGAMI B.B.A., M.Com., Ph.D.

1	Teaching Experience	UG Level : 12 Years	PG Level : 05 Years
2	Refresher Courses	Orientation : 01	Refresher : 02
3	Seminars	Attended	Presented a Paper
	* State Level	06	04
	* National Level	07	07
	* International	--	--
	* Others	03	02
4	Publications	--	--
5	Ph.D. Thesis Title	Human Resources Management in Gujarat Electricity Board	
6	Any Other Details <ul style="list-style-type: none"> • 22 Articles published out of which 4 articles published in National Level Journals and 18 articles published in State Level Journals • Member of Panel of Experts for GCET-MBA in 2006 		

8. Mr. S.O.GANDHI B.Com., F.C.A., D.I.S.A.

1	Teaching Experience	UG Level : 22 Years	PG Level : 03
2	Refresher Courses	Orientation :	Refresher :
3	Seminars	Attended	Presented a Paper
	* State Level	15	01
	* National Level	02	--
	* International	--	--
	* Others	03	02 *
4	Publications (Co-Author)	S.Y.B.Com.	Taxation
5	Any Other Details <ul style="list-style-type: none"> • Had been a resource person and one of the main speakers • Member of Panel of Experts for GCET-MBA in 2005 & 2006 • Donated Blood for 31 times • Nominated by the Finance Ministry, Government of India as a member of Regional Direct Taxes Advisory Committee from the area of North Gujarat, Ahmedabad, Sabarkantha and Gandhinagar Districts. • Delivered speeches on Financial Budget of Union Government for number of times before various organizations like Rotary Club, Jaycees etc. • Delivered speech as a Guest Speaker in NSS Annual Camp • Conducted Individual Development Courses at Various Places 		

9. Ms. ALKABEN B.KSHTRIYA M.Com., LL.M., DTP

(On Lien being the **Member of Rajya Sabha**
from 10th April, 2002 to 09th April, 2008)

1	Teaching Experience	UG Level : 10 Years	PG Level : 06 Years
2	Refresher Courses	Orientation : 01	Refresher :
3	Seminars	Attended	Presented a Paper
	* State Level	--	--
	* National Level	--	--
	* International	--	--
	* Others	--	--
4	Publications	--	--
5	Any Other Details <ul style="list-style-type: none">Nominated as a Member of Parliament (Rajya Sabha since 10th April,2002)She sanctioned the special grants of Rs.640000/= from the Grant of MP's for Computer Lab. and 18 Computers, 4 Printers and 10 UPS were bought from the grant.		

10. Mr. B. P. PATEL D. Pharm., B. Sc., LL.M.
(Management Appointee)

1	Teaching Experience	UG Level : Fresh	PG Level :
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Department of Management

1. **Dr. K.C.MODI** **M.Com., M. Phil., Ph.D., LL B., D.I.P.M.M.**

1	Teaching Experience	UG Level : 22 Years	PG Level : 15 Years
2	Refresher Courses	Orientation : 02	Refresher : 03
3	Seminars	Attended	Presented a Paper
	* State Level	15	06
	* National Level	06	06
	* International	--	--
	* Others	--	--
4	Publications (Co-Author)	F.Y.B.Com.	Fundamentals of Entrepreneurship
		T.Y.B.Com.	Money Market Operation and Financial Management
5	Ph.D. Thesis Title	“A Research Study on Continuous Relationship Marketing Practices in Banking Sector of Gujarat”	
6	Any Other Details	<ul style="list-style-type: none"> • Completed a minor research project “The Dynamic Role of Banking for Sustainable Development of Gujarat” under UGC Fellowship • Chairman – Board of Studies (Management) since 2005 • Member – Board of Studies (Commerce) since 2005 • Member - Academic Council 2005-06 • One article published in State Level Journal 	

2. **Mr. R.B.VYAS** **M.Com.**

1	Teaching Experience	UG Level : 23 Years	PG Level : 12 Years
2	Refresher Courses	Orientation : 01	Refresher : 03
3	Seminars	Attended	Presented a Paper
	* State Level	--	--
	* National Level	--	--
	* International	--	--
	* Others	03	--
4	Publications (Co-Author)	F.Y.B.Com.	Principles of Business Management
5	Any Other Details		

Department of Statistics and Computer

1. **Mr. M.C.PATEL M. Sc., LL.B.**

(Retired as Principal on 14th June, 2006)

1	Teaching Experience As a Lecturer As a Principal	UG Level : 26 Years UG Level : 12 Years	PG Level : 11 Years PG Level : 12 Years
2	Refresher Courses	Orientation : 01	Refresher : 03
3	Seminars	Attended	Presented a Paper
	* State Level	07	--
	* National Level	01	--
	* International	--	--
	* Others	06	--
4	Publications (Co-Author)	F.Y.B.Com. S.Y.B.Com. T.Y.B.Com.	Adv. Statistics Paper-1 Adv. Statistics Paper-2 Business Statistics
5	Any Other Details	<ul style="list-style-type: none"> • Counsellor - Text Books of Statistics for Std. XI and XII published by Guj. State Text Book Mandal • Secretary - Gujarat State Acharya Maha Mandal from 2001 to continue • Vice President - Gujarat Statistical Association from October, 2006 to continue • Trustee - Dr. Khatri Memorial Trust, Ahmedabad from 2003 to continue • Advisor - Hem. North Gujarat University area Acharya Mandal form Jan.2006 to continue • Member – Gujarat Secondary and Higher Secondary Education board, Gandhinagar (2003-06) during which a member of Financial Committee for two years and a member of Executive Committee for one year • President - Hem. North Gujarat University area Acharya Mandal form 2001 to Jan.2006. • Joint Secretary - Hem. North Gujarat University area Acharya Mandal form 1996 to 2001. • Gen. Secretary - Gujarat Statistical Association from 1987 to 1989 • Dean Commerce Faculty – Hem. N. G. Uni. form 1999-2002 and Dec.2005 to March, 2006 • Member – Executive Council Hem. N. G. Uni. Form 1999-2002 • Chairman – Board of Studies – Mathematics – Gujarat Secondary and Higher Secondary Education board, Gandhinagar from 2004-06 • Senate member – Gujarat University Ahmedabad (1983-88) and Hem. N. G. Uni. (1992-2006) 	

<ul style="list-style-type: none"> • Chairman – Board of Studies- Statistics - Hem. N. G. Uni (1988-1991 and Dec.1996 to March, 2006) • Member – Academic Council - Hem. N. G. Uni (1988-1991 and Dec.1996 to march 2006) • Member – Recruitment Committee for the appointment of Teachers, Lecturers and Principals of Schools and Colleges. • Hem. N. G. Uni. – Active member of various committees viz Need Committee, Monitoring Committee, Planning Board, Construction Committee, Examination Reform Committee, Local Inquiry Committee etc. • Member of Panel of Experts for GCET-MBA in 2003 & 2006 (Every Year) • Member – Academic Planning Board : Dr. Babasaheb Ambedkar Open University, Ahmedabad

2. Mr. S.J.PATEL M. Sc.

1	Teaching Experience	UG Level : 27 Years	PG Level : 20 Years
2	Refresher Courses	Orientation :	Refresher : 03
3	Seminars	Attended	Presented a Paper
	* State Level	04	--
	* National Level	--	--
	* International	--	--
	* Others	--	--
4	Publications (Co-Author)	F.Y.B.Com.	Adv. Statistics Paper-1
5	Any Other Details		

3. Dr. S.G.JOSHI M.Sc., M.Phil., Ph.D.

(Resigned and joined as a Principal at H.S. College of Commerce, Modasa.)

1	Teaching Experience	UG Level : 22 Years	PG Level : 15 Years
2	Refresher Courses	Orientation : 02	Refresher : 03
3	Seminars	Attended	Presented a Paper
	* State Level	02	04
	* National Level	03	04
	* International	01	01
	* Others	01	--
4	Publications (Co-Author)	S.Y.B.Com.	Adv. Statistics Paper-2
		T.Y.B.Com.	Business Statistics
5	Ph.D. Thesis Title	Some Mathematical Models for Financial Inventory Management System	
6	Any Other Details <ul style="list-style-type: none"> • Coordinator – Computer Centre of the college since 1986 and has received the training under “Introduction to Computer Programming for College Teachers” sponsored by the UGC. • Member – Ad hoc Board of Studies for Computer Science since 1991 • Associated N.C.C. officer, 7 – GUJ – BN, NCC, Mehsana for 12 years • Member – Kendriya Vidyalaya Appointment Committee, ONGC, Mehsana • Counsellor - Text Books of Statistics for Std. XI and XII published by Guj. State Text Book Mandal • Had been a visiting faculty at Pharmacy College, Kherva, B.B.A. College, Kherva and M.C.A. College, Kherva all affiliated to Ganpat University. 		

4. Ms. M.B.PANDYA M.Sc., B.Ed.

1	Teaching Experience	UG Level : 19 Years	PG Level : 13 Years
2	Refresher Courses	Orientation : 01	Refresher : 03
3	Seminars	Attended	Presented a Paper
	* State Level	01	--
	* National Level	01	--
	* International	--	--
	* Others	01	--
4	Publications	--	--
5	Any Other Details		

Department of Economics

1. Dr. R.N.DESAI M.A., Ph.D.

1	Teaching Experience	UG Level : 11 Years	PG Level : 04 Years
2	Refresher Courses	Orientation : 01	Refresher : 02
3	Seminars	Attended	Presented a Paper
	* State Level	04	04
	* National Level	01	01
	* International	--	--
	* Others	02	--
4	Publications (Co-Author)	F.Y.B.Com. S.Y.B.Com. T.Y.B.Com.	Business Economics Business Environment and Economic Plans Money, Finance & Economic Problem of India
5	Ph.D. Thesis Title	“Importance and Limitations of the Consumer Movement in North Gujarat”	
6	Any Other Details	<ul style="list-style-type: none"> • The present Associate N. C. C. Officer, 7 – GUJ – BN- NCC, Mehsana • Minor Project under UGC Fellowship 	

2. Dr. V.B.VAGHELA M.A., M. Phil., Ph.D.

1	Teaching Experience	UG Level : 12 Years	PG Level : 06 Years
2	Refresher Courses	Orientation :	Refresher :
3	Seminars	Attended	Presented a Paper
	* State Level	04	03
	* National Level	01	--
	* International	--	--
	* Others	--	--
4	Publications (Co-Author)	F.Y.B.Com.	Business Economics
5	Ph.D. Thesis Title	Role of Irrigation in Agricultural Development (A Comparative Study of Dry and Irrigated Area)	
6	Any Other Details	<ul style="list-style-type: none"> • Member, Board of Studies (Economics) 1996 to 1999 and 2002 to 2005 • 10 Articles published in State Level Journals 	

Department of English

1. **Mr. P.J.TRIVEDI M.A, B.Ed.**

1	Teaching Experience	UG Level : 22 Years	PG Level : 15 Years
2	Refresher Courses	Orientation : 01	Refresher : 03
3	Seminars	Attended	Presented a Paper
	* State Level	01	01
	* National Level	--	--
	* International	--	--
	* Others	--	--
4	Publications	--	--
5	Any Other Details Donated Blood for 26 times		

2. **Mr. V.B.PATEL M.A, B.Ed.**

1	Teaching Experience	UG Level : 15Years	PG Level : 10Years
2	Refresher Courses	Orientation : 01	Refresher : 04
3	Seminars	Attended	Presented a Paper
	* State Level	03	--
	* National Level	02	--
	* International	--	--
	* Others	06	--
4	Publications (Co-Author)	--	--
5	Any Other Details • Had been N S S Programme Officer from June 1999 to July 2006		

Department of Physical Education

1. Dr. G.U.RAJPUT B.A., N.I.S (Judo), M.P.E., Ph.D.

1	Experience	15 Years	
2	Refresher Courses	Orientation : 01	Refresher : 02 + 01
3	Seminars	Attended	Presented a Paper
	* State Level	--	--
	* National Level	04	--
	* International	04	01
	* Others	--	--
4	Publications (Co-Author)	--	--
5	Ph.D. Thesis Title	“ A Comparison of Weight Training and Free Hand Exercises on Growth and Development of College Students of North Gujarat University.”	
6	Any Other Details		
	<ul style="list-style-type: none"> • Published one article in “Aanart”, the journal of our University • National referee in Wrestling, Kabaddi, Judo, Badminton, Athletics • Technical Chairman – Gujarat State Judo Association for 10 years • Organizing Secretary – 13th Inter College Athletics Meet 2001 Hem. N.G. University • Organizing Secretary – National Badminton Ranking Tournament at IFFCO, Kalol and Kandla • Divisional Commandant – Home Guards for 12 years at Mehsana • NCC Officer for 3 years and attended one refresher course at Kamthi • Member Selection Committee for Judo, Wrestling etc. in Hem. N.G. University, Gujarat University, Saurashtra University and Bhavnagar University. 		

2. Student profile according to Programmes of study, gender, region etc

In Commerce faculty, the students learn 14 compulsory papers, 5 papers of the Principal subject and 2 of Subsidiary one elected by them. So in the departments of those compulsory papers all the students are common. They elect any ONE of Advanced Accountancy, Advanced Statistics and Advanced Business Management as a principal subject and ONE of Secretarial Practice, Computer Science and the three mentioned above as a Subsidiary subject. Keeping these facts in view, below is given the scheme of subjects and students' common profile.

The scheme of subjects at Under Graduate Level is as follows.

No.	F.Y.B.COM.	S.Y.B.COM.	T.Y.B.COM.
1	Principles of Business Management	Principles of Marketing & HRM	Financial Market Operation & Financial Management
2	Business Economics	Business Environment	Money & Financial system & Indian Economics
3	English for Business	Communication Skills	Business Communication
4	Fundamentals of Entrepreneurship	Introduction to Direct & Indirect Taxes	Business Laws
5	Compulsory Accountancy	Disaster Management	Business Statistics
6	Main Paper-1	Main Paper-2	Main Paper-4
&	&	&	&
7	Subsidiary Paper-1	Main Paper-3	Main Paper-5
&		&	
8	---	Subsidiary Paper-2	---

The scheme of subjects at Post Graduate Level is as follows.

No.	M.Com.Part-1	M.Com.Part-2
1	Management Concepts & Organizational Behaviour	Strategic Management
2	Managerial Economics	Tax Planning & Management
3	Marketing Management	Quantitative Techniques & Research Methodology
4	Financial Management	Computer Applications in Business & E-Commerce OR Advanced Financial Accounting
5 & 6	Any ONE Of the following Groups • Corporate Financial Accounting • Security Analysis & Portfolio Management OR • Statistics Paper-1 • Statistics Paper-1	Any ONE Of the following Groups • Accounting for Managerial Decision • Project Planning & Control OR • Statistics Paper-3 • Statistics Paper-4

Student Profile at the Under Graduate Level.

YEAR & CLASS	No of Students			ADVANCED ACCOUNTING					ADVANCED STATISTICS			ADVANCED BUSINESS MANAGEMENT		
	Total	M	F	Adv. Stat.	Adv. BM	Sec. Pra.	Comp	Total	Adv. A/c	Comp	Total	Adv. A/c	Sec. Pra.	Total
2001-02														
F.Y.B.COM.	624	379	245	477	18	17	44	556	31	11	42	04	22	26
F.Y.SF	151	122	29	106	05	12	13	136	08	01	09	01	05	06
S.Y.B.COM.	429	239	190	320	29	15	38	402	16	01	17	02	08	10
T.Y.B.COM.	327	183	144					314			06			07
TOTAL	1531	923	608					1408			74			49
2002-03														
F.Y.B.COM.	600	247	353	451	46	28	31	556	19	02	21	07	16	23
F.Y.SF	141	107	34	83	12	09	27	131	02	02	04	--	06	06
S.Y.B.COM.	418	188	230	323	15	16	38	392	13	06	19		07	07
S.Y.SF	65	47	18	47	03	08	03	61	04	--	04	--	--	--
T.Y.B.COM.	415	246	169					391			13			11
TOTAL	1639	835	804					1531			61			47
2003-04														
F.Y.B.COM.	604	366	238	439	43	53	45	580	14	02	16	01	07	08
S.Y.B.COM.	546	294	252	439	26	24	30	516	14	04	18	04	08	12
T.Y.B.COM.	430	241	189					405			17			08
TOTAL	1580	901	679					1501			51			28
2004-05														
F.Y.B.COM.	602	422	180	427	62	32	21	542	16	02	18	09	33	42
S.Y.B.COM.	498	289	209	370	29	42	41	482	07	01	08	07	01	08
T.Y.B.COM.	493	254	239	475				475			14			04
TOTAL	1593	965	628					1499			40			54
2005-06														
F.Y.B.COM.	427	300	127	271	42	31	29	373	05	07	12	05	37	42
S.Y.B.COM.	475	308	167	345	48	19	22	434	15	02	17	05	19	24
T.Y.B.COM.	452	239	213					434			11			07
TOTAL	1354	847	507					1241			40			73
2006-07														
F.Y.B.COM.-E	128	68	60	106	0	0	22	128	0	0	0	0	0	0
F.Y.B.COM.-G	255	209	46	128	36	13	23	200	15	02	17	09	29	38
S.Y.B.COM.	334	216	118	225	28	30	22	305	04	05	09	04	16	20

T.Y.B.COM.	455	288	167					415			18			22
TOTAL	1172	781	391					1048			44			80

Student Profile at the Post Graduate Level.

Year & Class	No. of Students			Accounting & Finance Group	Statistics Group
	Total	M	F		
2001-02					
M.COM.-1	90	43	47	78	12
M.COM.-2	58	22	36	54	04
TOTAL	148	65	83	132	16
2002-03					
M.COM.-1	75	36	39	69	06
M.COM.-2	72	37	35	62	11
TOTAL	147	73	74	130	17
2003-04					
M.COM.-1	78	21	57	72	06
M.COM.-2	60	15	45	55	05
TOTAL	138	36	102	127	11
2004-05					
M.COM.-1	98	38	60	85	13
M.COM.-2	64	18	46	58	06
TOTAL	162	56	106	143	19
2005-06					
M.COM.-1	100	38	62	90	10
M.COM.-2	85	32	53	77	08
TOTAL	185	70	115	167	18
2006-07					
M.COM.-1	121	51	70	116	05
M.COM.-2	78	26	52	72	06
TOTAL	199	77	122	188	11

3. Changes made in the courses or programmes during the past five years and the contribution of the faculty to those changes.

The University is the authority to make changes in syllabi of programmes. According to the guidelines from the University Grants Commission, Delhi, the university has changed the syllabi of all the three years of Under Graduate level and of Post Graduate Level and implemented it as follow.

Class	Year of implementation of New Syllabus
First Year B.Com	June 2003
Second Year B.Com	June 2004
Third Year B.Com	June 2005
M.Com. Part-1	June 2006
M.Com. Part-2	June 2007

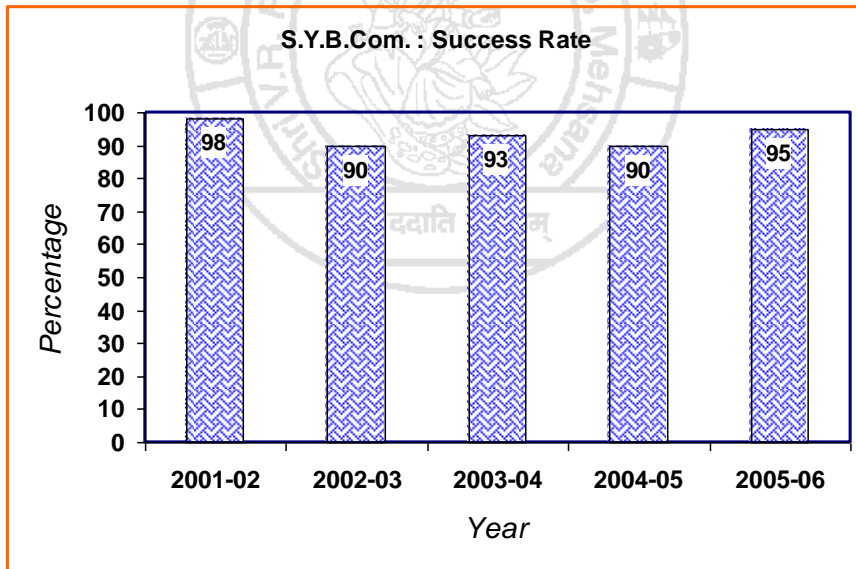
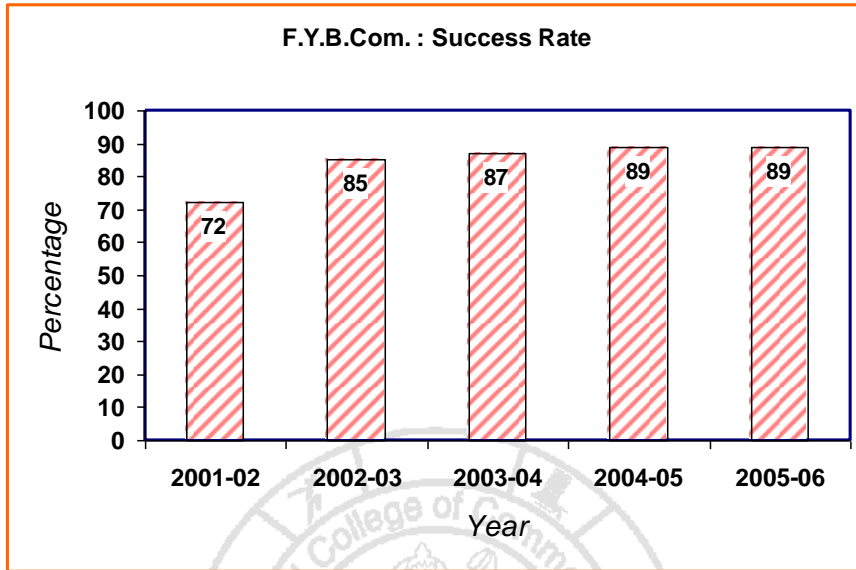
The changes in syllabi are made and sanctioned by the Board of Studies of the relative subject and then it is approved by the Faculty and the Academic Council of the University respectively. And this way it comes into effect.

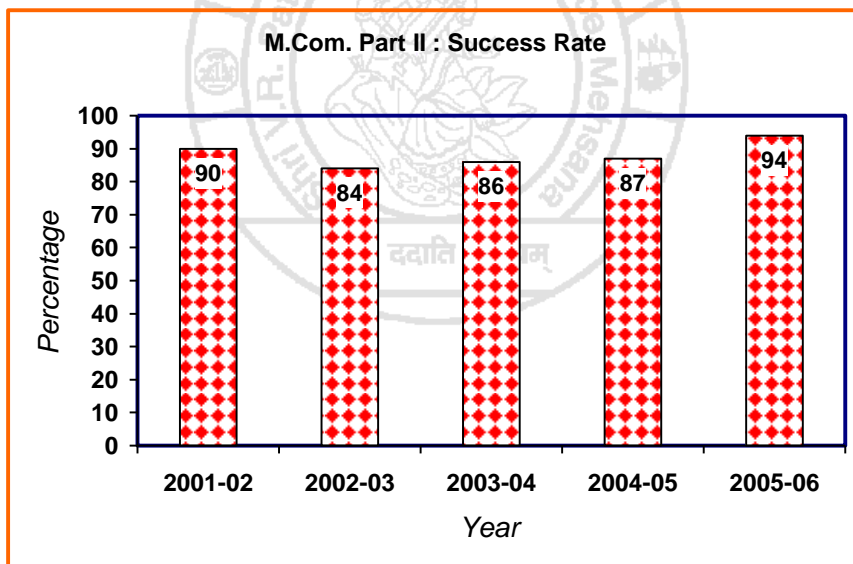
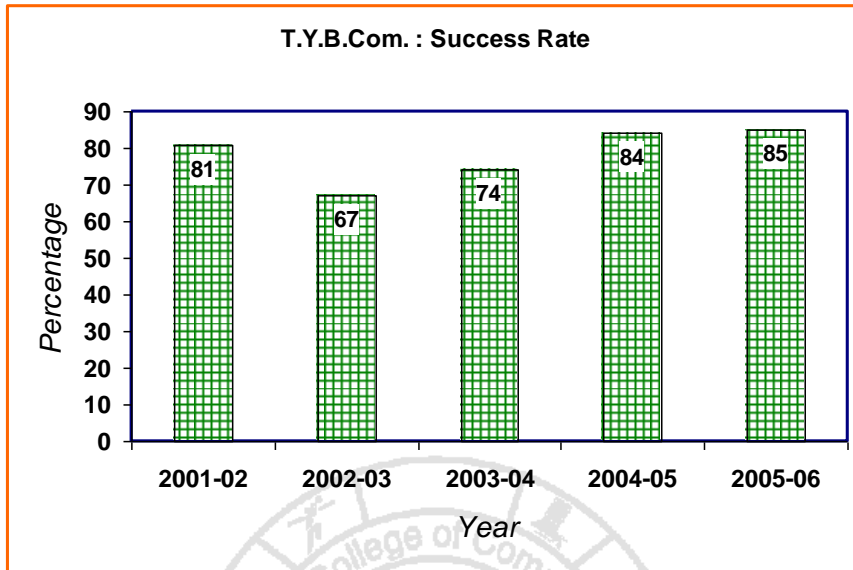
During the period in which the changes were made, the following faculties of our college had been in various authorities of the University as mentioned below. They contributed a lot, made valuable suggestions and thus played an active role in changing the syllabi of Under Graduate as well as Post Graduate level.

Name	Position held by our Faculty Member
Mr. M.C.PATEL	Dean of Commerce Faculty Member – Academic Council Member – Commerce Faculty Chairman - Board of Studies - Statistics
Mr. D.N.BHAVSAR	Member, Board of Studies - Accountancy
Mr. D.M.PATEL	Member, Board of Studies - Commerce
Mr. K.C.MODI	Member, Board of Studies - Management

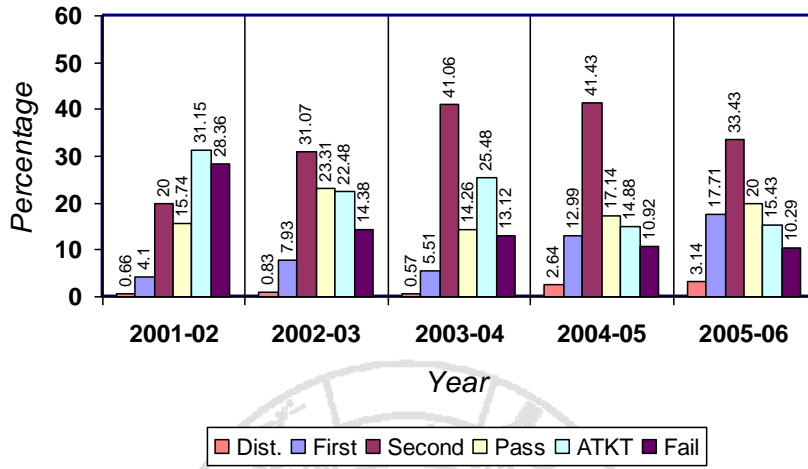
4. Trends in success rate and drop out rate of students during the past five years.

Class	No. of Students	2001-02		2002-03		2003-04		2004-05		2005-06	
		Total	%	Total	%	Total	%	Total	%	Total	%
F.Y.B.COM.	Enrolled	775	100	741	100	604	100	602	100	427	100
	Dropped & Left	114	14	81	11	56	9	56	9	57	13
	Withdrawn	51	7	55	7	22	4	15	3	20	5
	Took Exam.	610	79	605	82	526	87	531	88	350	82
	Success	437	72	518	85	457	87	473	89	314	89
S.Y.B.COM.	Enrolled	429	100	482	100	546	100	498	100	475	100
	Dropped & Left	12	3	22	5	23	4	18	4	18	4
	Withdrawn	4	1	4	1	9	2	9	2	7	2
	Took Exam.	413	96	456	94	514	94	471	94	450	94
	Success	407	98	411	90	480	93	428	90	428	95
T.Y.B.COM.	Enrolled	327	100	415	100	430	100	493	100	452	100
	Dropped & Left	9	3	12	3	14	3	14	3	17	4
	Withdrawn	4	1	5	1	3	1	3	1	4	1
	Took Exam.	314	96	398	96	413	96	476	96	431	95
	Success	255	81	268	67	307	74	403	84	368	85
M.COM.-1	Enrolled	91	100	76	100	78	100	96	100	100	100
	Dropped & Left	3	3	0	0	2	3	0	0	2	2
	Withdrawn	0	0	0	0	0	0	0	0	0	0
	Took Exam.	88	97	76	100	76	97	96	100	98	98
	Success	76	86	70	92	67	88	87	90	92	93
M.COM.-2	Enrolled	58	100	72	100	60	100	85	100	85	100
	Dropped & Left	7	12	0	0	0	0	19	22	0	0
	Withdrawn	0	0	0	0	0	0	0	0	0	0
	Took Exam.	51	88	72	100	60	100	66	78	85	100
	Success	46	90	61	84	52	86	58	87	80	94

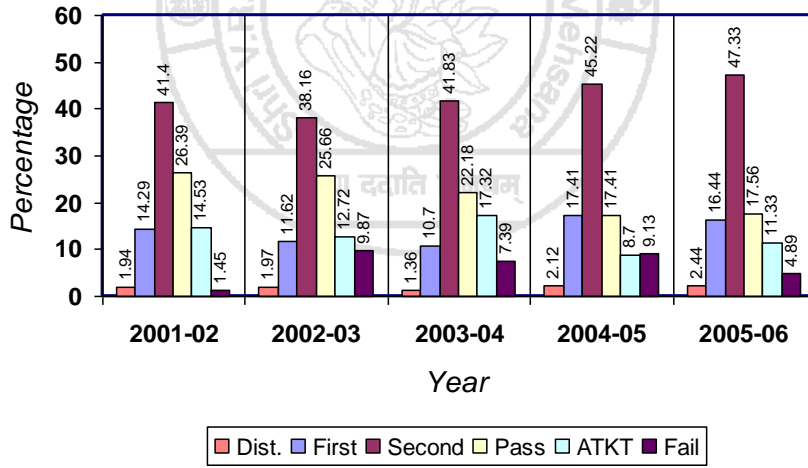




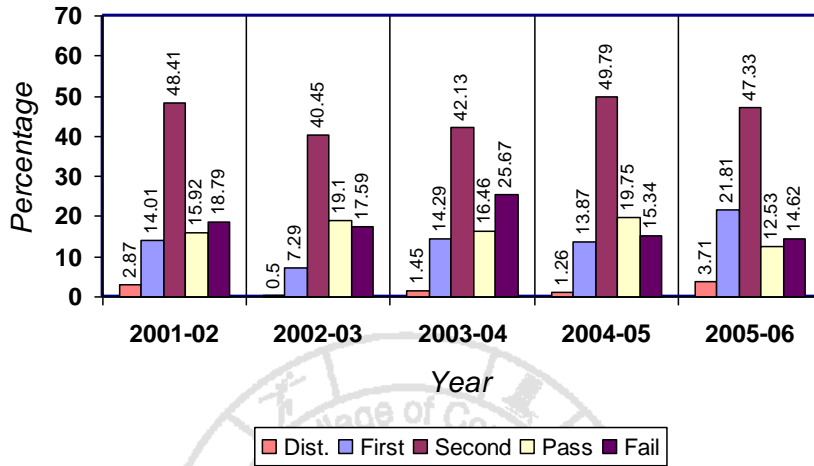
F.Y.B.Com. : Class wise distribution of result



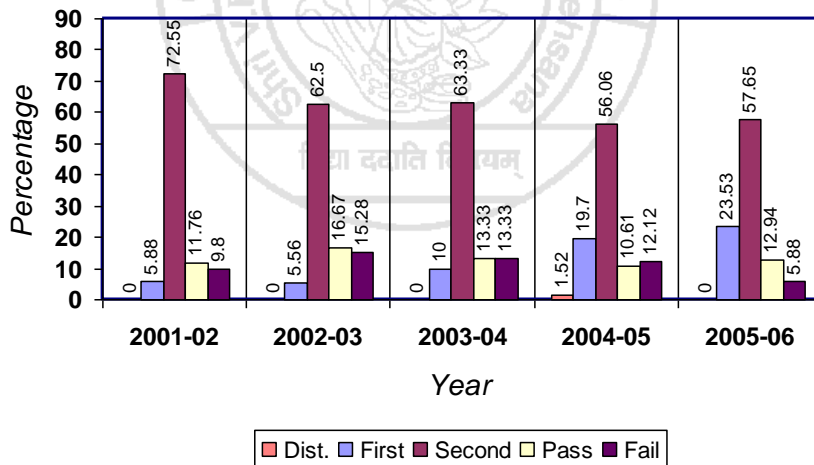
S.Y.B.Com. : Class wise distribution of result



T.Y.B.Com. : Class wise distribution of result



M.B.Com. Part II : Class wise distribution of result



The drop out ratio seems a little higher at First Year B.Com. because some of the students who have secured admission here also have filled the admission forms for some specialized courses like Primary Teachers' Certificate course, Bachelor in Business Administration and Bachelor in Computer Applications. When those admissions are declared, they leave this college and join there. Moreover in past years this college had no English Medium classes. So many students opted for English Medium College at Ahmedabad.

5. Learning resources of the departments like library, computers, laboratories and other such resources

To the students of all departments, the learning resources are provided to the best possibility by the institution. The institution has the central library and no separate library rooms are provided for different departments. But in central library the books are arranged department - wise and they are kept in separate cupboards. So a particular book pertaining to a particular subject may be found easily from the cupboard of that subject. Other general books are arranged according to classification in separate cupboards. So no confusion occurs in finding a particular book.

There is easy access system in the library. So the students or faculties take the books they want or want to refer to from the cupboard and sit there at the reading room table to read it. There is separate reading facility for students as well as faculties. If one desires, the book may be issued to him/her on ticket. Thus complete service of library facility is provided to the students for learning. The library remains open for long hours for the facility of the readers.

Moreover there have been electronic storage devices like CD's, DVD's and audio as well as video cassettes for the use of students and the faculties. In departments there have been put computers for the use of faculties. They may use them in storing their material, up-dating the information on a particular subject etc.

6. Enhancement of the learning resources during the past five years

Learning resources have been enhanced a lot during the last five years.

- A. A good number of books have been bought on different subjects from the UGC grants, from the trust funds and from the college funds.
- B. Modern teaching aids like Multi Media Projector, Over Head Projector etc. have been bought during the last five years. They have been in active use by the faculties.
- C. The net connection is made available for use of faculties as well as of students. The students may use it in library or in computer lab and the faculties may use it in the computer lab or in staff common room for their better equipment.
- D. Computer facility is made available to all faculties for their use in their research work, preparing teaching material, test material, for using storage devices like CD's & drives, to exhibit the audio/video CD's on their subjects and other general knowledge etc.
- E. A well equipped computer lab had been prepared and up dated every year. Only in three years more than 20 computers 3 printers etc. are added to others.

7. Modern Teaching methods in practice other than the lecture method.

The teachers of the college use, apart from the traditional lecture method, other methods in classroom teaching.

- They use the symposia and the seminar method where the subject is in smaller group like Advanced Business Management, Secretarial Practice, Statistics etc.
- They also use modern teaching aids like Multi Media Projector, Overhead Projector etc. in the classroom teaching that minimize the lecture method.
- They give assignments in the classrooms that are to be prepared by the students themselves using reference books from the library and other sources. This also minimizes the lecture method.
- Audio/Video cassettes of experts are shown to the students.

8. Participation of teachers in academic and personal counselling of students

- During their free time the teachers are available in common room where the students may approach them for guidance. The teachers provide them counseling in the difficulties they face in their studies.
- The teachers provide counseling to the students on their future career, job to be chosen etc. and in the matters pertaining to their personal life also if the students bring their problems to the teachers.

9. Details of faculty development programmes and teachers who benefited during the past five years.

NIL

10. Participation of teachers in academic activities other than teaching and research.

The teachers take part in other activities too which are supplementary to the teaching and learning process.

- They participate in Seminars and conferences of their subjects and sometimes in general subjects and present their papers. This equips them well for their personal development and thereby they can do their teaching work well. It also increases their knowledge on their subjects which in turn reflects in their classroom teaching.
- The faculties provide counseling and guidance to the students preparing for SLET, GCET, CAT, CA, ICWA, CS and other competitive examinations.

11. Collaboration with other departments and institutions at the national and international levels and their outcome during the past five years.

The college has not achieved the collaboration with other institutions at national and international level.

12. Details of the ongoing projects and projects completed during the last five years

Sr. No.	PARTICIPATING FACUTIES.	NAME AND TYPE OF PROJECT Completed during last five years
1	Dr. K.C.Modi	Completed a minor research project “The Dynamic Role of Banking for Sustainable Development of Gujarat” under UGC Fellowship
2	Dr. R.N.Desai	Completed a minor research project “Importance and Limitations of the Consumer Movement in North Gujarat” under UGC Fellowship

13. Publications of the faculty, for the past five years

Sr. No.	Name of the Faculty	Publication : Co-author of the Text Books Published by B.S.SHAH PRAKASHAN	
1	Prin. Dr. J. K. Patel	F.Y.B.Com.	Financial Accounting
		F.Y.B.Com.	Compulsory Accountancy
2	Mr. D. N. Bhavsar	F.Y.B.Com.	Compulsory Accountancy
		S.Y.B.Com.	Advanced Accounting -3
		T.Y.B.Com.	Advanced Accounting - 5
3	Mr. D. M. Patel	F.Y.B.Com.	Financial Accounting
		S.Y.B.Com.	Company Accounts
		T.Y.B.Com.	Advanced Accountancy - 4
4	Mr. U.G.Panchotiya	F.Y.B.Com.	Compulsory Accountancy
		S.Y.B.Com.	Adv. Accountancy - 3
5	Mr. R. M. Patel	S.Y.B.Com.	Taxation
		T.Y.B.Com.	Management Accountancy
6	Mr. A. D. Parmar	S.Y.B.Com.	Principles of Marketing & Human Resources Management
7	Dr. H.S.Viramgami	22 Articles published out of which 4 articles published in National Level Journals and 18 articles published in State Level Journals.	
8	Mr. S. O. Gandhi	S.Y.B.Com.	Taxation
9	Dr. K. C .Modi	F.Y.B.Com.	Fundamentals of Entrepreneurship
		T.Y.B.Com.	Money Market Operation and Financial Management

10	Mr. R. B. Vyas	F.Y.B.Com.	Principles of Business Management
11	Ex. Prin. M.C.Patel	F.Y.B.Com. S.Y.B.Com. T.Y.B.Com.	Adv. Statistics Paper-1 Adv. Statistics Paper-2 Business Statistics
12	Mr. S. J. Patel	F.Y.B.Com.	Adv. Statistics Paper-1
13	Dr. S. G. Joshi	S.Y.B.Com. T.Y.B.Com.	Adv. Statistics Paper-2 Business Statistics
14	Dr. R. N. Desai	S.Y.B.Com. T.Y.B.Com.	Business Environment and Economic Plans Money, Finance & Economic Problem of India
15	Dr. V. B. Vaghela	F.Y.B.Com.	Business Economics • 10 Articles published in State Level Journals

14. Participation of the department in the extension activities of the college

- During the 10 days NSS Annual Camp of the college one faculty accompanies the Programme Officer to co-operate him during the camp days and other faculties visit the camp during their free time and hold activities of extension services as well as social services with the help of the NSS volunteers. The teachers also join in the work themselves.
- The college has adopted a neighbouring village TARETI and various activities have been held there by faculties. The details have already been mentioned before.
- The college organizes blood donation camps, Thalassemia test, AIDS awareness programmes, addiction awareness, female embryo killing, upliftment of disadvantaged classes etc.

15. Methods of continuous student assessment

The college follows annual examination system as stipulated by the university. So the final examination is held by the university at the end the academic year. However, the college arranges TWO internal examinations and ONE additional test

for those who have missed the any one of the two tests for testing of the students' performance and for the purpose of calculation of internal marks. The weightage of the internal marks is 30 % in the final examination.

In post graduate classes there is no of weightage of internal marks. Still, as stipulated by the university, the college arranges a test.

16. Placement record of the past students and the contribution of the department to the student placements.

SSKI (Sharekhan), ICICI Bank, Motilal Oswal Securities Ltd, Apex Laboratories, etc companies had arranged the campus interviews in the college. The following students of the college were selected and placed in the job by some of the companies. The details are as follow.

Name of the Firm	Students, placed
SSKI (Sharekhan)	1. Mr. Jayesh Barot 2. Mr. Kiran Patel 3. Mr. Bhavik Shah
Motilal Oswal Securities Ltd.	1. Mr. Pardeep Prajapati 2. Mr. Jayesh taksar 3. Mr. Viral Parikh 4. Mr. Jaykumar Oza 5. Ms. Chetana Rajput
Bajaj Allianz	1. Mr. Ghanshyam V.Pandit 2. Mr. Ashok B.Sharma 3. Mr. Devang H.Raval 4. Mr. Rikin H.shah

17. Significant achievements of the department, faculty and students during the past five years.

Details of Faculties.

No.	Name of Faculty	Achievement
1	Prin. Dr. J. K. Patel	<ul style="list-style-type: none"> • Awarded Ph. D. by Hem. N.G. University
2	Mr. D. N. Bhavsar	<ul style="list-style-type: none"> • Had remained Dean, Commerce Faculty, Hem. N. G. University
3	Mr. R. M. Patel	<ul style="list-style-type: none"> • Member – Kendriya Vidyalaya Appointment Committee, ONGC, Mehsana
4	Dr. H. S. Viramgami	<ul style="list-style-type: none"> • Awarded Ph. D. by Saurashtra University
5	Mr. S. O. Gandhi	<ul style="list-style-type: none"> • Member of Panel of Experts for GCET-MBA in 2005 & 2006 • Donated Blood for 31 times • Nominated by the Finance Ministry, Government of India as a member of Regional Direct Taxes Advisory Committee from the area of North Gujarat, Ahmedabad, Sabarkantha and Gandhinagar Dist.
6	Ms. A. B. Kshatriya	<ul style="list-style-type: none"> • Nominated as a Member of Parliament (Rajya Sabha since 10th April, 2002)
7	Dr. K. C. Modi	<ul style="list-style-type: none"> • Awarded Ph. D. by Sardar Patel University
8	Ex. Prin. M. C. Patel	<ul style="list-style-type: none"> • Secretary - Gujarat State Acharya Maha Mandal since 2001 • Vice President - Gujarat Statistical Association since October, 2006 • Trustee - Dr. Khatri Memorial Trust, Ahmedabad since 2003 • Advisor - Hem. North Gujarat University area Acharya Mandal since January 2006 • Member – Gujarat Secondary and Higher Secondary Education board, Gandhinagar (2003-06) during which a member of Financial Committee for two years and a member of Executive Committee for one year • President - Hem. North Gujarat University area Acharya Mandal from 2001 to Jan. 2006. • Dean Commerce Faculty – Hem. N. G. Uni. form 1999-2002 and Dec. 2005 to March, 2006 • Member – Executive Council Hem. N. G. Uni. Form

		<p>1999-2002</p> <ul style="list-style-type: none"> • Chairman – Board of Studies – Mathematics – Gujarat Secondary and Higher Secondary Education board, Gandhinagar from 2004-06 • Senate member – Gujarat University Ahmedabad (1983-88) and Hem. N. G. Uni. (1992-2006) • Chairman – Board of Studies- Statistics - Hem. N. G. Uni (1988-1991 and Dec.1996 to March, 2006) • Member – Academic Council - Hem. N. G. Uni. (1988-1991 and Dec.1996 to march 2006) • Member – Recruitment Committee for the appointment of Teachers, Lecturers and Principals of Schools and Colleges. • Hem. N. G. Uni. – Active member of various committees viz Need Committee, Monitoring Committee, Planning Board, Construction Committee, Examination Reform Committee, Local Inquiry Committee etc. • Member of Panel of Experts for GCET-MBA in 2003 & 2006 (Every Year) • Member – Academic Planning Board : Dr. Babasaheb Ambedkar Open University, Ahmedabad
9	Dr. S. G. Joshi	<ul style="list-style-type: none"> • Awarded Ph. D. by Gujarat University • Member – Kendriya Vidyalaya Appointment Committee, ONGC, Mehsana
10	Dr. R. N. Desai	<ul style="list-style-type: none"> • Awarded Ph. D. by Hem. N.G. University
11	Dr. V. B. Vaghela	<ul style="list-style-type: none"> • Awarded Ph. D. by Gujarat Vidyapeeth Ahmedabad
12	Dr. G. U. Rajput	<ul style="list-style-type: none"> • Awarded Ph. D. by Hem. N.G. University • National referee in Wrestling, Kabaddi, Judo, Badminton, Athletics • Technical Chairman – Gujarat State Judo Association for 10 years • Divisional Commandant – Home Guards for 12 years at Mehsana

Details of Students:

Roll of Fame of the College (since 2001)

Sr. No.	Exam Seat No.	Class	Name	Year of Exam	University Rank
1	1624	F.Y.B.Com.	RAVAL NILESH NARANBHAI	2001	FIRST
2	1800	F.Y.B.Com.	PANCHOLI PARTH ANILKUMAR	2001	FIFTH
3	1641	F.Y.B.Com.	SHAH DIPAKKUMAR KESHAVLAL	2001	SEVENTH
4	1365	S.Y.B.Com.	PATEL ASHABEN VINODKUMAR	2001	SIXTH
5	1695	T.Y.B.Com.	GUPTA VIKAS MATAPRASHAD	2001	SECOND
6	1633	T.Y.B.Com.	SHAH MONIKA KAILASHBHAI	2001	EIGHTH
7	1262	F.Y.B.Com.	DHIRWANI GITA PRAKASHBHAI	2002	FIRST
8	1251	S.Y.B.Com.	RAVAL NILESH NARANBHAI	2002	FIRST
9	1042	T.Y.B.Com.	DESAI KALPIT ANUPAMBHAI	2002	SIXTH
10	1249	T.Y.B.Com.	PATEL VIKESH NARAYANBHAI	2002	SEVENTH
11	1090	T.Y.B.Com.	OZA GAURANG KANAIYALAL	2002	EIGHTH
12	0212	M.Com.	DAVE MURTI SUBODHCHANDRA	2002	SIXTH
13	1106	F.Y.B.Com.	DHIRWANI GITA PRAKASHBHAI	2003	FIRST
14	1352	F.Y.B.Com.	PRAJAPATI JAYESH SOMABHAI	2003	FOURTH
15	1383	S.Y.B.Com.	SHAH PRIYANKA HASMUKHBHAI	2003	SIXTH
16	1153	S.Y.B.Com.	MODI DIPAKA HASMUKHBHAI	2003	SEVENTH
17	1166	T.Y.B.Com.	RAVAL NILESH NARANBHAI 1. Won the "Shah V.K. Gold Medal"	2003	UNI. FIRST
18	1251	T.Y.B.Com.	PANCHOLI PARTH ANILKUMAR	2003	NINTH
19	0198	M.Com.	OZA AMRUTA HASMUKHBHAI	2003	SIXTH
20	0166	M.Com.	BAROT HITENDRA DAHYALAL	2003	NINTH
21	0087	F.Y.B.Com.	JAIN KHUSHBU MANMOHANRAJ	2004	FIRST
22	0518	F.Y.B.Com.	SHAH BIJAL DINESHCHANDRA	2004	SECOND
23	0107	F.Y.B.Com.	KAWRANI REKHA GOVINDRAM	2004	SIXTH
24	1494	S.Y.B.Com.	PANCHOLI SIDDHI ANILKUMAR	2004	NINTH
25	1195	S.Y.B.Com.	PATEL JITENDRA VISHNUBHAI	2004	TENTH
26	1017	T.Y.B.Com.	DHIRWANI GITA PRAKASHBHAI	2004	THIRD
27	1076	T.Y.B.Com.	MODI DIPAKA HASMUKHBHAI	2004	SEVENTH
28	0186	M.Com.	HUKAMRAM DEVILAL	2004	SIXTH
29	0245	M.Com.	PATEL PRAKASH DASHRATHLAL	2004	TENTH
30	1071	F.Y.B.Com.	PATEL AVANI NATVARLAL	2005	FORTH
31	0950	F.Y.B.Com.	AKOLKAR TRUPTI VIJAYKUMAR	2005	SEVENTH
32	1014	F.Y.B.Com.	LUHAR NITIN TEJENDRABHAI	2005	NINTH
33	1206	S.Y.B.Com.	SHAH VIJAY DINESHKUMAR	2005	FIRST
34	0938	S.Y.B.Com.	JAIN KHUSHBU MANMOHANRAJ	2005	SECOND
35	0955	S.Y.B.Com.	KAWRANI REKHA GOVINDRAM	2005	EIGHTH
36	1340	T.Y.B.Com.	SHAH KINJAL ASHOKBHAI	2005	THIRD
37	1157	T.Y.B.Com.	PATEL JITENDRA VISHNUBHAI	2005	FORTH
38	1419	T.Y.B.Com.	PRAJAPATI DAHYALAL BANSILAL	2005	FIFTH
39	1332	T.Y.B.Com.	SHAH DIPIKA BABULAL	2005	SIXTH
40	1185	T.Y.B.Com.	PATEL NIMA CHUNILAL	2005	EIGHTH
41	0168	M.Com.	PATEL ASHA GANPATBHAI 1. Won "Shri K. H. Desai Gold Medal" 2. Won "Smt. L. H. Mehta Gold Medal" for highest marks in Cost Accounting	2005	UNI. FIRST

42	0646	F.Y.B.Com.	JAIN DIMPLE MANMOHANRAJ	2006	FIRST
43	0931	S.Y.B.Com.	PATEL AVANI NATVARLAL	2006	NINTH
44	1168	T.Y.B.Com.	SHAH BIJAL DINESHCHANDRA 2. Won the "Shah V.K. Gold Medal" 3. Won the "Acharya D. V. Vasavada Gold Medal for highest marks in Accountancy	2006	UNI. FIRST
45	0846	T.Y.B.Com.	JAIN KHUSHBU MANMOHANRAJ	2006	THIRD
46	2003-04 Ms. Divyanka R. Jani remained the member of Board of Sports and had received Rs.9000/- from the State Government.				
47	2003-04 Ms. Divyanka R. Jani remained the member of Board of Sports and had received Rs.9000/- from the State Government.				

In short, the College endeavours to contribute a lot among the top tens of the university.

18. Plan of action of the department for the next five years

The college proposes to start the department of management at P.G. level. Our college offers Advanced Business Management as Subsidiary as well as Main subject at under graduate level. In the university there is not the facility for M.Com. with Advanced Business Management. We are actively thinking to start the P.G. degree programme in Advanced Business Management.

At present the university and the State Government do not issue an NOC to start a new division in any class and if any college wants to add a division, it is to be done only on self finance basis. This is our limitation. Before starting such class or division it is maturely to be thought if it will run well financially. If minimum expected students are not available, such course can not be started.

19. Any other highlights.

NIL

BEST PRACTICES

1 Title of the Practice:

Taking Attendance in the Classrooms

2 The context that required initiation of the practice

Generally, after finishing the higher secondary school study and being admitted to a college, the students believe that they have been collegians now and in colleges the stress upon attendance is not so strong as in schools. So a certain percent of students don't bother to remain regular in attending the classes. This tendency is found among the students of urban colleges and not in colleges in rural area. This attitude, on the whole, affects their study and in long run the result of the college.

Ahmedabad, a mega city, being near the students of this college also might come under such concept. Moreover the college is morning time. So some serving candidates may leave classes earlier to join their work. During last few years, under the effect of certain T V programmes also, the youngsters, who are generally immature in thinking, develop the habit of remaining in parking or outside the campus talking in their groups. These factors and such others would affect the attendance of students in classrooms. This gave the staff of the college an idea to make the recording of attendance effective in real sense.

3 Objectives of the practice.

In starting this practice, the following objectives were in our mind.

- To make the students regular in attendance in classrooms.
- To make the students discipline oriented.
- To make the classroom teaching effective and fruitful as a major part of the students would be in class and by listening to the lecture, they would remember a certain part of it.

4 **The Practice:**

We started taking and keeping record of the attendance of the students in division-wise registers. Before we started this, we had declared to the students in the beginning of the term that the attendance in the classroom was necessary and in awarding the internal marks out of five, the attendance will be considered.

We maintained the attendance registers of all under graduate classes and divisions. Almost everyday, some times three of four days a week the attendance is taken. The registers are sent to classes at random, without any uniformity so the students wouldn't know when and in which lecture the attendance will be taken.

At the end of the first term, the students, whose attendance is lower are sent a card to their houses for the knowledge of their guardians and they are suggested to come to the college and see the principal in this connection just after the Diwali Vacation.

After the vacation is over such guardians come to the college to see the principal. In case some guardians don't come, their wards are asked to bring their parents/guardians compulsorily. As long as the guardians don't come, the fees of the second term of their wards are not accepted.

When the guardians of such students come to see the principal, they are informed about the result and attendance of their wards. They are also informed that if the low attendance is continued they might not be allowed to take the final university examination. They are also asked to warn strictly to their wards about this.

Generally it happens that in second term such students become regular and fill in the gap of the attendance. In such cases where the attendance does not remain satisfactory, they are awarded less marks out of 5 which are in hands of the college to award. Sometimes on account of this low marking, they receive ATKT (Allowed To Keep Terms) in one or more subjects in internal examination and thus, in one sense, they fail in the test.

To the best of knowledge, in most of the colleges, in U G classes, the attendance is not given that much importance and it is not taken so regularly nor the registers are maintained. We have been successful in improving the attendance of our students and this has been possible by the co-operation and team work of the whole staff.

5 Obstacles faced if any and strategies adopted to overcome them.

Virtually no obstacles were to be faced in launching this practice. But the principal of the time convinced the staff for that. The staff also was insistent and positive for such practice. So it was started unanimously and positive results were the outcome.

6 Impact of the practice.

The practice of maintaining the record of the students' attendance and insisting on it has brought good results for the college. In the subsequent years the students who are admitted to the college naturally know from their seniors about this practice and its consequences. So now from the beginning they generally remain regular. Still we have continued maintaining the registers and taking presence in the classrooms.

As a direct result of regular attendance, very naturally the students become study oriented and those who are a little out of border line of passing come into the sphere of success. This has improved the percentage of success ratio and also it has brought the results up. Even in university results the consequences of this practice are seen clearly. They are improved than the past years. Every year at least four to five students of this college stand among the first tens of the university. The details of this are given in Evaluation Report of the Departments.

7 Resources required.

Taking presence of students, maintaining its record and sticking to it is such a practice as requires no additional resources. The only resources were the sincere staff and their goodwill which the college luckily has.

8 Contact Person for further details.

The Principal is the most proper person for the knowledge of all ins and outs of this practice. The principal recently being retired, even the newly appointed principal and the whole staff knows every thing about this practice and its results.

Note :

There is yet another practice which is less pertaining to the academic side directly. But indirectly it affects the staff at some extent.

We, the staff of the colleges run by SARDAR VIDYA BHAVAN TRUST, MEHSANA have started the credit and consumers co-operative society which has completed the thirty one years. It has the members including all the staff of the colleges of the campus. It finances to the members at the lowest rate of interest among the societies of its kind. It plays an important role in economic stability of the staff and lighten tensions about funds for long term as well as emergency requirements.

Annexure : 1(A)

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAI ZAFAR MARG
NEW DELHI-110012.

No.F.8-44/86(UPP-I)

Date: 5-11-86

To

The Registrar,
Gujarat University,
Post Box No.411,
Ahmedabad - 380019.

COMM	COLLEGE
274	
79-99-15	
07/10	

Sub:- List of colleges awarded under Section 2(f) of the UGC Act,1956 - Inclusion of New Colleges.

Sir,

I am directed to refer to your letter No.Gen./UGC-42/No./44356 of 1986 dated 5.9.1986 on the above subject and to say that the name of the following college has been included in the above list under Non-Govt. colleges teaching upto Bachelor's Degree:-

<u>Name of the College</u>	<u>Year of Establishment</u>
Commerce College, Mehsana (Gujarat) (Permanent affiliation) Shri N.V. Shah.	15.6.1964.

The Indemnity Bond and other documents in respect of the above college have been accepted by the Commission.

The above college is fit to receive central assistance in terms of the rules framed under Section 12(B) of the University Grants Commission Act,1956.

Yours faithfully,

(I. J. GUPTA)
UNDER SECRETARY

Copy forwarded to:-

1. The Principal, Commerce College, Mehsana (Gujarat).
2. All Officers/Sections in the UGC Office.
3. Guard file.

(R. K. DUREJA)
SECTION OFFICER

Annexure : 1 (B)

COMMERCE COLLEGE MEHSANA
Letter No. 433
Date 11.11.87
O/W. No.

UNIVERSITY GRANTS COMMISSION
BAHAJOUR SHAH ZAFAR NAGAR
NEW DELHI

No.F.8-9/87(CPP-I)

To

The Registrar,
Gujarat University,
Ahmedabad - 380009.

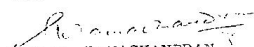
Sub:- Preparation of list of colleges under Section 2(f) of
the University Grants Commission Act,1956.

Sir,

I am directed to refer to your letter No.Gen/UGC.42/No./
51767 of 1987 dated 11.1.1987 on the above subject and to say
that the following colleges have been transferred from the head
"Non Govt. Colleges teaching upto Bachelor's Degree" to the
head "Non Govt. Colleges teaching upto Post Graduate Degree"
in the list of colleges prepared under Section 2(f) of the
University Grants Commission Act,1956:-


1. Commerce College, Mehsana (Gujarat).
2. C.B. Patel Arts College, Nadiad - 384001 (Gujarat).
3. Shri M.N. Shukla Education College, Ahmedabad-380001
(Gujarat).

Yours faithfully,


C.M. RAMACHANDRAN
DEPUTY SECRETARY

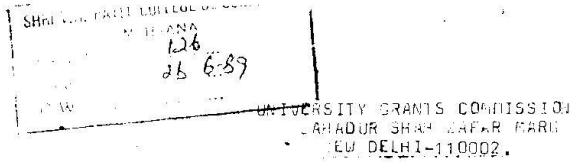
Copy to:-

1. The Principal, Commerce College, Mehsana (Gujarat).
2. The Principal, C.B. Patel Arts College, Nadiad-384001
(Gujarat).
3. The Principal, Shri M.N. Shukla Education College,
Ahmedabad - 380001 (Gujarat).
4. All Officers/Sections in the UGC Office.
5. Guard file.


(R.K. DUREJA)
SECTION OFFICER

PR
1873

Annexure : 1 (C)



No. P. 2244/89 (CPP-I)

Dated: 15 May 1989.

To,

The Registrar,
North Gujarat University,
Rajmahal Road,
Post-Box-No. 21,
Patan-382255,
(North Gujarat).

Sub:- List of Colleges prepared under Section 2(F)
of the UGC Act, 1956-Change in the name of
the Colleges.

Sir,

I am directed to refer to your letter No. UGC/12/
2244/89 dated 18.3.89 on the above subject and to say
that the name of the following college has been changed
in the above list under Non-Govt. Colleges teaching upto
Bachelor's Degree:-

Existing name of the College	New name of the College
Commerce College, Mehsana.	Shri Vanarasidas Ranchhoddas Patel College of Commerce, Mehsana.

Your's faithfully,

Kishan Chand
(KISHAN CHAND)
UNDER SECRETARY

Copy forwarded to:-

1. The Principal, Shri Vanarasidas Ranchhoddas Patel
College of Commerce-Mehsana (Gujarat).
2. All Officers/Sections in the UGC Office.
3. A/G Section, UGC.
4. Computer Cell, UGC.
5. Guard file.

J.P. Mittal
(J.P. MITTAL)
SECTION OFFICER

20.6.89

Annexure : 2

Copy of the Constitution of Sardar Vidyabhavan Trust, Mehsana
Trust Registration No. F.52 dated 26th May, 1964

SARDAR VIDYABHAVAN TRUST, MEHSANA

1. Name: The name of the Trust shall be SARDAR VIDYABHAVAN TRUST, Mehsana.
Note: In this constitution Sardar Vidyabhavan Trust shall be mentioned as "TRUST"
2. Place: The Head Office of the Trust shall be at Mehsana and, if necessary, its branches may be opened at other places.
3. Year: The accounting year of the trust shall be from 1st April to 31st March next year.
4. Objectives: To spread the spirit of education in the field of intellectual, moral, physical, industrial, commercial, arts, law and agricultural and related activities. Consequently the objective is to start and manage institutions of higher education.
5. Resources:
 - 1.To collect funds and to receive aid, monetary or otherwise, in accordance with the objectives of the trust.
 - 2.To start and manage an Arts and Commerce College at Mehsana.
 - 3.To publish articles, newspapers, magazines and books in order to educate the people.
 - 4.To organise meetings, seminars, exhibitions, competitions in order to educate the people.
 - 5.To start and manage College, hostels, high schools and primary schools, pre-primary schools, schools for girls, physical education schools, vocational institutions, libraries and to administer such institutions.

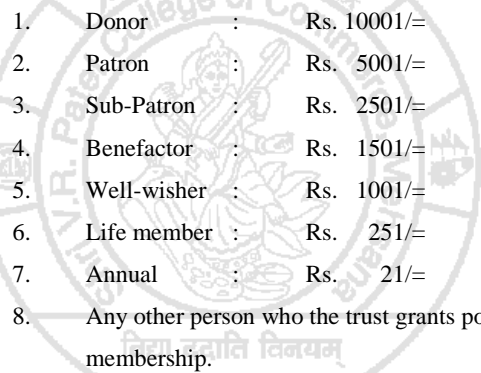
6.To arrange for and administer loan funds, conditional funds and scholarships.

7.To aid and support any activity or programme that would help the materialization of the objectives of the trust.

8. To provide financial aid loans to any institutions that would help the realizations of the objectives of thrust.

6. Membership: Any individual above the age of 18 and who accept the objectives of the trust can be a member of the trust by paying the requisite membership fees.

7. The categories of membership and the corresponding fees are the following.

- 
- | | | | |
|----|--|---|-------------|
| 1. | Donor | : | Rs. 10001/= |
| 2. | Patron | : | Rs. 5001/= |
| 3. | Sub-Patron | : | Rs. 2501/= |
| 4. | Benefactor | : | Rs. 1501/= |
| 5. | Well-wisher | : | Rs. 1001/= |
| 6. | Life member | : | Rs. 251/= |
| 7. | Annual | : | Rs. 21/= |
| 8. | Any other person who the trust grants position of honorary membership. | | |

Note : Donors, Patrons, Sub-patrons, Benefactors, Well wishers and honorary members shall be considered life-members.

8. The following shall be the courses of retirement of and member from the General Body and the Board of Trustees :

1. Death of a member
2. Tendering Resignation
3. Resolution by the General Body on a member acting against the interest of the trust.
4. Mental derangement.

9. All administrative matters concerning the trust shall be transacted by the following.
1. General Body
 2. Board of Trustees.
10. General Body: The General Body of the trust shall consist of the members admitted as per clause No. 7 and the following shall be the functions of the General Body.
1. To examine the annual report of the trust and sanction the accounts.
 2. To pass the annual budget.
 3. To fill the vacancies in the membership of the trust.
11. Duties and Rights of the Board of Trustees:
1. The General Body will appoint (09) trustees out of the members of the trust for 15 (fifteen) years and the Board of Trustees will continue to function until a new board is constituted.
 2. A retired trustee will be eligible for re-appointment.
 3. All the movable and immovable properties of the trust will be entrusted to two trustees selected by the Board of Trustees and two such trustees will possess and transact such properties in the name of the trust.
 4. All the documents related to the properties, accounts and other documents shall be in the possession and custody of the managing trustee.
 5. It shall be obligatory for retiring trustees to transfer the properties in their names to the new board of trustees.
 6. The Board of trustees shall convene the General Body meeting or Extra-ordinary General Body Meeting.
 7. It shall make proposals for annual plan of action and securities accounts and balance sheet and present them before the General Body.

8. It shall confirm the appointment the Chief Officer of the every branch, decided upon the pay-scale, sanction the retirement, extend the term of employment, take operative action and terminate employment.
9. It shall present the budget proposals prepared by the Managing Trustee with a amendments if necessary, before the General Body for passing.
10. It shall decide upon the rate of fees in the educational institutions managed by the trust.
11. The Board of the Trustees shall meet thrice in an accounting year.
12. It shall raise funds of the trust.
13. It shall accept trust and endorsement and decide upon the conditions for such acceptance.
14. It shall undertake any other activity in the interest of the trust.
15. If found necessary, it shall confer all its powers on the Managing Trustee.
16. It shall erect necessary by-laws for the Board of Trustee.
17. It shall empower persons to operate the accounts of the trust.
18. It shall obtain loans for the trust.
19. It may spend up to Rs.1500/- for works or activities outside the budgeted provisions.
20. The maximum number of the Board of Trustees shall be 11 (eleven). In every fifteen years, this number may be raised or lowered.
21. The minimum notice period for the convening of the Board of the Trustees shall 24 years.

12. Financial Management:

1. The Funds of the trust shall have the following categories : (i) Property fund (ii) Trust fund (iii) A specific and other funds.

2. The Transactions of conditional and other funds shall be as per exchange conditions.
3. The property fund shall be utilized for constructing building.
4. The Trust fund may be utilized for any activity that would fulfil the objectives of the trust. Any donation or membership fees and other incomes except those in (a) and (b) above shall be considered as trust fund.

Note: With the permission of the Board of Trustees, money from one fund can be transferred to another fund, provided it is paid back within the stipulated period of time.

5. Any extra money belonging to fund can be invested in government securities of government guaranteed schemes of any scheduled bank/ co-operative bank.
6. Current Accounts and Savings Accounts of the trust shall be opened in the name of the trust.

13. The Managing Trustee:

1. The Managing Trustee shall be responsible for supervising all the income-expenditure accounts and the office routine as well as for getting the accounts audited every year.
2. To convene the General Body meeting and the meeting of the Board of Trustees and execute the resolutions of the meetings..
3. To undertake all kinds of correspond on behalf of the Trust.
4. To prepare the budget for various activities of the trust.
5. To appoint the Head as well as the staff in the institutions managed by the Trust.
6. To sanction leave requested by the heads of institutions, to accept the resignations and to terminate the services.
7. To manage the institution within limits of the provisions of the budget.

8. To spend within the limit of Rs. 500/- (five hundred) for non-budgeted activities.

14. Functioning of General Body:

1. Every member is entitled for one vote.
2. All business in the meeting shall be carried out by majority vote, unless otherwise provided for in the constitutions.
3. No voting will be permitted through letter or by proxy.
4. In case of a tie, the Chairman of the meeting will have the right to a casting vote.
5. The quorum for the meeting will be 20 or 1/4 of the registered members, which ever is less.
6. The ordinary meeting of the General Body shall be convened with 15 (fifteen) days notice, either through individual letters public notice in newspapers or public leaflets.
7. The ordinary General Body shall be convened one in an accounting year.
8. If 30 members or 1/4 of the registered members, whichever is less, request to convene the meeting of the General Body for a specific agenda, the Managing Trustee shall convene an Extraordinary meeting of the Trust within 10 days after receiving such a request.
9. The General Body will nominate new trustee to the vacancies the Board of Trustees.

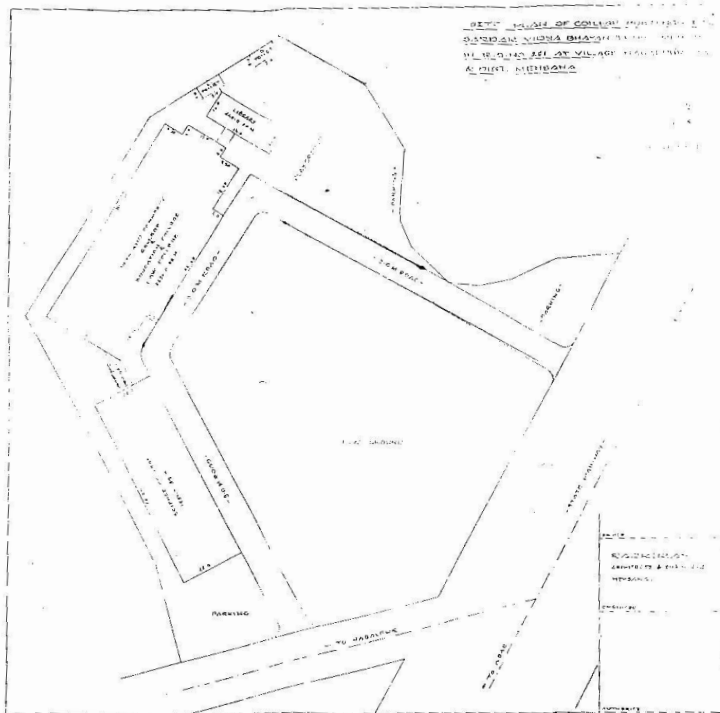
15. Amendment in Constitution:

The General Body may amend the Constitution of the trust by 2/3 majority of the registered members.

This Constitution is unanimously adopted in the first General Body meeting on 11-4-1964 (Eleventh April, Nineteen hundred and sixty four)

Annexure : 3

Annexure : 3



Annexure : 4

LIST OF JOURNALS / MAGAZINES

Sr. No.	NAME OF JOURNALS / MAGAZINES	TYPE	LANGUAGE
1	AKHAND AANAND	Monthly	Gujarati
2	NAVNEET SAMARPAN	Monthly	Gujarati
3	KUMAR	Monthly	Gujarati
4	NAVCHETAN	Monthly	Gujarati
5	NIRAMAYA	Monthly	Gujarati
6	MANAV	Monthly	Gujarati
7	GRUHSOBHA	Monthly	Gujarati
8	SAFARI	Monthly	Gujarati
9	TATVA GHANAN	Monthly	Gujarati
10	UDDESH	Monthly	Gujarati
11	YOJANA	Monthly	Gujarati
12	ARTHASANKALAN	Monthly	Gujarati
13	AARTHIK VIKAS	Monthly	Gujarati
14	ABHIDRASHATI	Monthly	Gujarati
15	LATEST FACTS IN GENERAL KNOWLEDGE	Monthly	Gujarati
16	KARKIRDI MARGDARSHAN	Monthly	Gujarati
17	COMPITITION AFFAIRS	Monthly	English
18	READER'S DIGEST	Monthly	English
19	PC QUEST	Monthly	English
20	CHARATERED FINANCIAL ANALYST	Monthly	English
21	THE CHARTERED ACCOUNTANT	Monthly	English
22	CHARTERED SECRETARY	Monthly	English
23	INDIAN JOURNAL OF MARKETING	Monthly	English
24	V. VIDYANAGAR	Monthly	Gujarati
25	SHRI RAMKRISHNA JYOT	Monthly	Gujarati
26	AAHA JINDGI	Monthly	Gujarati

27	BHUMI PUTRA	Fortnightly	Gujarati
28	BUSINESS INDIA	Fortnightly	English
29	BUSINESS TODAY	Fortnightly	English
30	UNIVERSITY TODAY	Fortnightly	English
31	UDICHYA	Fortnightly	Gujarati
32	CAPITAL MARKET	Fortnightly	English
33	DALAL STREET	Fortnightly	English
34	GUJARAT ROJGAR SAMACHAR	Weekly	Gujarati
35	BUSINESS WORLD	Weekly	English
36	STREE	Weekly	Gujarati
37	CHITRA LEKHA	Weekly	Gujarati
38	ABHIYAN	Weekly	Gujarati
39	BLUE CHIP	Weekly	Gujarati
40	CHANAKYA	Weekly	Gujarati
41	EMPLOYMENT NEWS	Weekly	English
42	LIBERTY CAREER'S NEWS	Weekly	Gujarati
43	SPORT STAR	Weekly	English
44	INDIA TODAY	Weekly	English
45	AARPAR	Weekly	Gujarati
46	VISSHLESHANA	Quarterly	Gujarati

LIST OF NEWS PAPERS

Sr. No.	NAME OF NEWS PAPERS	TYPE	LANGUAGE
1	GUJARAT SAMACHAR	Daily	Gujarati
2	SANDESH	Daily	Gujarati
3	JANASATTA	Daily	Gujarati
4	FINANCIAL EXPRESS	Daily	Gujarati
5	THE TIMES OF INDIA	Daily	English
6	THE ECONOMIC TIMES	Daily	English
7	DIVYA BHASKAR	Daily	Gujarati
8	THE INDIAN EXPRESS	Daily	English

Annexure : 5 (A)

VARIOUS COMMITTEES OF THE STAFF : 2006-07

1	Admission Committee 1. Mr. D. M. Patel 2. Mr. R. B. Vyas 3. Ms. M. B. Pandya 4. Dr. H. S. Viramgami 5. Mr. D. T. Patel	7	NSS Advisory Committee 1. Mr. V. B. Patel 2. Mr. P. J. Trivedi 3. Mr. R. B. Vyas 4. Mr. A. D. Parmar
2	Examination Committee 1. Mr. D. M. Patel 2. Mr. U. G. Panchotiya 3. Mr. R. M. Patel	8	P.G. Scholarship Committee 1. Mr. D. M. Patel 2. Mr. S. J. Patel 3. Dr. K. C. Modi
3	Time Table Committee 1. Mr. R. M. Patel 2. Mr. P. J. Trivedi 3. Dr. S. G. Joshi	9	Sports Committee 1. Dr. G. U. Rajput 2. Mr. D. M. Patel 3. Ms. M. B. Pandya 4. Mr. R. B. Vyas
4	Co-Curricular Activities Committ. 1. Mr. U. G. Panchotiya 2. Dr. K. C. Modi 3. Ms. M. B. Pandya 4. Mr. P. J. Trivedi 5. Dr. G. U. Rajput 6. Mr. A. D. Parmar	10	NAAC Steering Committee 1. Mr. P. J. Trivedi 2. Mr. R. M. Patel 3. Dr. K. C. Modi 4. Mr. S. O. Gandhi 5. Mr. D. M. Patel 6. Dr. S. G. Joshi
5	Library Committee 1. Mr. R. M. Patel 2. Mr. S. J. Patel 3. Dr. S. G. Joshi 4. Mr. D. T. Patel 5. Mr. K. G. Patel	11	Career Guidance & Placement 1. Dr. K. C. Modi 2. Mr. R. M. Patel 3. Mr. A. D. Parmar 4. Dr. H. S. Viramgami 5. Dr. S. G. Joshi
6	Alumni Association Committee 1. Mr. D. M. Patel 2. Mr. R. M. Patel 3. Mr. P. J. Trivedi 4. Mr. Jayantibhai Patel 5. Mr. Ashvinbhai K. Yagnik	12	Campus Development 1. Mr. K. K. Patel (Trustee) 2. Mr. A. V. Patel (Donar) 3. Prin. Dr. J. K. Patel 4. Prin. Dr. S. A. Patel 5. Prin. Dr. D. R. Patel 6. Prin. N. L. Patel

13	Students' Grievances Redress & Discipline Cell 1. Mr. D. M. Patel 2. Dr. G. U. Rajput 3. Dr. S. G. Joshi 4. Mr. A. D. Parmar 5. Dr. R. N. Desai 6. Dr. V. B. Vaghela	18	Girls Guidance Committee 1. Ms. M. B. Pandya 2. Kum. Zalak Chowksi 3. Kum. Minaxi Patel 4. Kum. Abhinisha Jani 5. Kum. Hiral Panchal
14	Souvenir & Wall Paper 1. Mr. P. J. Trivedi 2. Dr. K. C. Modi 3. Mr. V. B. Patel 4. Dr. H. S. Viramgami	19	Education Quality Improvement 1. Principal 2. Students' Advisory Board
15	Tour & Excursion Committee 1. Dr. K. C. Modi 2. Ms. M. B. Pandya 3. Mr. A. D. Parmar 4. Dr. R. N. Desai 5. Dr. H. S. Viramgami 6. Dr. V. B. Vaghela	20	Purchase Committee 1. Mr. P. J. Trivedi 2. Mr. R. M. Patel 3. Mr. S. J. Patel 4. Mr. K. G. Patel 5. Mr. D. T. Patel
16	Backward Class Upliftment 1. Mr. U. G. Panchotiya 2. Mr. A. D. Parmar 3. Dr. R. N. Desai	21	Reporting & Record Committee 1. Mr. P. J. Trivedi 2. Dr. K. C. Modi 3. Mr. V. B. Patel 4. Mr. I. L. Prajapati
17	English Improvement Cell 1. Mr. P. J. Trivedi 2. Mr. V. B. Patel		

Annexure : 5 (B)

ACADEMIC STAFF

Sr. No.	NAME	QUALIFICATION	DEPARTMENT
1	PRIN. DR. J. K. PATEL	M.Com., M.Ed., Ph.D.	Accountancy & Commerce
2	MR. D.M.PATEL	M.Com.	Accountancy & Commerce
3	MR. U. G. PANCHOTIYA	M.Com., B. Ed.	Accountancy & Commerce
4	MR. R. M. PATEL	M.Com., PGDCA	Accountancy & Commerce
5	MR. A. D. PARMAR	M.Com.	Accountancy & Commerce
6	DR. H. S. VIRMGAMI	BBA, M.Com., Ph. D.	Accountancy & Commerce
7	MR. S. O. GANDHI	B.Com., C.A.	Accountancy & Commerce
8	DR. K. C. MODI	M.Com., M. Phil., Ph. D.	Management
9	MR. R. B. VYAS	M. Com.	Management
10	MR. S. J. PATEL	M. Sc.	Statistics & Computer
11	DR. S. G. JOSHI	M. Sc., M. Phil., Ph. D.	Statistics & Computer
12	MS. M. B. PANDYA	M. Sc., B. Ed.	Statistics & Computer
13	DR. R. N. DESAI	M. A., Ph. D.	Economics
14	DR. V. B. VAGHELA	M. A., M. Phil., Ph. D.	Economics
15	MR. P. J. TRIVEDI	M. A., B. Ed.	English
16	MR. V. B. PATEL	M. A., B. Ed.	English
17	DR. G. U. RAJPUT	B.A., N.I.S., M.P.E., Ph. D.	Physical Education
18	MR. B. P. PATEL	D. Pharm., B. Sc., LL. M.	Accountancy & Commerce
19	MR. M. C. PATEL Retire on 14-06-2006	M. Sc., LL. B.	Statistics & Computer
20	MR. D. N. BHAVSAR Retire on 14-06-2004	M. Com., LL. B., DTP	Accountancy & Commerce
21	MS. A. B. KSHTRIYA On Lien being the Member of Rajya Sabha from 10 th April, 2002 to 9 th April, 06	M. Com., LL. M., DTP	Accountancy & Commerce

NON TEACHING STAFF**ADMINISTRATIVE STAFF**

Sr. No.	NAME	QUALIFICATION	DESIGNATION
ADMINISTRATIVE STAFF			
1	MR. G. S. RAVAL	S. S. C. (OLD)	Head Clerk
2	MR. K. G. PATEL	M. A., B. Lib.	Librarian
3	MR. B. P. BHATT	S. S. C. (OLD)	Sr. Clerk
4	MR. I. L. PRAJAPATI	B. Com.	Sr. Clerk
5	MR. D. T. PATEL	M. Com., C C C P	Computer Programmer
6	MR. K. A. PRAJAPATI	S. S. C. (OLD)	Sr. Clerk
7	MR. R. S. PATEL	H. S. C.	Jr. Clerk
8	MR. P. N. THAKOR Retire on 14-06-2006	Pre. Com.	Jr. Clerk
PEON STAFF			
1	MR. P. M. PRAJAPATI	S. S. C. (OLD)	Head Peon
2	MR. R. G. CHAVADA	Std. VIII	Peon
3	MR. K. D. MAKWANA	Std. I	Peon
4	MR. G. K. BHIL	Std. VIII	Peon
5	MR. R. M. PATEL	Std. IX	Peon
6	MR. A. H. PANDYA	Std. IX	Peon
7	MR. P. D. PATEL	H.S.C., G.C.C., C C C.	Peon
8	MR. D. B. BHANGI	H.S.C., G.C.C., C P C S.	Peon
9	MR. R. P. BHIL	Std. IX	Peon

Annexure : 5 (C)

Details of Orientation / Refresher Course and Seminars attained / presented a paper

Sr. No.	NAME	ORIENTATION	REFRESHER	STATE LEVEL		NATIONAL LEVEL		International Level		OTHER	
				A	P	A	P	A	P	A	P
1	PRIN. DR. J. K. PATEL	1	3	16	1	1					
2	MR. D.M.PATEL		1			1				1	
3	MR. U. G. PANCHOTIYA		3	3		1					
4	MR. R. M. PATEL	2	3	1	5	2	5	2	1	4	
5	MR. A. D. PARMAR	1	3	8		2				4	
6	DR. H. S. VIRMAGAMI	1	2	6	4	7	7			3	2
7	MR. S. O. GANDHI			15	1	2				3	2
8	DR. K. C. MODI	2	3	15	6	6	6				
9	MR. R. B. VYAS	1	3							3	
10	MR. S. J. PATEL		3	4							
11	DR. S. G. JOSHI	2	3	2	4	3	4	1	1	1	
12	MS. M. B. PANDYA	1	3	1		1				1	
13	DR. R. N. DESAI	1	2	4		1				2	
14	DR. V. B. VAGHELA			4	3	1					
15	MR. P. J. TRIVEDI	1	3	1	1						
16	MR. V. B. PATEL	1	4	3		1				6	
17	DR. G. U. RAJPUT	1	3			4		4	1		
18	MR. B. P. PATEL										
19	MR. M. C. PATEL Retire on 14-06-2006	1	3	7		2					
20	MR. D. N. BHAVSAR Retire on 14-06-2004					1					
21	MS. A. B. KSHTRIYA On Lien being the Member of Rajya Sabha from 10 th April,2002 to 9 th April, 06	1									
		17	45	90	25	36	22	7	3	28	4

Where **A** stands for seminar attended and

P stands for presented a research paper by the faculties.

Annexure : 6

Statement of Accounts 2005-06

Mukund H. Pandya & Co.
CHARTERED ACCOUNTANTS.

Ph. No. 231506
14/B, Bharti Society
PATAN.
Pin. 384265.

V. R. Patel College of Commerce - Mehsana
Income & Expenditure A/c. for the year ended on 31 / 3 / 2006

Expenditure	Amount	Income	Amount
To Salary, D.A. etc. Schedule 'A'	7070109.00	<u>By Grants</u> Schedule 'C'	7214858.00
To Administrative Exp. Schedule 'B'	368251.00	<u>By Fees</u> Schedule 'D'	1242174.00
To Grant Recovery	3100.00	By Interest	60930.00
To Building Rent	100000.00	<u>By Other Income</u> Schedule 'E'	59365.00
To Tuition Fee	951000.00		
To Excess of Inc. Over Exp..	84867.00		
Total	8577327.00	Total	8577327.00

Examined & found to be correct.



Chartered Accountants

Place : Patan
Date : 31/8/2006



Mukund H. Pandya & Co.
CHARTERED ACCOUNTANTS.

Ph. No. 231506
 14/B, Bharti Society
 PATAN
 Pin. 384265.

V. R. Patel College of Commerce - Mehsana
 Balance Sheet As on 31 / 3 / 2006

Funds & Liabilities		Amount	Property & Assets		Amount
Students' Fund A/c. P. B.		27298.35	Medical Instrument P. B.		29669.46
<u>Library A/c</u>			Examination Dead Stock P. B.		55000.00
Schedule "F"		527583.10	<u>Dead Stock & Furniture</u>		
<u>College Exam A/c.</u>			Schedule "M"		2041633.24
Schedule "G"		744577.27	<u>U. G. C. Grant Dead Stock</u>		
<u>G. P. F. A/c.</u>			Schedule "N"		2707290.01
P. B. -	6332110.10		<u>G. P. F. A/c.</u>		
Add :	685870.00	7017980.10	P. B. -	6582590.36	
<u>Prizes Fund</u>			Add :	685870.00	7268460.36
Schedule "H"		36744.00	P. T. A/c. P. B.		7146.00
<u>Computer A/c.</u>			<u>Sundry Debtors</u>		
Schedule "I"		701287.30	Schedule 'O'		391208.40
Depreciation Fund P. B.		2975627.50	<u>Suspense A/c.</u>		
<u>Loans</u>			Dena Bank P. B.		214752.08
Sardar Library P. B.		86542.50	<u>Cash & Bank Balance</u>		
Sardar Vidhya B. Trust P. B.		341377.00	Schedule 'P'		1698113.62
A. S. College P. B.		43324.72	<u>Upalak A/c.</u>		7000.00
<u>Gymkhana A/c.</u>			<u>Income & Expenditure A/c.</u>		
Schedule "J"		38899.00	P. B. -	2197321.02	
<u>U. G. C. Grant</u>			Less :	-84867.00	2112454.02
Schedule "K" P. B.		2145580.00			
<u>Sundry Creditors</u>					
Schedule "L"		1845906.35			
Total		16532727.19	Total		16532727.19

Examined and Found Correct.

Chartered Accountants

Place :- Patan
 Date :- 30/3/06



Mukund H. Pandya & Co.
CHARTERED ACCOUNTANTS.

Ph. No. 231506
14/B, Bharti Society
PATAN.
Pin. 384265.

V. R. Patel College of Commerce - Mehsana
31 -- 03 -- 2006

Schedule 'A'

Salary, D. A. etc.

Teaching Staff

Salary	2796250.00	
D. A.	983127.00	
D. A. Merged	939795.00	
H.R.A.	195779.00	
Medical Allow.	18000.00	
Traveling Allow.	50400.00	
Special Pay	8340.00	
Salary Arrears	149408.00	5141099.00

Non-Teaching Staff

Salary	1024926.00	
D. A.	369678.00	
D. A. Merged	385253.00	
H.R.A.	76911.00	
Medical Allow.	20393.00	
Traveling Allow.	3600.00	
Special Pay	660.00	
Salary Arrears	46989.00	
Cash Allow.	600.00	1929010.00

7070109.00

Schedule "B"

Administrative Exp.

Electricity	48578.00
Sanitation	3107.00
Gumkha Exp.	95643.00
Peon's Uniform	13490.00
Stationary	22101.00
Postage	1701.00
Vehicle Allow.	4800.00
Conveyance Charges	2927.00
Workshop Seminar	3752.00
Peon's Washing Allow.	3240.00
Exam. Form Exp.	5490.00
Telephone	26892.00
Cultural Activities	12544.00
Sundries	9213.00
Bank Charges	277.00
Visiting Lecturer's Remuneration	113100.00
Enrollment Exp.	740.00
Mark Sheet Exp.	656.00

368251.00

Place :- Patan

Date :- 30/3/06


Chartered Accountants



Mukund H. Pandya & Co.
 CHARTERED ACCOUNTANTS.

Ph. No 231506
 14/B, Bharti Society
 PATAN.
 Pin 384265

V. R. Patel College of Commerce - Mehsana

31 -- 03 -- 2006

Schedule "C"

Grants :

Maintenance Grant	144749.00
Salary Grant	7070109.00
	<u>7214858.00</u>

Schedule 'D'

Fees :

Registration Fee	15000.00
Admission Fee	27860.00
Tuition Fee	976800.00
Sports Fee	1480.00
Students' Contribution	365.00
Cultural Fee	8546.00
Student Aid Fee	12480.00
Environment Fee	46100.00
T. C. Fee	1290.00
Sports Sankul Dev. Fee	1480.00
Medical Fee	18553.00
College Development Fee	132200.00
	<u>1242174.00</u>

Schedule "E"

Other Income

Identity Card	2190.00
Yog Talim Shibir	524.00
Kasar	6076.00
Other Income	50575.00
	<u>59365.00</u>

Schedule 'F'

Library A/c.

P. B.	466445.10
<u>Add.</u>	
Fees	80280.00
	<u>546725.10</u>

Less :

To Periodicals	18524.00
To Library Exp.	618.00
	<u>19142.00</u>
	<u>527583.10</u>

Schedule 'G'

College Exp. A/c

P. B.	675446.27
<u>Add.</u>	
Fees	133800.00
	<u>809246.27</u>

Less :

To Exam. Exp.	64669.00
	<u>744577.27</u>

Schedule "H"

Prize Funds

S. P. Shah P. B.	2000.00
V. P. Patel P. B.	2001.00
V. S. Raval P. B.	1001.00
A. C. Musharu P. B.	3001.00
Gupta Vikas Prize Fund	5401.00
P. B. L. Fund	23340.00
	<u>36744.00</u>

Place :- Patan

Date : 30/3/06


 Chartered Accountants



Mukund H. Pandya & Co.
- CHARTERED ACCOUNTANTS.

Ph. No. 231506
14/B. Bharti Society
PATAN.
Pin. 384265.

V. R. Patel College of Commerce - Mehsana
31 -- 03 -- 2006

Schedule "I"

Computer A/c.

P. B.		642543.30	
<u>Add.</u>			
Com. Center Fee	31400.00		
Com. Lab. Fee	34700.00	66100.00	
		<u>708643.30</u>	
<u>Less:</u>			
To Stationary	2316.00		
To Sundries	380.00		
To Service Char.	4660.00	7316.00	
		<u>701287.30</u>	

Schedule "K"

U. G. C. Grants

Library Grant P. B.	574360.00
Remedial Grant P. B.	8324.00
Equipment Grant P. B.	790152.00
Examination Grant P. B.	27744.00
Library Building P. B.	395000.00
Conference Hall P. B.	350000.00
	<u>2145580.00</u>

Schedule "J"

Jimkhana A/c

P. B.	33337.00	
<u>Add.</u>		
Fees	80280.00	
	<u>113617.00</u>	
<u>Less:</u>		
To Gymkhana Exp.	74718.00	<u>38899.00</u>

Place :- Patan

Date :- 30/3/06


Chartered Accountants



Mukund H. Pandya & Co.
CHARTERED ACCOUNTANTS.

Ph. No. 231506
14/B, Bharti Society
PATAN.
Pin. 384265.

V. R. Patel College of Commerce - Mehsana

31 -- 03 -- 2006

Schedule "L"

Sundry Creditors

Caution Mone Deposit	139555.00
Raj Traders	1505.00
Medical Fee P. B.	31595.00
Uni. Examination	132640.70
Unpaid Baxi Scholarship	38655.00
P. G. A/c.	248027.15
N. S. S. A/c.	25694.50
Unique Enterprise	990.00
Uni. Sprorts A/c.	4900.00
Guj. Edu. Stores	449.00
Self Finance Loss P. B.	218505.00
Uni. Evaluation P. B.	46171.00
Unpaid B. C. Scholarship	2877.00
Unpaid E. B. C. Scholarship P. B.	3800.00
Jagdish Furniture	150.00
M/s. Patel Eng. Co. P. B.	305619.00
Bravo Sports P. B.	178.00
Panchamadi Deposit	985.00
Students Deposit P. B.	1000.00
Royal Sports	1960.00
Blue Max System	640650.00
	<u>1845906.35</u>

Schedule "M"

Dead Stock & Furniture

<u>Poor Boys Library</u>	
P. B.	401964.00
Add.	<u>86289.00</u>
	488253.00
Library A/c. P. B.	268897.76
<u>General Library P. B.</u>	
P. B.	383279.10
Add.	<u>10520.00</u>
	393799.10
<u>Computer P. B.</u>	
P. B.	754534.38
Add.	<u>10400.00</u>
	764934.38
Computer Books P. B.	3734.00
Vikas Fund Dead Stock	11750.00
S. V. T. Dead Stock	<u>110265.00</u>
	<u>2041633.24</u>

Schedule 'N'

U. G. C. Grant Dead Stock

<u>Equipments Grant</u>	
P. B.	780072.00
Add.	<u>62500.00</u>
	842572.00
<u>Books (U. G. C. Grant)</u>	
P. B.	584807.01
Add.	<u>392.00</u>
	585199.01
Conference Hall P. B.	578900.00
Library Building P.B.	<u>700619.00</u>
	<u>2707290.01</u>

Place :- Patan

Date :- 30/3/2006


Chartered Accountants



Mukund H. Pandya & Co.
CHARTERED ACCOUNTANTS.

Ph. No. 231506
14/B, Bharti Society
PATAN.
Pin. 384265.

V. R. Patel College of Commerce - Mehsana

31 -- 03 -- 2006

Schedule "O"

Sundry Debtors

Local Area Development Grant	320750.00
L. I. C. Premium	20078.00
P. B. L. Deposit	15975.00
L. I. C. P. B.	5936.00
Avishkar Publishers	570.40
Unique Informatics P. B.	838.00
R. K. Brothers P. B.	2203.00
Khodiyar Stationery P. B.	1690.00
Shivam Ply & Hardware P. B.	1330.00
N. G. Uni. Exam. P. B.	21835.00
	391208.40

Schedule 'P'

Cash & Bank Balance

Cash On Hand	7582.00
Employees Society F. D.	33002.00
Sarvoday Bank F. D.	5167.00
Meh. Urban Bank F. D.	564516.00
Meh. Nag. Bank F. D.	386963.00
Dena Bank Savings	314160.00
Bank of Baroda Current P. B.	5000.00
Dena Bank Current	381723.62
	1698113.62

Schedule 'Q'

Non-Recurring

	Receipts	Payments
Uni. Sports	37900.00	33000.00
Local Area Development Grant	320000.00	640750.00
Pay Recovery	11091.00	11091.00
Income Tax	324621.00	324621.00
Professional Tax	25480.00	25480.00
N. S. S.	2490.00	2490.00
	721582.00	1037432.00

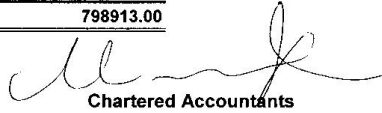
Schedule "R"

Scholarships

	Receipts	Payments
B. C. Scholarship	307043.00	307043.00
Baxi Panch Sch.	241166.00	260170.00
E. B. C. Sch.	222500.00	222500.00
Handicapped Sch.	8650.00	8650.00
Higher Edu. Sch.	550.00	550.00
	779909.00	798913.00

Place :- Patan

Date :- 31/8/2006


Chartered Accountants



VISUAL PROFILE OF THE COLLEGE



LIBRARY BUILDING



LIBRARY



**FLAG-HOISTING
ON
REPUBLIC DAY
BY
THE PRINCIPAL**



**USE OF "TEACHING AIDS" IN
CLASSROOM TEACHING**



**PERFORMANCE OF DANCE
IN CULTURAL PROGRAMME**

VISUAL PROFILE OF THE COLLEGE



**HONOURING THE RETIRING
PRINCIPAL**



**HONOURING ALKABEN KSHATRIYA
FACULTY-CUM M.P. (RAJYASABHA)**



QUIZ - COMPETITION



**WALL-WRITING AT
THE ADOPTED VILLAGE "TARETI"**



A SCENE OF "YOGA CAMP"



**A SCENE OF "RANGOLI"
COMPETITION**

VISUAL PROFILE OF THE COLLEGE



**THE MANAGING TRUSTEE
AWARDING A PRIZE**



**"SELF TEACHING DAY"
ON SEP. 5, 2006**



**"TEACHERS" ON THE
"SELF-TEACHING DAY"**



**STUDENTS AT COLLEGE-INTERNAL
EXAMINATION**



**CONVENTION OF
ALUMNI ASSOCIATION**



COMPUTER CENTRE

VISUAL PROFILE OF THE COLLEGE



BLOOD - DONATION



BLOOD - DONATION



"RAKSHA BANDHAN" IN JAIL



TRADITIONAL DAY



PERFORMANCE OF CHORUS IN CULTURAL PROGRAMME



DISTRIBUTING ANTI-CHICKEN-GUNIYA HERBAL DRUG

VISUAL PROFILE OF THE COLLEGE



NSS UNIT AT WORK IN VILLAGE



**DISTRIBUTION OF FREE
MEDICINE AT NSS CAMP**



**TREE PLANTATION
BY NCC**



NCC CADETS & OFFICERS



**DYGNOSIS CAMP AT THE
ADOPTED VILLAGE "TARETI"**



**COLLECTION FOR TSUNAMI -
AFFECTED PEOPLE**

Flashing Stars of the College



JAIN DIMPLE M.
F.Y.B.Com.
Uni. First - 2006



PATEL AVANI N.
S.Y.B.Com.
College First



SHAH BIJAL D.
T.Y.B.Com.
Uni. First - 2006



PANDYA HETAL M.
M.Com.
College First



PRAJAPATI GHANSHYAM D.
F.Y.B.Com.
College Second



PATEL YOGESH J.
S.Y.B.Com.
College Second



JAIN KHUSHBU M.
T.Y.B.Com.
College Second &
Uni. Third



PATEL ASHA G.
M.Com.
College Second



PATEL KAUSHIK J.
S.Y.B.Com.
College Third



AKOLKAR TRUPTI V.
S.Y.B.Com.
College Third



KAWRANI REKHA G.
T.Y.B.Com.
College Third



PATEL JAYESH B.
M.Com.
College Third



JAY S. SHAH
Uni. Champion
Tennis Singles



SANDIP J. CHAUHAN
Uni. Runner up
Tennis Doubles



SHAH BANSARI M.
Classical Dance
Uni. Second



PARMAR KALPESH M.
S.Y.B.Com.
Selected for T.S.C. at Delhi
& All India Second at Gwarrior



List of the Institutions Managed by the Trust

- ❖ **Municipal Arts & Urban Bank Science College**
- ❖ **Shri V. R. Patel College of Commerce**
- ❖ **Swami Vivekanand Sarvodaya Bank Education College**
- ❖ **Shri S. M. Shah Law College**

VISION

- To make quality and excellence the defining factors in all the academic programmes, co-curricular and extracurricular activities undertaken by the institution.
- To offer the learners programmes and activities that are in tune with the times as well as addressing the future challenges in the context of globalisation, research and development in commerce and industry.
- To upgrade the standards of business education, business communication and management to such a level as to make the institution a brand name to be reckoned with.

MISSION

- The needs and the peculiar conditions of North Gujarat will be foremost in consideration while offering programmes in business education and management.
- One of the goals of the institution will be to equip the youngmen and women of the area with the knowledge of the practical issues of business management while providing them with the expertise in professional skills and state-of-the art learning opportunities.
- It will be the aim of the college to inculcate the values of professional commitment, constant search for excellence, uprightness in transactions and the qualities of good citizenship.
- The institution will provide sufficient flexibility in the choice of academic programmes to suit the requirements of learners of different degree of resources and skills. No student of the area should be compelled to go to other places to seek educational facilities.
- It will be the genuine endeavour of the institution to provide and maintain a conducive atmosphere for academic activities, healthy interaction between all the stakeholders in education for the comprehensive development of students' personality-intellectual, physical and emotional.
- The institution will make all possible efforts to provide facilities and opportunities for all the learners to develop their potentialities in academics, sports and games, cultural aspects. The economically and socially deprived sections will be specially taken care of. Debates, seminars and workshops related to business education will be organised and the institution will ensure the participation of the maximum number of learners in these programmes.
- Co-curricular and extra curricular activities will be organised regularly to enable the learners to express themselves and their inborn talents with a view to achieving comprehensive and balanced growth of personality.
- The institution will ensure discipline at all levels so that the facilities and opportunities provided to the learners are utilised in the right spirit of education. However, no meritorious student will be denied his rights to learn and grow in a holistic manner and be able to face the challenges thrown up by the fast developing world of commerce, industry and management.