SHRI V. R. PATEL COLLEGE OF COMMERCE

MEHSANA (N.Guj.)

(Managed by Sardar Vidyabhavan Trust, Mehsana

विद्या ददाति विनयम्

SELF - STUDY REPORT
FOR
RE-ACCREDITATION

Submitted to

NATIONAL ASSESSMENT & ACCREDITATION COUNCIL

BANGALORE

SARDAR VIDHYABHAVAN TRUST, MEHSANA
SHRI V.R.PATEL COLLEGE OF COMMERCE

2012-13

FOREWORD

I derive abundant delight from the Almighty to submit the Self Study Report (SSR) of my institute to the National Assessment and Accreditation Council (NAAC), Bangalore for Re-accreditation [Cycle-2]. This SSR deals with the multifarious academic and non-academic activities of our institute. From its inception in June, 1964, the college has been striving to reach the pinnacle of its growth and development in terms of academic enhancement.

The NAAC peer team visited our college on 9th and 10th of March, 2007 for accreditation. The team made an assessment of our college and awarded B+ grade. We are thankful to the team for making certain suggestions and recommendations to enhance the academic excellence of our institute. We have made genuine attempts to implement the recommendations made by the NAAC Peer Team. The first cycle of NAAC assessment and accreditation had provided us with an opportunity to have an introspection in the context of imparting quality education.

Since its initiation the college has been rendering substantial services to the community in general and Mehsana town in particular. It has also been providing a state of the art learning facilities to the inquisitive learners in the allied discipline i.e. commerce. We are making great endeavours to do justice to the expectations on the part of NAAC and the Almighty.

I needed great support to write this SSR. I am indebted to Dr. K. C. Modi, the Project Coordinator, Prof. V. B. Patel, the Co-coordinator, my teaching and non-teaching staff-members and the members of the management body for extending their whole-hearted cooperation for carrying out the herculean task of preparing the SSR. I am grateful to Shri I. L. Prajapati, the most senior clerk, Shri D.T.Patel, computer programmer and all the members of the Steering Committee for their contribution in the preparation of the report. I do express my sincere thanks to all the staff members for providing the required information to be included in the report in due time.

We have tried to project the most faithful picture of our college in the Self Study Report. We would be glad to welcome the NAAC Peer Team and would be equally happy to go through the process of Reaccreditation [Cycle 2] by the NAAC.

Thank you.

Principal

Place: Mehsana.

Date: 30th June, 2013   Dr. J. K. Patel

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A. Preface

The college, established in the year 1964, under the aegis of the Sardar Vidyabhavan Trust, was founded by Shri Balrambhai Kshatriya. Providing a competitive environment, the college has adopted a dynamic, global and holistic approach to commerce education as well as research and development. Keeping abreast the modern developments, the institution is constantly restructuring itself and renovating its physical infrastructure as well as its research and education facilities. Shri V. R. Patel College of Commerce is located in North Gujarat. It is affiliated to Hemchandracharya North Gujarat University, Patan and approved by the University Grants Commission (UGC). The subjects offered have the potentials for personal, academic and professional development.

With a history stretching back to three decades Shri V. R. Patel College of Commerce, Mehsana is well-known for quality education in the entire North Gujarat region. As a centre for commerce-oriented education, it is today one of the finest institutions providing its students with ICT facilities while retaining conventional values. It utilizes its strong industrial contacts to give birth to the young, energetic and talented individuals who can compete in the global commercial arena.

For the overall development of the students the college follows a system of Saptdharas which include, Gyan Dhara, Khelkud Dhara, Kala Kaushalya Dhara, Sarjanatmak Abhivyakti Dhara, Sangeet and Nritya Dhara, Natya Dhara and Samudayik Sewa Dhara as well.

The college opted for the first accreditation in the year 2007 and was awarded B+ (75.5%) by the NAAC. After the first accreditation the IQAC was set up and number of improvements were made. The improvements are as follows: starting self-financing courses, introduction of job-oriented and professional courses, introducing programmes of teaching to impart computer and communication skills, undertaking appropriate measures to attract funds from UGC under various schemes/programmes including minor and major research projects etc. Now we are submitting our Self Study Report for cycle 2 for reaccreditation by NAAC. This year the management is going to celebrate its golden jubilee.

B. Executive Summary:

The College follows the curriculum designed and prescribed by Hemchandracharya North Gujarat University, Patan. Being an exclusive Commerce College it offers the 6-Semesters Bachelor of Commerce programmes and the 4-Semesters Master of Commerce programme. The college also offers enrichment and value added professional courses primarily directed to the commerce students. This provides a good deal of academic flexibility, which otherwise is not possible. The parent university updates the syllabus once in 3 years for UG and PG courses respectively. All programmes are offered in semester system on the basis of CBCS.

The teaching-learning process aims at achieving not only professional and academic development of the students but also their holistic development. Guest lectures by eminent personalities in the relevant area, workshop, short term projects and industrial visits are also organized as a part of imparting quality education. This commitment towards education has enabled us to be consistently ranked among the finest institutions in Mehsana and especially North Gujarat. Priority is given to socially disadvantaged and differently-abled people of the society.

The admission process is simple and transparent, ensuring transparency. While bright students are encouraged to go beyond the syllabus and explore their potential through participation in seminars and project work, slow learners are identified and assisted by the concerned teachers formally and informally.

A systematic approach towards teaching is followed. Calendar of events and course plans/lesson plans are framed and various teaching methodologies are adopted to make the teaching-learning process simple and easy to access. Soft-skill training for career-oriented development is accorded significant importance both for the undergraduate course as well as the post graduate course. Experiential learning at every level is achieved through industrial visits, projects, guest lectures and interaction with eminent personalities from trade or industry through outreach programmes.

The state of the art ICT facilities like well-equipped and spacious computer Lab., Digital Education and Learning Lab. (DELL) and AV equipments are provided to facilitate teaching/learning process. Today the college has got twelve faculty members, out of which five are Ph.D. holders, one has an M.Phil. degree and one has cleared NET examination.

Selection process of faculty is purely based on qualifications prescribed by the UGC, experience, performance at an interview and demonstration lecture. The academic and research environment fosters the professional development of the faculty. Continuous assessment of teacher quality is through student feedback. Assessment of students is done through periodic tests, presentation, assignment work and annual examination as per the university norms.

The teachers contribute through publications, paper review, and guidance to the students. To make the PG students move towards research-oriented projects, the faculties provides them with valuable guidance. Our PG students prepare research projects every year. The current year they have prepared 80 projects.

The moral and social responsibilities receive much recognition through extension activities conducted by the outreach committee with the NSS and NCC wings of the college. Our extension activities include blood donation camps, AIDS awareness programmes, plastic waste management programme, other environment awareness programmes etc.

The current infrastructure has been developed to cater to the modern requirements of students and campus community. It includes 4.33 acre area with a built up area of 4720 sq. m. and ICT enabled classrooms, The college has 15 large lecture halls at its disposal for conducting curricular and co-curricular activities. Classes of First Year B. Com. to M. Com. are fairly accommodated in these classrooms. We have well-equipped internet connected Computer Lab with 56 Computers, 1 Printer, 1 Projector, 2 Invertors/UPS, 2 laptops and one TV. The library is stocked with books, newspapers, commercial journals etc. It has been digitalized too.

The most of the classrooms are well-equipped with latest teaching aids and audio-visual facilities i.e. OHP. The auditorium has the capacity to accommodate 400 people. The college has well equipped centralized computer lab to cater to the needs of the students and the faculties. Sports facilities both indoor and outdoor are offered which have encouraged our students to participate in intercollegiate competitions. An in-house gym has been planned and will start functioning shortly.

Student progression reflects the progression of the entire institution. In academics; our students have achieved university ranks, cleared competitive examinations and are well placed in their respective areas. The college also takes pride in stating that the students of this college shine in cultural events, sports and inter college festivals and bring glory and recognition to the institution. Student welfare committee, alumni association, counselling, and cultural committee address all the requirements of the students.

Governance is based on participative, goal oriented and value-oriented principles towards building a knowledge society. Keeping abreast of the nation's approach to higher education through expansion, excellence and equity, the college offers a wide range of curriculum combinations. Rigorous selection procedures are in place to recruit and continue the services of well qualified teaching faculty whose progress and contribution to the institution is monitored through periodical self-appraisal and student feedback. The faculty is encouraged to participate as resource persons in knowledge disseminating activities.

The transparent admission procedures take care of students from all socio-economic background and other disadvantaged sections of the society, thus confirming our commitment to equality. The college believes in decentralized leadership. To put this into practice, several task force committees have been set up. The management, HODs and faculty members of various committees contribute to decision making, regarding academic and related work. Budget allocations are done systematically and the statements are audited with provisions for follow up actions. Discipline, planning, co-ordination and communication are the strategies for team works to achieve the goals of the college.

The institution has developed new practices to firm foothold to face the emerging challenges in higher education. Ever sensitive to the global demands, the college has introduced in collaboration with the professional institute i.e. Ahmedabad ICAI Chapter the professional courses that have greater career opportunities in the days to come. There is ample encouragement and organization of programmes for the students and the faculties in co-curricular activities. The extra-curricular activities are also performed at regular intervals to foster innovation, creativity, social responsibilities and values among the students. The secular outlook on the part of college leads to communal harmony. Students from various religious, ethnic, and socio-economic backgrounds intermingle cultivating friendship and harmony among them. Such an atmosphere promotes values in country like India with cultural pluralities and diversities. We have unity in diversity. The students possessing such values could become ideal global citizens.

The quality criterion in all functional aspects of the college is met through IQAC. The feedback taken from the present students in writing and from the past students i.e. alumni association, which helps us to be self-critical and these things pave the way for constant improvement on our part in the context of academic and administrative matters, thus maintaining and further enhancing the reputation of the college.

SWOC ANALYSIS

STRENGTH:

❖ The college has updated its syllabi by introducing choice based credit system which leads to holistic development of the students.

❖ The college has a well-equipped computer lab.

❖ Computer with internet access are presently in the ratio of 1:13 i.e. one computer to thirteen students.

❖ The college offers facility to view Sandhan and other academic programmes.

❖ The college has a state of the art Digital Education and Learning Lab. (DELL).

❖ The college offers three core electives (three main subjects):

   - Advanced Accountancy

   - Advanced Management

   - Advanced Statistics

   N.B.: Ours is the only commerce college in Hemchandracharya North Gujarat University where all the three core electives courses are offered.

❖ The college campus has facilities for Distance Learning i.e. a Centre for BAOU.

❖ The college has Career and counselling Cells namely "UDISHA" which is an important part of college activity.

❖ Functional IQAC through which the academic and non academic activities are planned.

❖ Educational activities are conducted beyond classroom teaching wherein personal motivation and counselling is carried out.

❖ Extra-curricular activities in the college are effectively performed under Sapt Dhara enhancing the overall development of the students in terms of creativity, leadership quality and managerial skills.

❖ The faculty members, administrative staff and support staff are devoted to the institution.

❖ The college seeks guidance and financial support from the management as and when needed.

❖ Five faculty members are Ph.D holders and two faculty members are pursuing their Ph.D. degrees.

❖ The faculties and students have participated in a number of Faculty Improvement programmes organized by KCG/KMPF.

❖ The college has a spacious campus with well-maintained landscapes.

- ❖ The college has a strong network with community through outreach programmes: Adopted one village.
- ❖ Responsibilities are delegated and ideas are invited from all levels be it the teaching or the non-teaching staff.
- ❖ Management practices are healthy and important decisions are taken in consultation with all the stakeholders.
- ❖ Combination of conventional chalk and talk method of teaching and innovative pedagogical approaches with parallel infrastructural and technological additions.
- ❖ Counselling of students prior to admission is carried out in the campus and students are made aware about subject's choices etc.

WEAKNESSES

- ❖ Job placement of students soon after graduation is not much as they either go for further studies i.e. professional courses or the girls get married.
- ❖ Since large number of students commute from remote/rural areas, they are not inclined to take add-on courses due to time constrain.
- ❖ Students are deprived of transport facility since they commute from various directions. We are unable to provide them the transport facilities.

OPPORTUNITIES

- ❖ The college gets sufficient grant from UGC for enhancement of teaching-learning process.
- ❖ The college for its outreach programmes has an opportunity to collaborate with government and non-government organizations due to strong community network.
- ❖ The faculty is motivated to apply for major and minor research projects.
- ❖ The faculty is inspired for upgrading their academic qualification.
- ❖ Since our Sardar Vidyabhavan Trust also amalgamate with Ganpat University, it gives us an opportunity to call experts from various fields to enrich the knowledge of our students and faculties as and when the need arises.
- ❖ The State Government has made an MOU with foreign universities to open the study centres in Gujarat. We shall grasp an opportunity to open a study centre in our college premises.

CHALLENGES

- ❖ It is a challenge for the college staff to convince the parents to give priority to girls' higher education for their empowerment.

- ❖ The faculty has to encourage students to be more professional.
- ❖ To motivate students from other undergraduate institutions to join add-on professional courses.
- ❖ To apply for Graduate level vocational courses.
- ❖ To initiate job-oriented and competitive courses in the college.
- ❖ To apply for interdisciplinary major and minor research projects from various funding agencies.
- ❖ Since the self-finance colleges in state with state of the art facilities have increased, it is a challenge for the college to sustain and increase the strength of the students.
- ❖ To motivate the post graduate students for research.
- ❖ To encourage students to understand their social responsibility through college outreach programme.

C. Profile of the Affiliated/Constituent College

1. Name and address of the college:

Name:	Shri V. R. Patel College of Commerce,
Address:	Way to Nagalpur, Highway, Mehsana.
City:	MEHSANA. Pin: 384 002.
	State: Gujarat.
Website:	www.svtmehsana.org

2. For communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. J. K. Patel	O: 02762-254361 R: 02762-291179	9824611004	02762-254357	prinjk@yahoo.co.in
Vice Principal	Prof. U. G. Panchotiya	O: 02762-254361 R: 02762-	8733040808	02762-254357	umankatpanchotiya @gmail.com
Steering Committee Coordinator	Dr. K. C. Modi	O: 02762-254361 R: 02762-252791	9427082481	02762-254357	modiketankumar@yahoo.com

3. Status of the of Institution :

Affiliated College	✓
Constituent College	

4. Type of Institution:
   a. By Gender

i.	For Men	
ii.	For women	
iii.	Co-education	✓

   b. By shift

i.	Regular	✓
ii.	Day	
iii.	Evening	

5. Is it a recognized minority institution?

Yes ☐

No ☑

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence. ☐

6. Source of funding:

Government ☐

Grant-in-aid ☑

Self-financing ☐

Any other ☐

7. a. Date of establishment of the college: 15/06/1964. (dd/mm/yyyy)

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 /or which governs the college (If it is a constituent college)

| Gujarat University   (From 15th June, 1964 to 14th June, 1986) |
| Hemchandracharya North Gujarat University, Patan (Since 15th June, 1986) |

c. Details of UGC recognition:

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

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

* Certificates enclosed in Annexure.

d. Details of recognition/approval by statutory/regulatory bodies other than UGC

(AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section/clause	Recognition/Approval details Institution / Department / Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	N/A	N/A	N/A	
ii.	N/A	N/A	N/A	
iii.	N/A	N/A	N/A	
iv.	N/A	N/A	N/A	

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes		No	✓

If yes, has the College applied for availing the autonomous status?

Yes		No	✓

9. Is the college recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes		No	✓

If yes, date of recognition: …………………… (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes		No	✓

If yes, Name of the agency …………………… and

Date of recognition: …………………… (dd/mm/yyyy)

10. Location of the campus and area in sq. mts:

Location *	Semi-urban
Campus area in sq. mts.4r	4.33 Acres
Built up area in sq. mts.	4720

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities ✓
- Sports facilities
    * playground
    * swimming pool
    * gymnasium
- Hostel
    * Boys' hostel
        i. Number of hostels
        ii. Number of inmates
        iii. Facilities (mention available facilities)
    * Girls' hostel
        i. Number of hostels
        ii. Number of inmates
        iii. Facilities (mention available facilities)
    * Working women's hostel
        i. Number of inmates
        ii. Facilities (mention available facilities)
- Residential facilities for teaching and non-teaching staff (give numbers available -- cadre wise)
- Cafeteria --
- Health centre –

    First aid ✓, Inpatient, Outpatient, Emergency care facility ✓, Ambulance: ✓ (108)

    Health centre staff –
        Qualified doctor   Full time ☐ Part-time ☐

        Qualified Nurse   Full time ☐ Part-time ☐
- Facilities like banking ☐, post office, book shops
- Transport facilities to cater to the needs of students and staff

- Animal house
- Biological waste disposal
- Generator or other facility for management/regulation of electricity and voltage ✓
- Solid waste management facility ✓
- Waste water management ✓
- Water harvesting ✓

12. Details of programmes offered by the college (Give data for current academic year)

Sr. No.	Programme Level	Name of the Programme / Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/approved Student strength	No. of students admitted
1	Under-Graduate	B.Com.	6 Semesters	H.S.C.	English & Gujarati	2161	2161
2	Post-Graduate	M.Com.	4 Semesters	B.Com.	Gujarati	183	183
	Integrated Programmes P G						
	Ph.D.						
	M.Phil.						
	Ph. D.						
	Certificate courses						
	UG Diploma						
	PG Diploma						
	Any Other (specify and provide details)						

13. Does the college offer self-financed Programmes?

Yes	✓	No	

   If yes, how many? 3 (SCOPE/Tally/Accounting Practical)

14. New programmes introduced in the college during the last five years if any?

Yes	✓	No		Number	3

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Particulars	UG	PG	Research
Science			
Arts			
Commerce	3	2	
Any Other not covered above			

16. Number of Programmes offered under (Programme means a degree course like B.A, B. Sc., M.A., M.Com.)

a.	annual system	
b.	semester system	2
c.	trimester system	

17. Number of Programmes with

a. Choice Based Credit System	2
b. Inter/Multidisciplinary Approach	
c. Any other (specify and provide details)	

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes		No	✓

   If yes,

   a. Year of Introduction of the programme(s)………………. (dd/mm/yyyy) and number of batches that completed

   the programme [   ]

   NCTE recognition details (if applicable)

   Notification No.: …………………………………

Date: …………………………… (dd/mm/yyyy)

Validity:………………………..

b. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes ☐   No ☐ .

19. Does the college offer UG or PG programme in Physical Education?

Yes		No	✓

If yes,

    a. Year of Introduction of the programme(s)………………. (dd/mm/yyyy)

    and number of batches that completed the programme ☐

    b. NCTE recognition details (if applicable)

    Notification No.: …………………………………

    Date: ………………………… (dd/mm/yyyy)

    Validity:……………………

    c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

    Yes ☐   No ☐

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff	
	Professor		Associate Professor		Assistant Professor			
	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government *Recruited*					17	1	8	
Yet to recruit								
Sanctioned by the Management/society or other authorized bodies *Recruited*				13			5	
Yet to recruit				5			3	

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.			5	1			
M.Phil.			2				
PG			12	1			
Temporary teachers							
Ph.D.							
M.Phil.							
PG							
Part-time teachers							
Ph.D.							
M.Phil.							
PG			1				
CA			1				

22. Number of Visiting Faculty /Guest Faculty engaged with the College. - 11

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year - 1 (2009-2010)		Year - 2 (2010-2011)		Year - 3 (2011-2012)		Year - 4 (2012-13)	
	M	F	M	F	M	F	M	F
SC	36	34	30	39	38	47	51	44
ST	14	08	12	09	12	11	09	07
OBC	277	148	278	190	333	276	447	415
General	549	373	691	426	693	645	575	728
Others	48	11	37	51	48	37	48	20
Total	924	574	1048	715	1124	1016	1130	1214

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	2161	183			2344
Students from other states of India					
NRI students					
Foreign students					
Total	2161	183			2344

25. Dropout rate in UG and PG (average of the last two batches)

       UG   8%   PG 0.5%

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component	Rs. 11967.17
(b) excluding the salary component	Rs. 1148.87

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes		No	✓

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes		No	✓

b)   Name of the University which has granted such registration.

c)   Number of programmes offered

d)   Programmes carry the recognition of the Distance Education Council.

       Yes ☐   No ☐

28. Is the college applying for Accréditation :

Cycle 1		Cycle 2	✓	Cycle 3		Cycle 4	

Re-Assessment: ☐

(Cycle 1refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

29. Date of accreditation*(applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: **9 - 10 March, 2007**Accreditation Outcome/Result…**B+**..

Cycle 2: …………………… Accreditation Outcome/Result……..

Cycle 3: …………………… Accreditation Outcome/Result……..

*Enclosed copy of accreditation certificate(s) as an annexure

30. Number of working days during the last academic year.

| 240 |

31. Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

| 180 |

32. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC 1st July 2008. (dd/mm/yyyy)

33. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR   (i)   13-10-2009 (dd/mm/yyyy)

AQAR   (ii)   03-10-2010 (dd/mm/yyyy)

AQAR   (iii)   08-09-2011 (dd/mm/yyyy)

AQAR   (iv)   10-11-2012 (dd/mm/yyyy)

34. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

Criterion I: Curricular Aspects

1.1 Curriculum Planning and Implementation:

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

The vision, mission and objectives of the institution are as under:

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 commerce 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.

- Our mission is 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 endeavor of the institution to provide and maintain a conductive 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 commerce 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.

Objectives:

- To expand the higher and professional 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 faculties.

- 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 curricular and co- curricular activities and techniques.

- To provide a state of the art infrastructure.

- To develop humane citizenship among the students & create necessary nationalism among them.

The vision, Mission and objectives are communicated to the students, teachers, non-teaching staff members and other stakeholders through various ways. They are as under:

➢ The vision, mission and objectives have been displayed at various places in the institution, viz, Entrance, Library and common room so that they would become more conspicuous to students, faculties as well as visitors.

➢ During the meetings with teaching and non-teaching staff members the vision, mission and objectives are communicated.

- During parents' meeting the vision, mission and objectives are incorporated in the Principal's address.
- The prospectus of the institute includes the vision, mission, objectives, scopes of the programmes and the subjects offered. Every year the institution gets an updated prospectus printed and it is handed over to the students at the time of admission.
- At the time of seeking admission the students and parents are counselled and briefed about the vision, mission and objectives by the faculty members in person.
- Institute launches 'Divita', a college magazine which reflects the vision, mission and objectives of the college.
- The institute has developed a website: www.svtmehsana.org and is regularly updated. The vision, mission and objectives have been posted on it.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

The motto of our college is to educate, encourage, and empower today's students to gear up to the challenges of the modern world and mould them with human values to succeed in today's cut-throat competitive world. The college has adopted the curriculum designed by the Hemchandracharya North Gujarat University to develop competency, obtain employment and promote research-oriented aptitude among students.

The college meticulously develops action plans for effective implementation of the curriculum. At the outset, the advisory committee of the college conducts meetings with the staff members to develop various strategies for effective implementation of the curriculum. For effective implementation the initial step is to prepare the semester-wise time-table. This depicts the duration of the classes and the name of the faculty member who engages them. The division of workload is as per UGC norms. Accordingly, a micro-schedule is prepared that runs through the curriculum. Faculty members are clearly instructed to impart the curriculum through innovative teaching methods such as assignments, role plays, presentations, group discussions, workshops, seminars, industry visits, apart from conventional teaching methods. Thereafter, the staff members conduct internal discussions and develop session plans for the semesters. Keeping in view the number of working days available, the curriculum is divided into modules which are to be completed by the last working day of the semester. Each department of the college follows the academic calendar issued by the Hemchandracharya North Gujarat University. The college thereafter plans its academic schedule which clearly mentions the topics to be taught and number of working days allotted to respective topics. Extra classes and

remedial classes are also held for the weak students and slow learners along with the regular teaching on holidays. This, too, is incorporated into the academic schedule.

The college strives to embrace excellence in academic performance of the students as well as in administrative areas through encouragement in participation at national and international conferences, workshops, and seminars as well. The faculty members are also motivated to participate in workshops, seminars and conferences conducted by various universities and other educational institutions. The college also conducts and sponsors such programmes where the faculty members are exposed to the newly set academic and industry trends.

Under the CBCS the syllabus was revised and new subjects introduced as Foundation, Core and Elective from the academic year 2009-2010.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

The college is affiliated to the Hemchandracharya North Gujarat University and hence follows the curriculum designed by the university. The college runs UG & PG level programmes keeping in mind the organizational goals, objectives and all-round development of the students with a view to making the students capable of being competent in obtaining jobs easily. The detailed information regarding the support extended by institute and university is as follows:

1. The University forms an Academic Calendar that specifies the duration of the semester, the date of commencement of semester, the end of semester examination and the like.

2. The University conducts an orientation and refresher programmes for the faculty members that consist of course wise guidelines for the comprehension of the curriculum, evaluation methods, and syllabus inputs.

3. The college sends the faculty to take part in Faculty Improvement Programmes organized by other institutions. Faculty members are encouraged to participate in various capacity building programmes organised by Knowledge Consortium of Gujarat (KCG).

4. Teachers are motivated to participate in various seminars, workshops and conferences. The college bears all the expenses such as TA/DA, Registration/Participation Fee etc. after having been sanctioned by UGC.

5. The University/Institution provides library and e-learning facilities to the faculty to effectively deliver the curriculum.

6. Lectures are delivered and teaching material in the form of assignment book is prepared in advance in both the languages English and Gujarati by the subject teachers. It is given to the learners.

7.   The university results are analysed and improvements are made in the teaching-learning process, if required, on the basis of the analysis.

8.   Question bank is prepared by the subject teacher, if needed.

9.   Teachers have freedom to give their suggestions and opinions.

10.   Student feedback is taken and analysed.

11.   Flexibility is provided in the time table.

12.   Infrastructure facilities are provided like laptops, mike system, LCD etc.

13.   ICT facilities are made available to the students.

14.   Institute and management help the teachers to plan and execute the study tours, workshops and seminars to give practical knowledge to the students.

15.   Teachers are given study leaves for the FDP, orientation, refresher courses and M. Phil. & Ph.D programmes. Mr. S. G. Joshi and Mr. K. C. Modi had been granted study leaves under FDP for joining M. Phil for one year five years ago. Mr. S. G. Joshi had been sanctioned study leaves for two years for Ph.D. purpose. When a teacher goes for a short term programme, other teachers of the concerned department share the academic workload of the teacher who is on leave or alternative arrangements are made by appointing teachers on lecture basis.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other Statutory agency.

Ours is the only commerce college in Hemchandracharya North Gujarat University which can take pride for having three faculties as the Chairmen of the Board of Studies and most of the remaining faculties are the members of Board of Studies. Thus, we are instrumental in planning and implementing the syllabus designed by the university.

- A mandatory course in Environment studies was suggested by U.G.C. and Hemchandracharya North Gujarat University, but it is incorporated as foundation course in B.Com. Sem. II programme by the institution.

- Choice Based Credit System has already been implemented from academic year 2009 onwards.

- The faculties of the institution have also been appointed as members of Academic Council, Senate and Syndicate bodies of Hemchandracharya North Gujarat University.

- The institution has installed Over Head Projectors (OHPs) in classrooms to increase the participation and involvement of students in the subjects taught by the teachers concerned.

- Since 2011, the college has facility for live telecast of BISAG (all Gujarat integrated classroom) lectures on different subjects are made available to the students of Gujarat by the Commissionerate of Higher Education, Government of Gujarat. Four faculties of our college have delivered lectures at BISAG. Thus we have made considerable contribution in planning and implementing the syllabus.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?

For quality enhancement the students are given exposure in the following manner.

Industry:

Industrial visits are arranged to impart practical knowledge to students. Students are encouraged to participate in seminars, workshops, panel discussions for quality enhancement programmes conducted by the Industry. We have established UDISHA club (Placement Club) under the guidance of KCG. Enthusiastic students are the members of the club. They approach various companies of the town and request them to hold campus interviews.

Research Bodies:

In order to keep the scientific and research temper alive in the campus research scholars from the Commerce and Management sectors are invited to share their thoughts with the students related to research works. The faculties are the members of the online N-List Website which encourages them to go through Electronic Resources/E-Journals for research activities to enrich their research-oriented knowledge.

University:

The stakeholders of the university hold formal and informal meetings at a regular interval throughout the academic sessions to make us familiar with the latest trends in our fields of study. Professors from the university are invited for discussions, workshops and for professional interactions with the faculty members.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

The Institution and its staff members contribute in various manner to the development of the curriculum designed and implemented by the University.

Contribution of staff members:

- There are five chairmen of Boards of Commerce Studies at Hemchandracharya North Gujarat University, Patan. Out of these five chairmen three chairmen are from our college:
  1. Commerce Board Chairman: Prof. R. M. Patel
  2. Management Board Chairman: Dr. K. C. Modi
  3. Statistics Board Chairman: Prof. S. J. Patel.
- The curriculum planning is carried out in the college. It is discussed with other faculties in the staff meeting, inputs and suggestions are invited from them and then final decision is taken in the presence of the members of the concerned Board of Studies.

Student Feedback:

The institution seeks the student feedback with an aim to analyse the curriculum offered and as per suggestions / analysis changes are made and it is seen that the justice is done to curriculum offered.

Stakeholders Feedback:

Stakeholder's feedback is taken as and when needed especially at the planning stage. Extensive activities, carried out by the students, also help in developing curriculum.

Teacher feedback:

Teacher feedback is taken as and when required.

Specific suggestions:

Ours is the only institution offering B.com. & M. Com. (Management & Statistics) programmes framed by Hemchandracharya North Gujarat University, Patan. So the institution has an easy access to design, plan and implement the curriculum at college and university levels. The institution has largely contributed to the 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 the highest positions from time to time in curriculum framing bodies and other administrative bodies of the university as well. They have contributed in framing, changing and modifying the curricula of different programmes.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

The institution provides facilities to develop curriculum for other courses too.

- The syllabi for M.Phil. Courses in Commerce are designed by our faculty members and adopted by our university.

- The syllabi for M.Com, in Accountancy, Management & Statistics are designed by our faculties and adopted by our university.

- Two faculties of our college are in constant touch with the Ganpat University and they contribute in designing syllabi of the said university.

- Three faculty members are counsellors at IGNOU in Management programme. They offer their suggestion for framing the syllabi of IGNOU.

- One of our faculties has designed the syllabus for B.Sc. programme in Statistics.

1.1.8 How does institution anlayse/ensure that the stated objectives of curriculum are achieved in the course of implementation?

The Institution has formed communication channels among all the stakeholders to ensure that the objectives of the curriculum are achieved in the course of implementation through the following:

➢ **Students' Involvement**: Internal assessment, semester exams, project work, presentations, organizing seminars and workshops, skill based programmes, curriculum based training, and students' feedback taken & documented.

➢ **Quality Enhancement of Faculty**: Regular enhancement of teaching and delivery skills along with the theoretical inputs through participation in national and international workshops, seminars, conferences, discussions etc. Professional qualifications pertaining to the areas of specialization, paper presentations and publications in reputed journals, completion of minor research projects by two faculties, teacher diary maintained.

➢ **Overall Performance of the Institution**: Results of University exams analyzed and feedback given to individual teacher, preparing a list of toppers in the college and university, participation in various cultural activities, competitive exams, and overall quality of placements achieved, stakeholder's benefits, progression of alumni, and keeping up the brand name of the Institution.

➢ **Contribution of library**: Availability of Internal test and university examination paper sets on the college website, allotment of book sets of the subjects concerned to majority of the students, availability of four computers with internet access for navigating websites on education.

➢ **Extension activities:** Introduction of environment awareness subjects like Disaster Management and Environment Studies for promoting the social awareness among the students, Development of various skills through Social

Services to the Community under N. S. S., N. C. C., Cultural activities and Sports.

➢ **Activity of Placement Cell:** Subjects concerned with the placement of students holding various ranks with handsome remuneration packages in reputed national and international companies, analysis of the placement achieved and jobs taken up by the students after completing graduation.

1.2 Academic Flexibility:

1.2.1 Specifying the goals and objectives give details of the certificate/ diploma/ skill development courses etc. offered by the institution.

Goals:

- To impart knowledge & skills related to commerce and management to the young generation.

- To encourage the students to go for various vocations & professions.

- To develop self-confidence and personality of the students in order to make them cope up with the present commercial environment.

Objectives:

- To impart knowledge and develop professional skills in various areas of Commerce and Management

- To train them for various vocations dealing with different life situations.

- To impart first-hand knowledge by industrial linkages and placement.

- To develop potentiality and creativity among students and helping them solve educational & personal problems.

- To educate students for identifying the needs of the disadvantaged group of the society and working for their development.

To achieve these goals and objectives:

- The college offers B.Com. and M.Com. programmes which are designed by Hemchandracharya North Gujarat University, and approved by the UGC. We have adopted the programmes designed by the university. Ours is the only college offering three core electives viz. Accountancy, Management and Statistics.

- The college offers SCOPE (Society for Creating Opportunity through Proficiency in English) to strengthen four skills and especially Communication Skills of the students and the teachers as well.

- The college offers Tally Accounting Progrmme to make the students familiar with the prevalent system of computerized accounting in the modern world.

- The skill oriented subject under various programmes offered by institution are :

B.Com.

I Semester –

- ➢ Fundamentals of Entrepreneurship-1
- ➢ Fundamental of Banking
- ➢ Computer Applications-I.

II Semester

- ➢ Environmental Studies
- ➢ Fundamentals of entrepreneurship-II
- ➢ Computer Applications-II.

III Semester

- ➢ General Knowledege-1
- ➢ Computer Application III

IV Semester

- ➢ General Knowledge-II
- ➢ Computer Application IV

1.2.2 Does the institution offer programmes that facilitate twinning/dual degree? If 'yes', give details.

Yes, the institution offers programmes that facilitate twinning. Along with B.Com. programme, college provides the platform for ICAI professional course that facilitates dual degree. The institution trains & prepares students for SCOPE examination to enhance English language proficiency in the Digital Educational and Language Laboratory(DELL).

The campus has a Centre of Babasaheb Ambedkar University too. The BAOU. offers 4 degree courses, 10 diploma courses and 18 certificate courses.

Degree courses:

1) BPP (Bachelor Preparatory Programme),
2) B.A.,
3) B.Com,
4) BLIS (Bachelor of Library and Information Science),

The student of the college has a provision of taking up any of the Diploma or Certificate course along with the degree course he/she has been pursuing in the college. Moreover if the student does not get the subject of his choice in the programme he/she wishes to undertake in the college, then he /she can take up the subject of his/her choice in BAOU and pursue his/her degree course.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability.

- Range of Core/Elective options offered by the University and those opted by the college

- Institution has implemented Choice Based Credit System and range of subject options.

- Courses offered in modular form.

- Credit transfer and accumulation facility

- Enrichment courses

    o Every semester, elective subjects are offered and students can opt as per interest.

    o Students are offered practical based subjects in modular form.

    o Institution offers lateral & vertical mobility within and across programmes. Under CBCS students who are unable to clear the said credits in any of the semester, is allowed to seek admission in higher class but has to clarify all of them by the end of VI semester.

    o The college also offers Tally Accounting.

    o Teacher is permitted to adjust her teaching classes if needed.

    o Students are allowed to work in extra hours for practical courses if needed (especially students who have missed the particular class, seek late admission to the college, slow learners) and guided by teacher too.

    o Seminars, workshops, exhibitions, placements, on the job training, project works are carried out.

    o As a part of Saptdhara activities, students gain knowledge and skills taking part in extra-curricular activities and creativity competitions.

    o Institution carries out programmes and classes for DELL and SCOPE programme and computer subjects.

    o Internet facility is provided to students.

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

Yes, the institution offers self-financed B.Com. programme.

- The admission criteria are as per the U.G.C. guideline and University norms.
- The university has sanctioned only 5 divisions for B.Com Sem - I programme and therefore, we cannot accommodate more than 450 students in five divisions on account of the rules and regulations laid down by the university. In such circumstances i.e. to shoulder the social responsibilities, we are compelled to run one self-financed B.Com. programme class to accommodate those students who are deprived of admission in grant-in-aid classes.

Fees structure:
- The Fees structure differs from the B.Com. programme in Commerce.
- Class Fee structure per semester is Rs. 5000/-

Teacher Qualification:
- This programme is run by both the permanent as well as visiting faculties.

Salary:
i) The teaching faculty is given remuneration as per the norms of the State Government. The payment is done as per lectures.
ii) The clerk and peon are employed separately and are paid on monthly basis fixed salary.

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-financed classes had reached up to T. Y. B. Com. level. The university has suggested to take fee Rs. 5000/- but we had charged only Rs. 1000/- for self-financed classes at the initial stage with the kind financial support by the management.
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.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries?

The college does provide additional skill oriented programmes relevant to regional and global employment markets.

- Under the career and counseling cell workshops are arranged for the T.Y.B.Com. students which add to the skills of their subject of study.

- To develop self confidence among students' programmes on personality development, first impression, decision making etc. are executed from time to time.

- Institution provides training to student for SCOPE examination conducted by the University of Cambridge in collaboration with Gujarat Government for English proficiency.

- The college also offers Tally Accounting to fulfill the needs of the regional markets.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice If 'yes', how does the institution take advantage of such provision for the benefit of students?

Yes, the university provides the following by combining the conventional, face to face and Distance mode of Education for students to choose the courses/combination of their choice.

- As a part of Distance Mode of Education, the university awards the P.G. degree to the regular and external students belonging to M.Com. programme.

- On behalf of the university, the institution displays the detail information of such courses on notice boards.

- Faculties encourage, motivate and guide the students to pursue such courses.

- Students are persuaded to appear for SCOPE examination under which training is provided to students and flexibility in class timings are also given.

- Our institute has provided some space to Dr. Babasaheb Ambedkar Open University to initiate programmes related to Distance Mode of Education. Moreover any student already pursuing Post graduation in the Commerce Faculty can enroll himself/herself for Diploma. Some of the commerce related diploma and certificate courses are as under:

Diploma Courses:

1) DFM (Diploma in Financial Management),

2) DACA (Diploma in Advance Cost Accounting),

3) DAA (Diploma in Advance Accounting),

4) DIN (Diploma in Insurance),

5) DOR (Diploma in Operation Research),

Certificate courses:

1) CIC (Certificate in Computing),

2) CTM (Certificate in Tourism Marketing),

3) CMT (Certificate in Tourism Management),

5) CCCD (Certificate in Child Care and Development),

6) CPCESS (Certificate in Personal Computer Software),

7) CTE (Certificate in Teaching of English),

8) CES (Certificate in Environment Studies),

9) CCSE (Certificate in Communication Skills in English – Level I,

10) Certificate in Yoga Science,

11) Certificate in Human Rights,

12) Certificate in NGO Management.

This helps the student attain two degrees at the same time. It has become mandatory in all the kinds of Government jobs and private jobs as well, that the candidate is conversant with Computer skills along with the qualification necessary for a particular job. Therefore to comply with this requirement, a facility has been created in the college by means of BAOU that the student can pursue a **Certificate Course in Computer (CCC)** along with the U.G. or P.G. course he/she has been doing. This helps in increasing the employability of the students studying in the college.

The students of Home Science have an option of pursuing **Certificate** There is such a wide variety of short term courses run by BAOU that the students can, by accomplishing their certificates, equip them for employment thereby becoming responsible citizens of the society.

The range of the courses offered by BAOU is so high that the student has an option of selecting a subject of his/her choice from an ocean of subjects available to them. Many students, teachers and the members of Non-teaching staff have been benefitted by it. The centre of BAOU has proved to be a boon to the institution, as it has helped many stake holders accomplish various courses through in-house facility created by the college. A remarkable provision for the children, who have not even

passed out their SSC due to some social responsibility or money stringency, can also get graduation degree after passing our **Bachelor Preparatory programme (BPP).**In this way, the centre at the college caters to the needs of children of the society also who wish to study and thereby make them employable.

1.3 Curriculum Enrichment:

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

Seven teachers are the members of the Board of Studies in Commerce Faculty and out of those three are chairmen of the boards. Hence they make lots of contributions to various graduate and postgraduate level courses and also see that curriculum meets the institutional goals and objectives. Institutional faculties are also members of various academic committees at college, University and higher education level in planning, designing and implementation of curriculum. While planning the syllabi the institute and the faculty members see to it that the goals and objectives of the institute should be included into the curriculum itself.

1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

To cater to the needs of the dynamic employment market the institute made the following efforts:

- The institute has introduced the choice based credit system with core courses, foundation courses, skill oriented courses, seminars & research oriented courses and courses which enhance communication skills.

- The institute has introduced new programmes and courses and modified the existing courses to cater to the market needs after having formal discussion with the stakeholders.

- Elective courses like Financial Accounting, Computer Application, Secretarial Practice, Sales Management, Distribution Management, Operation Research, Management of Organized Market, Advanced Personnel Management etc. are offered at B.Com. level from which they choose the subjects which enhance their professional skills to cater to needs of the dynamic professional market.

- The institute organises various co-curriculum activities in the form of seminars, workshops, demonstrations, exhibition related to programmes and courses of study.

- Alumni meet and student counselling are arranged to take feedback and suggestions regarding market demand and changes are made in the curriculum as and when required.

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 it. In doing so, the model curricula provided by the UGC are strictly adhered. Accordingly, quite recently, the university has made radical changes in syllabi from F.Y.B.Com to the final year Post Graduate Programme. In the current year 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 dynamic world.

The institution has largely contributed in curriculum design and development of various programmes. Many senior teachers have contributed to in framing, changing and modifying the curricula of different programmes because they are the members of various bodies of the university. They had been and have been the most active members of these bodies.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

Subjects related to Gender, Climate Change, Environmental Education, Human Rights, ICT are inculcated in the syllabus itself to address the cross cutting issues.

In each semester one course offered is related to cross cutting issues such as:

a) Environmental Studies
b) Computer Basis and Application
c) Consumer Education
d) Marketing Management
e) Cost Accounting
f) Secretarial Practice

- Guest lectures of eminent tax consultants, practicing lawyers and environmentalists are organized from time to time.
- For subjects like Environmental studies and Climate Change students are exposed to issues and their remedies through field visits.
- Films shows, role plays related to climate change environmental studies, consumer education, conservation of energy are arranged for the students.

- Debates, discussions and elocutions on gender issues, climate change, and human rights are organized by the institute.
- Girls students also encouraged to participate in karate training for self-defense.
- Guest lecture on consumer protection act was arranged to make the students aware about this issue.
- College library has various books on gender issues, climate change, environmental studies, Human rights, ICT for reference.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

The following are the various value-added courses/enrichment programmes offered to ensure holistic development of students:

Moral and ethical values:

- Environmental Studies
- Personal Empowerment: Tally
- Yoga
- Communication Skill in English: SCOPE and DELL
- Programme for rural and urban development: N.S.S.
- Consumer Education
- Concept in Management
- Women's issue: Karate Training
- Marketing Management

Employable and life skills

- Environmental Studies
- Computer Basics
- Finance Management
- Basics of Business
- Effective speaking and writing
- Entrepreneurship
- Guidance and Counselling
- Physical growth and health
- Computer application in Commerce

Better career options

- Effective Speaking and writing

- Service Management
- Entrepreneurship

Enrichment Programmes

- Students are exposed to workshops such as research methodology, leadership building, team work etc.
- Under N.S.S. students are motivated for community work, where they talk about cross cutting issues, income generating activities, personality development, consumerism awareness, Dowry System, Save Girl Child, Prevention of Foeticide etc.

The university as well as the college have 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 setting up and organizing 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 cope up with national calamities and disastrous situations.

IV. Seeing the need of the time and of the area, the college has started the English Medium classes five years back at B.Com. programme which will be taken to M.Com. programme 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 & 4	Two papers of any one of the following groups: Management Accounting Statistics	5 & 6	Two papers of any one of the following groups: Accounting and Finance Marketing Management Statistics

Following are enrichment programme to ensure holistic development of students.

- The college celebrates the birth anniversaries of great men like Sardar Patel, Mahatma Gandhi, Swami Vivekananda etc. who taught the lessons of human values to the people. 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. This helps the students inculcate human values and ethics. To keep the students, the growing generation, in touch with humanity and human values is the need of the hour when an invasion of western culture or so-called advanced culture is being made on our Indian traditional culture.

- During the celebrations of the national days the students take active part in them. Here also indirect aim is to awaken patriotism among them. We need to make the students realize the heritage of the nation. It is the prime necessity of the day. Today, there is a craze among the students for going abroad for further

studies and get settled forever in foreign countries. Even among the grown-ups, there is tendency to migrate to 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 passage 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 value-added education. 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 endeavors would affect the learners' minds and they will pave the way for good citizens of the country.

- During the first week of January every year college celebrates different days as Petrol Saving Day, Traditional Day, Sari Day, National Integration Day, etc. Such celebrations remind the students' 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 Sari Day makes the female students realize that the original Indian dress is better than short modern dresses or jeans.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

In order to enrich the curriculum, the feedbacks are obtained from the stakeholders regularly. They are also used to enhance the overall competence of the students for employability. Their feedbacks are as under:

➢ **Students**: The students express their opinion on curriculum through response sheets/feedback.

➢ **Faculty**: Faculty takes regular feedback from stakeholders on academic, curriculum, placement, trends and teaching methodology. The teachers collect the exit level feedback from the graduates regarding learning processes after the end of academic session every year. Opinion and suggestion of post graduate subject teachers are also taken into consideration.

- **Principal:** The Principal's office will then process and submit the analysis report and present it to the college managing committee.
- **Management**: Our management body consists of learned academicians and industrialists. Thus, their inputs are also taken into consideration to enrich the syllabus.
- **University:** The feedback is communicated to the university for appropriate action through the faculty members who are the part of the Board of studies in the university.
- **IQAC**: The IQAC analyses feedback and prepares a response chart for future use.
- **Parents and Alumni members:** Suggestions from the parents and alumni members are taken on the basis of their experiences to cater to the needs of present market scenario.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

The institute takes the following initiatives to monitor and evaluate the quality of its enrichment programmes:

- The college holds internal tests for both theory and practical to evaluate the comprehensive ability of the students so far as the curriculum is concerned.

- The college holds alumni and parents' association meetings to incorporate their suggestions and recommendations for the enhancement of the enrichment programmes.

- The institute organizes parents meet wherein feedbacks from the parents are also taken to evaluate the objectives of curriculum.

- The institute arranges skill-based competitions such as Quiz Competitions and learned persons including stakeholders are invited to perform the role of the judges.

- Results of the internal tests and the university exams are analysed in the presence of all the faculties and suggestions are invited for the betterment of the results in future, if needed.

- Feedback from the students are taken into account to improve the quality of the curriculum and teaching-learning process.

- The institute has made an arrangement for the grievance box to invite suggestions in terms of demands and problems of the students. Atleast the box is opened twice in a semester in the presence of the principal and faculties and if the students have any grievances, the actions are taken accordingly and immediately.

- Academic diaries are filled in by the faculty members and submitted to the IQAC cell .

1.4 Feedback System:

1.4.1 What are the contributions of the institutions in the design and development of the curriculum prepared by the University?

- Ours is the only commerce college in Hemchandracharya North Gujarat University which can take pride for having three faculties as the Chairmen of the Board of Studies and most of the remaining faculties are the members of Board of Studies. Thus we are instrumental in planning and implementing the syllabus.

- The courses and the credits to be offered are discussed and decided in the faculty meeting as per the objectives of the courses and then sent to the academic section of the University for acceptance.

- The University passes the syllabus through the Board of Studies of Commerce and the Academic Council. Two faculties of Commerce and four members of Board of Studies from our institute represent various academic committees at the university level.

- Faculties participate in the workshop and seminars organized on design and development of curriculum at university and higher education levels.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If yes, how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

- Yes, duly filled feedback forms are collected from students at the end of semester (once in two years). These feedback forms are documented and analysed.

- The results are used for changes and modifications in syllabi as per the suggestion after discussing with the members of the Board of Studies & through formal academic channel of the university.

- Formal feedback from the stakeholders is not obtained but direct interaction with the employers, entrepreneurs, parents is made and changes are made accordingly while revising the syllabus.

- As college works with the community under the extension activities, the suggestions given are taken into consideration while developing curriculum.

There is a systematic and formal mechanism to obtain feedback from students and stakeholders on curriculum in the college. At the end of each course, feedback is taken from all the participants. There is a well channelized system of taking feedback from the students. The identity of the students is kept confidential so that they are able to express their opinions freely and without fear.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

- Institution has introduced Choice Based Credit System at F.Y. level in 2011-2012, at S.Y. level in 2012-2013, at T.Y. level in 2013-2014.

- Changes were made in the syllabi as per the UGC norms, modifications were made in the existing syllabus and new courses were also introduced to cater to the market demands.

- These courses were implemented to enrich the vision, mission, goals and objectives of the institution.

- New courses were introduced to ensure their compatibility with global market needs.

CRITERION – II: TEACHING LEARNING AND EVALUATION:

2.1 Student Enrolment and Profile:

2.1.1 How does the college ensure publicity and transparency in the admission process?

Since ours is one of the reputed and old colleges imparting commerce education in North Gujarat region, we find no difficulty in finding the students. At the same time commerce education is in limelight and so we are unable to accommodate all the students who want to seek admission in our college. On the contrary, we are compelled to begin self-financed classes every year. The prospectus, describing the programmes, co-curricular & extra-curricular activities, facilities etc. offered in the college is given to the students at the time of admission and is also displayed on the notice board during admission time. Co-curricular & extra-curricular activities related news are published in local newspaper with the photographs of the events.

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 used to hold its own procedures like entrance test etc. for some specified courses like that of the computer education. 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.

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 differently-abled, general and category wise lists to pay the admission fees and to secure their admission. A particular period i.e. four days is allowed for them to pay up the fees.

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	Other backward Castes	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 the principal/management of the college for granting admissions to the students of their choice irrespective of caste and percentage they have obtained. They must have passed H.S.C. examination.

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 10 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.

2.1.2 Explain in detail the criteria adopted and process of admission (E.(i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

The process of admission includes scrutinizing the original certificates by the administrative staff. Admission Procedure of B.Com. Students is purely on the basis of merits.

The admissions to B.Com programme are allowed to the students after they have passed the higher secondary examination of the Higher Education Board, Gandhinagar 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 or so 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, school leaving certificate, first trial certificate etc. The members of the admission committee guide the students in choice of their groups of subjects i.e. the core subject, the core elective subject, the foundation etc. for study.

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

Admission is given to those students who have passed the exams in the following: Higher secondary examination conducted by Gujarat Higher Secondary Education Board in general (common) stream or any examination of other university or examination body recognized as equivalent.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

The minimum percentage of marks at the entry level is 55% in B.Com. Sem.I: English medium and 40% in B.Com. Sem.I: Gujarati medium and In M.Com Sem.I minimum percentage is 65% and the maximum percentage gained by students who have taken admission this academic year is 89.87 %, the level of admission is comparable to other colleges in the district, affiliated to Hemchandracharya North Gujarat University, Patan.

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

Yes, the admission committee of the college reviews the number of students admitted to the institution with a view to knowing which categories they belong to and in what numbers. The outcome of the committee is that the students belonging to backward classes need more attention to enrich their knowledge. Keeping in view this motive we engage remedial classes for extra drilling. For the engagement of remedial classes, we are provided with financial assistance by the UGC. We have observed that on account of these remedial classes, the success ratio on the part of such students have gone higher compared to the last few years.

2.1.5 Reflecting on the strategies adopted to increase /improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National Commitment to diversity and inclusion. SC/ST, OBC, Women, Differently abled, Economically weaker sections, Minority community, any other

We strictly adhere to the Reservation Policy stipulated by the Govt. of Gujarat for students belonging to various categories such as S.C., S.T., O.B.C, Economically Backward, Physically Handicapped etc. This procedure goes on as long as all the seats as per the category, are filled in. The detail is as under:

Sr. No.	Category	Percentage
1	Scheduled Castes	07%
2	Scheduled Tribes	13%
3	Other backward Castes	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.

All SC, ST and students are given admission. The students coming from outside the district or state are guided by the counsellors regarding free of cost residential facilities provided by the Govt. These students are helped to obtain Government scholarships. Economically weak students are helped with college fees irrespective of their religion caste or community.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends i.e. reasons for increase/decrease and action initiated for improvement. Programmes Number of application Number of students admitted Demand Ratio.

2008-09			
Program	Applications received	Students admitted	Demand ratio
B.Com	608	605	1:1
M.Com	150	90	1.6:1

2009-010			
Program	Applications received	Students admitted	Demand ratio
B.Com	600	596	1:1
M.Com	70	68	1:1

2010-11			
Program	Applications received	Students admitted	Demand ratio
B.Com	1212	812	1.5:1
M.Com	80	72	1:1

2011-12			
Program	Applications received	Students admitted	Demand ratio
B.Com	1321	881	1.4:1
M.Com	150	90	1.4:1

All the students who desired for admission at the F.Y. B. Com. level were given admission in the years 2008-2009 and 2009-2010 because there was a downward trend so far commerce faculty was concerned. The students opted for either Arts or Science faculty after passing their Std. XII with General Stream. The commerce graduates could not get jobs easily in those days for there were a number of unemployed commerce graduates available in the society and ready to work at a lower daily wages. Another reason for the decline was that new colleges in the rural areas were established and the students, commuting from rural areas, preferred to seek admission in such colleges.

With the passage of time i.e. in the years 2010-2011 and 2011-2012 the demand for commerce graduates increased i.e. an upward trend on account of the following reasons:

1. New industries came into existence due to Vibrant Gujarat Movement initiated by the Chief Minister of Gujarat.

2. More scopes for job opportunities for commerce students led to the increase in the admission for commerce faculty compared to less job opportunities for the graduates belonging to other faculty.

3. Introduction of CBCS facilitated the promotion to upper classes i.e. semesters to all students irrespective of their results.

2.2 Catering to Diverse Needs of Students:

2.2.1 How does the institution cater to the needs of differently abled students and ensure adherence to government policies in this regard?

Differently abled students are given admission and the institution provides special care to cater to the needs of these students.

The following provisions are available:
1. Reservation of seats.
2. Seat kept reserved on the first bench.
3. Easy accessibility of books.
4. Writers for students with physical deformity or visual difficulty.
5. Special Counselling/Personal Care.
6. Provision for extra time during examinations as per University norms.

2.2.2 Does the institution assess the student's needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

The Institution is well aware of the needs of the students. The college acts as the stepping stone that helps the students to realize their ambitions. From the initial stage i.e. B. Com. Sem. I, we provide the highly intellectual students the information regarding various job-oriented professional courses such as ICAI, C.A., C.S., etc. We encourage the intelligent and industrious students to join the Foundation Course running parallel to their study which paves the way for their ICAI course. Before the completion of their B. Com. Programme many students go through the Foundation course and get admission directly in the Inter ICAI course during their academic journey in the college. After graduation they succeed in going through ICAI final exam without wasting much time. It saves minimum two years. Besides they are given detailed guidance to make a selection of the subjects of their specialization so that they can achieve success with the passage of time.

2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/Remedial/Add-on/Enrichment Courses) etc.

The strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice are as under:

➢ To strengthen the knowledge of functional English of our students we run SCOPE classes.

➢ The college has a Digital Education and Learning Lab with 25 computers and appropriate educational software where students are provided special sessions in improving English as majority of our students belong to Gujarati medium.

➢ The modern age is the age of technology. To make the students keep pace with the computer-based accounting we offer them TALLY a technology related course.

➢ At B.Com Sem.I & II levels study material written in English and Gujarati is provided to the students.

➢ Environment courses and Basics of computers, are offered in the syllabi in B.Com. Sem. I & II.

➢ Each professor is allocated about 20 to 25 students for academic & personal guidance.

➢ Institution offers internet facilities to the students in the computer lab.

➢ Library timings are made flexible on students demand.

2.2.4 How does college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

The colleges maintains the tradition of imparting holistic education laying an emphasis on the ethical values and moral principles. Our college is co-educational and creates awareness among its staff and students on issues such as gender inclusion, environment and the like by holding discussions on the topics concerned. Some of the steps taken by the institution in this direction are as follows:

a. Women's Grievance Cell to address the issues related to women and find out their solutions

b. Conducting seminars on self-protection training for girls against the harassment.

c. Organizing programmes creating awareness on Women Empowerment and Female foeticide through cultural programmes under N.S.S.

d. Performing N.S.S. and cultural activities highlighting on Holistic education and inculcating ethical values and moral principles.

e. Projects on social upliftment programmes.

f. Encouraging students and faculties to participate in environmental programmes and issues.

g. Organizing nature visits

h. Adopting a village as a part of outreach programme rendering social services to express a sense of social obligation.

i. Drawing and essay competitions are held regarding contemporary social issues to draw their attention towards them.

j. Holding anti-AIDS rally on 1st December and conducting elocution competitions on AIDS.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

- Special programme with the support of various clubs like JCI Oil City, Mehsana, Rotary Club etc. are organized on topics like Effective Public Speaking, Leadership, Body Language, Personality Development, Teamwork, Goal setting etc. The learners are asked to share their experience with their classmates.

- The advanced learners and their parents are given special oral guidance regarding their children's bright future and advise them to provide background to their children for competitive examinations like GPSC, UPSC etc.

- Holding QUIZ competition every year to test the mental aptitude and attitude of the advanced learners.

- While giving assignments, care is taken to see that they get more challenging topics.
- Under Sapt Dhara (a Gove. Initiative)various activities are organized like book reviews, debate, folkdance, music, art etc. to bring out the special talents of the students.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?

The college collects data and analyses for academic performance:

i)   Academic history/Parent feedback

ii)   Attendance records

iii) Academic Counselling report

iv)   Faculty feedback of the student

v)   Peer feedback

vi)   Student behavior and attitude

vii) Performance in class test, assignments and through medical report, if any.

Remedial Measures for Disadvantaged Sections/Slow Learners:

1.   Special Coaching

2.   Remedial Classes

3.   Scholarships

4.   Financial aid

5.   Placement Cell

6.   Simplified learning material

7.   Supervised group work

2.3 Teaching-Learning Process:

2.3.1 How does the college plan and organise the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

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, cannot 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.

- The college follows semester system and for the efficient management of the academic year, the planning is done by the IQAC committee before the college closes for summer vacation. At the beginning of the academic year this plan is discussed in the staff meeting and finalized.

- To plan the academic calendar, semester wise teaching days are calculated, based on this a plan is chalked out including schedule for I & II test and practical internal test.

- Term paper submission and presentation dates are exhibited on the notice board in advance.

- Date for submission of internal marks is scheduled.

- Tentative dates for the university exam & central assessment.

- Time slots for Annual day, Sports day, Sapth Dhara activities like
  - i) Gyan Dhara
  - ii) Samudayik Seva Dhara
  - iii) Yoga & Khelkud Dhara
  - iv) Sarjanatmak Abhivyakti Dhara (debate, Quiz, elocution & essay competition etc.)
  - iv) Natya Dhara
  - v) Geet Sangeet Nritya Dhara
  - vi) Kala Kaushalya Dhara

- Various outreach programmes, exhibitions, workshops, celebration of various weeks, parents meeting and Guest lectures are also planned.
- Academic calendar is published in the prospectus.
- Each and every college activity is displayed on the Digital Notice Board of the college.

2.3.2 How does IQAC contribute to improve the teaching-learning process?

We have formed an Internal Quality Assessment Cell comprising nine members with the sole purpose of enhancement and betterment of our commerce college in each and every sphere of activities.

The members of IQAC are as follows.

1.	Prin. Dr. J. K. Patel	Chairman
2.	Mr. A. T. Patel	Managing Trustee
3.	Mr. K. K. Patel	Trustee
4.	Mr. V. B. Patel	Coordinator, IQAC
5.	Mr. R. M. Patel	Member, IQAC
6.	Dr. K. C. Modi	Member, IQAC
7.	Mr. D. T. Patel	Member, IQAC
8.	Mr. I. L Prajapati	Member, IQAC

- After the first NAAC accreditation in the academic year 2007-2008, IQAC was formed.
- The formation of IQAC helps the college become organized, and goal-oriented.
- Members from the Management and Community offer suggestions in planning academic and co-curricular activities and proper utilization of Grants received from UGC & State Government. The IQAC takes an initiative for proper utilization of the UGC grant for career counselling and enhancing initiative for competence building by giving the right guidance.
- The IQAR of the last five years are easily accessible references for preparing SSR for reaccreditation.
- The IQAC also helps in the continuous professional development of faculty by suggesting opportunities for professional development.
- IQAC enhances efficiency and accountability and is instrumental in ensuring the quality improvement in higher education specially in organizing seminars and workshops for students and faculties as well.

- The Institution started the process of updating the syllabus since the academic year 2010-2011. The IQAC could offer suggestions for designing the new syllabi for all B.Com. programmes.

- Various programmes involving stakeholders for the students' benefits are initiated as a result of establishment of IQAC.

- Helped in pursing research & research projects, organizing various seminars & workshops for student related to their academics.

- Taking students and stakeholder feedback and improving syllabus accordingly.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

❖ **Interactive learning:**

We put an emphasis on the Interactive learning in the following manner:

➢ Interactive method of teaching during regular theory classes through group discussion is adopted.

➢ Discussion & group activities which have the potential to synchronize head and heart in the right direction are performed.

➢ Interaction with industry experts is organized to expose the students to the latest trends & developments in the fields of trade and commerce.

➢ Guest Lectures on new methods of accountancy and management.

➢ Participatory learning through group discussions, role play, case study, debates, field visits etc are arranged.

➢ The use of ICT also makes the learning process student-centered. Students are encouraged to make power point presentations on completion of projects in consultation with the teachers. They acquire several skills (documentation, usage of statistical tools, analytical abilities and software management) while preparing the power point presentations.

➢ Seminars and presentations are organized by all departments. All the students are compelled to take part in them.

➢ Assignments are based on self-study texts. Students are encouraged to browse, prepare question banks and handouts related to subjects.

➢ Library hours are allotted and additional reading habit is encouraged.

> ➢ Mentoring the students on an individual basis for both their academic & emotional needs has been the student centric approach which is followed as under:

Sl. No.	Skills Achieved	Strategies Used
1.	Communication Skills (verbal)	Digital Education and Learning Lab is being used
2.	Presentation Skills verbal & non-verbal	Seminar presentations, Project presentation, assignment presentation, inter – collegiate competitions
3	Personality Development	Time management, leadership, campus to corporate workshops and seminars with experts.
5.	ICT Skills	Through power point presentation the students make presentation on their own.

Collaborative Learning:

The syllabus incorporates various methods of collaborative learning skills through

- Industrial visits
- Educational tours

Independent Learning skills through

- Assignments to individuals
- Survey
- Short term projects undertaken by the students.
- Library hours are allotted to the students.
- To make the learning more student centered, an orientation programme is organized where the Principal and faculties orient the students about Sardar Vidyabhavan Trust, the Vision, Mission and objectives of the college, the subjects they will study, and the Sapthdhara activities. The Principal also informs the students that they can approach him without hesitation between 11.00 a.m. to 01-00 p.m. every day. And also the other facilities available in the college are specifically counselling and Digital Education and Learning Laboratory.
- The Faculty members are motivated to ask probing questions to ascertain the general level of the students so that teaching becomes

meaningful. Teaching aids like power point presentation, brain storming, discussion are used to help in collaborative learning.

- Students are given assignments & project work to be done in group or individually. Individual effort in the areas like presentation where use of internet, Library and other print media is encouraged.

- DELL is established in the college.

- Four faculty members of the college were given training by K.C.G. (Knowledge consortium of Gujarat) in Active learning Methodology where they learnt how student center learning can take place by the use of various teaching learning methodologies. The faculty members in turn trained the entire college staff and this method is utilized wherever it is appropriate.

- One room is equipped with a LCD & projector screen to encourage interactive learning.

- Many of the subjects are taught by two faculties with distribution of unit among themselves, thus students get excess to collaborative but individual learning.

- Students are encouraged to avail the internet facilities.

- Teachers are encouraged to participate in various KCG initiatives.

- Faculties deliver lectures in SANDHAN in audio-visual integrated classroom helps students in individual learning.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the student to transform them into life-long learners and innovators?

- To sharpen the critical thinking among students, various Group discussions, debates, seminars, workshops are organized in which students explore new ideas and also get a chance to listen to the expert views of eminent professionals from the industry. To transform them into lifelong learners & innovators students are encouraged to take initiative during vacations like - On Job Training. They are guided to inculcate the habit of reading trade journals & magazines.

- The students are offered various practical subjects where creativity and critical thinking is stimulated. The practical subjects are Entrepreneurship and Sales Management. All these help the students to put theory into practice and enhance critical thinking and creativity.

- Arranging competition under Sapt Dhara & departmental activities.

- Presentation by students are arranged as a part of assignments to encourage creativity & critical thinking.

- Question papers are framed with indirect questions/applicable questions.
- Under N.S.S., N.C.C., Sports, Cultural Activities and Sports, many activities are performed to nurture critical thinking and creativity among the students to transform them into life-long learners and innovators. They inculcate the virtues like self-sufficiency, sportsman spirit, self-confidence etc. which pave the way for their prosperous life.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? E.g.: Virtual laboratories, e-learning – resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT),open educational resources, mobile education, etc.

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 CDs to be used 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.

- **N-LIST:** N-LIST Programme at INFLIBNET Centre Gandhinagar, Gujarat. Our college is registered for the National Library and Information Services infrastructure for scholarly content. All the faculties have been given individual passwords to navigate websites and read online magazines and journals related to their subjects.

- **OHP:** 10 Over Head Projectors (OHPs) have been installed in the classrooms to make the teaching more effective. The teaching – learning process has been made easy and interesting with the help of technology.

- **Laptop:** Most of the faculty members are given laptops by the college to facilitate e-teaching–learning process.

- **Photocopiers:** Two photocopiers have been bought in order to take out the photocopies of the important documents i.e. study materials and paper sets of the B.Com. and M.Com. programmes.

- **Visualizer:** We have got one visualizer with which we display the important topics from the ready reference on the screen and that helps us save our time typing the topics to be dealt with.

- **LCD:** 5 LCDs (TVs) for making BISAG and other programmes available to the students.

- **Computer:** 2 state of the art laboratories (DELL and Computer). More than 100 computers are available in our college and they are easily accessible by the studious students.

- **SANDHAN:** Under SANDHAN educational programmes are relayed through BISAG and students enjoy the teaching in the virtual classrooms and they can ask questions online too to get their doubts cleared by the experts.

- **Internet:** Majority of the computers are connected with internet and they are made available for faculties as well as students to enrich their subject knowledge.

- **Fax Machine:** One fax machine is kept in the principal's office.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

To expose the faculty and students to advanced level of knowledge and skills the activities are :

- Faculty members participate in various research method workshops and training programmes organized by KCG.

- They also participate in various national and international seminars related to their respective fields.

- Subject experts are invited for some of the topic like Accounting Standards, Taxation Polices, Innovation in Marketing, Impact of budget on industry, Research techniques, Stress Management etc.

- Experts are invited as a resource person from various institutes.

- To develop the skills workshops are organized by college.

2.3.7 Detail (Process and the number of student\benefited) on the academic, personal and psycho-social support and guidance services (Professional counseling/mentoring/academic advise) provided to students?

- The college makes enough provision to fulfill the student's need for the following:

- Our faculty takes initiative in addressing the academic, psycho-social & personal needs of the students for their mentoring, counseling and academic advises.

- Remedial programmes are conducted for the needy students. Every year 70% of students in each class are benefitted with the academic personal & psycho-social guidance services.

- The college teachers really act as a true friend, philosopher and a guide for the students. Guidance, counselling, mentoring and academic

advice and support provided to the student given year wise are as follows:

2008-2009

Academic:

- Students' problems and queries related to the selection of specialization subject at the Semester level were discussed.
- Students had problems with the use of library; they were guided on managing time so that they can spend more time in the library.
- Scope for higher studies after B.Com. and M.Com. was a topic of the parents meeting where students along with their parents were provided guidance by the faculty members.
- Students having problems with communication skills in English were asked to join SCOPE classes for proficiency in English.

Personal:

- Financial aid was provided to the needy students.
- Irregularity in attending classes was minimized by individual counselling.

Psycho-Social:

- Counseling was provided to students with problems of peer pressure, family problems and problems with in-laws.
- One student who had number of psychological problems was referred to the Psychiatrist.

2009-2010

Academic:

- B. Com. Sem. I students complained of Language problems i.e. inability to understand English. Faculty members were told to conduct classes in both the languages to enable the students to comprehend the subjects dealt with.
- Students were guided on how to remember by explaining different tricks.
- Students were informed about competitive exam, job scopes and opportunities for further studies.

Personal:

- Majority of students who had health problems were advised to take proper breakfast and carry lunch box to the college, if possible.
- Students with financial problems were given money to pay their college fees by the principal and faculties as well. Suggestions of scholarships available and revenue generating activities they can engage in were discussed.

Psycho-Social guidance

- Students suffering from a feeling of inferiority complex were helped to develop positive self-image.
- Students were supported in coping with peer and family problems & to handle emotions like anger, jealousy etc.

2010-2011

Academic

- Students, who were weak in studies, were helped by providing them motivation, clubbing them with good students and asking them to be punctual in college.
- Guidance was provided to the students on how to face an interview and write a resume by faculties.
- Students were helped to overcome exam related stress.

Personal

- Students, who could not remain present in theory sessions on account of inevitable circumstances, were given personal guidance in the common room or library.
- Language i.e. English is a problem. Students were motivated to join DELL for their personal growth and development.
- Problems related to student's relationship with their parents were discussed.
- Marital maladjustment of a few married students was counselled.

Psycho-Social

- Various activities were organized to help students to adjust to various life situations.

2011-2012 Academic

- Students were motivated to improve their language (English) and Communication skills by the sessions offered in DELL and SCOPE classes.

- Parents and students were guided with reference to further Job scopes and post B.Com. studies.

Personal

- Irregular students were guided to maintain regularity.
- Lecture by our physical director on health conciseness were arranged to make the students physically fit.
- Students were motivated to use their time to make progress in life.
- Students were motivated to participate in extra-curricular activities.
- Sessions to prepare students for interviews were organized.

Psycho-Social

- Workshops on time & stress management were arranged as the students complained of short of time and increase in stress.

2012-2013

Academic

- To understand research a seminar on "Creating research culture in commerce" was organized for all M.Com. students.
- Students were informed about various competitive exams UPSC, Bank, LIC etc..
- Skill development workshops were arranged by all departments.

Psycho-Social

- Helping students to adjust in the days to come.
- Students were motivated to take part in Capacity building programmes, workshops and seminars in order to develop mentally.
- Talks to develop specific skills among students were organized by each department of the college where experts were invited to deliver talks.
- Alumni meet – experts from various fields were invited & their opinions were incorporated & talks were arranged.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

The college constantly encourages faculties to make optimum use of ICT, Library resources in order to update and upgrade knowledge and teaching-learning process. The faculty members are motivated to use other technological (audio-visual) aids which help in enhancement of knowledge & skills. For all our courses alternative teaching methods are adopted. Teachers are given several input sessions on innovative

teaching methodologies and are instructed to adopt them. Some other methods of learning experiences:

- On-site learning
- Field visit & field work
- Exposure programs in environmental awareness & civic senses
- Community visits
- Participation in National & State level seminars
- Camps & clubs activities
- Peer group teaching
- Group discussion & role play
- Guest Lectures & Special Lectures
- Inter-Institutional interactions
- Self-study online
- Learning through Power-point presentations
- Seminars
- Market survey
- Assignments
- Exhibitions
- Group Discussion
- Power point presentation
- Project work
- Celebration of various days and weeks e.g. environment day, International women's day, Consumers day, Aids day etc.

The impact on students with the use of innovative practices is three fold:

➢ It makes learning student centric.
➢ Learning becomes skill oriented.
➢ First hand experiences help students to gain in-depth knowledge of the subject matter.

2.3.9 How are library resources used to augment the teaching-learning process?

The Library is well equipped with books, journals, back volumes, projects and dissertations including e-books and e-journals. Students can have an access to library between 7-30 a.m. and 1.30 p.m. from Monday to Saturday which facilitates optimum use. Staff and students use the library for projects, dissertations and research. Staff members provide reading lists to the learners to supplement teaching learning. Library resources are augmented to enhance teaching-learning process through:

i)   Introduction of e-journals for faculty & students.

ii)   Every year books, magazines, journals are added as per to the needs of staff & students.

iii)   The library is open well beyond college hours for faculty & students as and when needed.

iv)   Internet facility in the library.

v)   The range of subjects represented by the library collection reflects our institution's ever-growing interest for new areas of study and research.

vi)   The students and teachers have an open access to the books in the library.

vii)   There are adequate books for new subjects introduced, moreover books on general knowledge, fiction and self-help are available.

viii)   The ambience of the library is enhanced to motivate students to spend more time in the library.

ix)   The Poor Boys' library scheme is meant for economically weaker students and those belonging to SC/ST and OBC category.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

The institution hardly faces any challenges in completing the curriculum as the faculty follows lesson plan & faculty diary to monitor their syllabus & activities within the stipulated time shown in the calendar. For subjects requiring extra teaching hours apart from the stipulated number of hours, the institution provides extra classes in the timetable. One of the challenges faced by the faculty is the inadequate time to deliver curriculum enrichment programs at times. In spite of the above, due to unexpected situations like *bandhs/strikes* by political parties, institution faces challenges in completing the curriculum but the college through special classes tries to overcome these challenges. The principal keeps a check on the syllabus to be covered on regular basis.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

The institute implements the following things to evaluate and monitor teaching-learning process.

- Since 2008 the institution has introduced the tradition of writing an academic diary by the teachers. It helps the principal to obtain the feedback of all the faculty members annually. The principal appreciates achievements of the department and faculties to motivate

to go a step ahead and at the same time draws their attention to their limitations to enhance the quality of teaching and learning.

- Continuous evaluation of teaching – learning process is a practice in the college where personal attention is given to the students to improve their performance. After completion of preliminary exam of each semester result is declared at the earliest and the teachers always discuss how to improve performance of the final assessment.

- The management representative of the IQAC along with the Principal evaluates the annual semester results and in subjects where the students' performance is poor, counselling session is held with the faculty who has taught the subject to discuss the strategies for improvement.

- Student's feedback is taken and analysed.

- College has a grievance redressal cell.

- Question papers are stored in the library and soft copies of the question papers of internal & external examination are posted on the college web for reference on the part of students.

- Principal talks face to face with students.

2.4 Teacher Quality:

2.4.1 Provide the following details and elaborate on the strategies adopted by the College in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing Requirements of the curriculum.

The faculty members 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 workload of the college and the workload of the individual subject concerned to the Commissioner of Higher Education, Government of Gujarat 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 newspaper as has the state-wide circulation and in another newspaper 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.

7. 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.

8. 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 not have the required member of qualified and competent teachers. For the time being, as per the university norms and after keeping in confidence the management we have appointed visiting faculties to carry on the teaching process so the students do not have to suffer on account of the dearth of teachers. .

2.4.2 How does the institution cope with the growing demand/scarcity of qualified senior faculty to teach new programmes/modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

Ever since the university introduced the Course curriculum for Bachelor of Commerce (B.Com) & Master of Commerce (M.Com), no new emerging areas of study is introduced. However, for modern areas of study in related subjects experts from industry as well as retired professionals are invited for part-time/guest lectures to fulfill the subject needs.

2.4.3 Providing details on staff development programmes during the last four years. Elaborate on the strategies adopted by the institution in enhancing the teacher quality.

➢ **Orientation and Refresher Courses:** As per the requirement on the part of State Government and UGC, all the faculties have fulfilled the requirements: one orientation course and three refresher courses. To enhance teacher quality the institution provides physical facilities like internet, books as well as permission to do research-oriented works.

➢ **Teaching learning methods/approaches:**

- In the departmental meeting ways of teaching a particular subject (specially the new courses) is discussed.

- Teachers get training in teaching learning methods through KCG.

- Demonstration on how to use certain equipment is organized.

➢ **Handling new curriculum**

- Discussion with senior teachers of the P. G. Department.

- Inviting experts where the faculty also attends the sessions.

- The faculty discusses her approach of teaching the subject allocated to her with the senior faculty.

- Use of internet & library is made available.

- The SANDHAN also addresses certain value-based topics.

➢ **Content/knowledge management**

- Library resources are enhanced.

- A number of faculty are P. G. recognized and guide Ph.D. researchers as well.

- Teacher Diary also helps in enhancing the teacher quality.

➢ **Selection, development and use of enrichment materials**

- DELL study material in English.

- Question banks are prepared.

- Faculty members are associated with textbook board.

- As a part of field work students evaluation criteria is prepared.

2.4.4 What policies/systems are in place to recharge teachers? (e.g.: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

The institution extends full support to all the faculty members for their professional development. The faculties are encouraged to pursue their M. Phil. & Ph.D. through faculty development schemes. Application for research grants for major and minor projects are encouraged, recommended and forwarded. The staff members are motivated to participate in refresher & orientation programs, national, international conferences/Seminars (within and outside India), in-service training, and organizing national / international conferences. The institution also conducts seminars, workshops and conferences & arranges special lectures for the development of faculties with the motive of facilitating their progress smoothly.

In order to increase the teachers' qualifications, the institution motivates and provides required facilities in the following manner:

- Two faculty members are pursuing Ph.D. One has cleared NET and one teacher has been working on a minor research project. The teachers are encouraged by the management to enhance their knowledge and undertake research projects.

- Faculty members are given permission to be resource persons at various seminars, workshops and symposiums at state, zonal, national and International level and as mentors for KCG projects, SANDHAN, one day workshop on effective writing of study material etc.

- Ample guidance, help & infrastructure facilities are provided by management & institution.

- T.A. and D.A. are provided to teachers according to the provision made in the U.G.C. grant for paper presentation at national or international level seminars, workshops or conferences.

2.4.5 Give the number of faculty who received awards/recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance /achievement of the faculty.

No recognized awards have been accorded to our staff members so far. But we are trying our level best to qualify ourselves for awards/recognition at the state, national and international level for excellence in teaching. We are given credit at local level. Some of our faculties are invited to deliver expert lectures and be the resource /chairpersons in technical sessions.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used?

As mentioned above the institution has introduced evaluation of teachers by the students for improving the quality of the teaching-learning process. The following is the evaluation methodology:

- Students evaluate the teachers providing feedback in the written form. For this questionnaires are designed by the faculty members and filled in by the students.

- Students' feedback on attributes like clarity of subjects, interest generated, behavior, knowledge, regularity, evaluation, method of teaching and overall rating are obtained. The students assess this attributes on a five-point scale ranging from very good to poor. Similarly, a feedback on the courses taught is also taken.

- The principal discusses the outcome of the feedback with the concerned teachers with reference to evaluation by the students. Teachers who scored low on certain attributes were helped by the Principal and Senior faculty to improve by providing assistance wherever needed.

- Suggestions from the parents, counsellors, visiting faculties and external examiners are sought and amendments in teaching styles, updating the Curriculum are taken care of by the faculty.

2.5 Evaluation Process and Reforms:

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

The institution transmits the evaluation processes to the stakeholders of the institution especially students and faculty in the following manner:

- The students and stakeholders are made aware of the evaluation process by giving the prospectus of the college at the time of admission.

- First year students are informed about the process of evaluation of the institute by the principal and the faculties on the occasion of inauguration ceremony for the B. Com. Sem. I students and during the orientation programme.

- Individual subject teacher informs the students about criteria & method of internal evaluation in respective subjects during lectures.

- Tentative dates for prelim test are planned by the IQAC and it is confirmed after discussion in the faculty meeting at the beginning of the semester.

- The date for the submission of internal marks is decided.

- The test time table is prepared by the in-charge faculty and put on the notice boards very much in advance to help the students develop awareness and make plan for other activities.

- The test results are put on the notice board for the knowledge of students and they are also posted on the website of the college as well.

- Moreover in small classes the teacher discusses the paper with each student whereas in large classes, the expected answers are discussed.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

The major reforms of the University adopted by the college are external 70% Internal 40% in each subject to be considered eligible for University exam. The evaluation reform at the college level:

- A uniform question paper style has been formulated and implemented. Internal tests are planned centrally and conducted without disturbing the regular teaching learning process. Additional test in theory is taken to enable the students who have taken leave during tests.

- Assignments and presentations are a regular feature of various subjects.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

- To ensure effective implementation of the evaluation reform of the University and college i.e. the ratio of 70:40 external and internal is passed in the board of studies in commerce.

- Internal marks are displayed on the college notice board 10 days prior to university exam.

- Subject teachers help to enter the marks in the computer and then they go through the computerized internal mark sheet (soft copy as well as hard copy) before sending it to the university.

2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

The formative evaluation approaches are internal test per semester and the result is considered for internal marks. The teacher takes one test, one assignment or one presentation based on the demand of the course. Students are also given seminars, class presentation, project work, term work, co-curricular activities like subject related talk by experts etc. Skills on abilities of the students are also assessed by organizing competitions during celebration of various events like consumer protection

day, effective public speaking etc. Moreover external theory and practical (computer) exam is conducted and evaluated by the university.

2.5.5 Enumerate on how the institution monitors and communicated the progress and performance of students through the duration of the course/ programme? Provide an analysis of the students' results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

The institution regularly monitors and communicates the students' performance by :

- Evaluation of the internal test papers within the stipulated time, discussing the answers with the students, showing the answer books to the students and pointing out the errors, if any, committed by them and offering solutions.

- Teachers discuss and guide on how to write the answers properly.

- Students who are very weak are called during extra hours to help them with their difficulties.

- In the practical subject, there is a continuous evaluation. Each practical is marked, this enables the teacher to provide continuous guidance thus improving the students' performance.

Results of the last five years.

Programme	Year			
	2008-2009	2009-2010	2010-2011	2011-2012
F.Y.B.Com. (Sem. II)	76.86%	79.48%	85.71%	56.61%
S.Y.B.Com. (Sem. IV)	97.62%	84.41%	95.30%	94.28%
T.Y.B.Com.	83.90%	86.00%	87.26%	97.62%
M.Com. (Sem. IV)	98.32%	99.00%	97.92%	98.41%

Looking at the above-cited result, we can come to the conclusion that overall result of the last four years is nearly 80%. We find one exception in the year 2011-2012: the result of B.Com. Sem. II has declined i.e. 56.61% because during this year the CBCS was introduced and the students were unfamiliar with the new system introduced by the university. Our result of this year is higher than the university result.

2.5.6 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

Transparency in the internal assessment is maintained by:

- Displaying students' marks on the notice board. It is also posted on the college website.

- By showing answer books to the students in the classrooms and pointing out the errors committed by them, if any.

- The answer books for the internal tests are preserved for one semester after the university results are declared.

- Prior to submitting the internal marks to the university they are displayed on the notice board and the students are informed to report to the Principal in case of any discrepancy in marks.

- Subjects where two teachers teach the same course, papers are set by both the teachers and one teacher evaluates paper of first internal test and the second teacher will evaluate the second internal test.

- To decide the best students, best NCC cadets & NSS volunteers, the teacher in charge, in consultation with the Principal, evaluates the students in terms of performance, etiquette, communication skills, leadership abilities, problem solving capacity and overall performance. The students, selected by the teacher concerned, are given prizes at the time of college annual day celebration.

2.5.7 Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

Yes, our college uses assessment/evaluation as an indicator tool for evaluating student performance. The following are the methods of assessment used as indicators of student performance:

1. Written Assessment
2. Practical Skill Assessment
3. Field Work Assessment
4. Group Assessment
5. Competitive Assessment
6. Research/Project Assessment
7. Attendance/Conduct Assessment

To find whether learning objectives are achieved, the written answer books of internal test are shown to the students in classroom and their mistake are pointed out in their presence and the correct answers are discussed. We come to know which topics were found difficult ones and the next year much emphasis is laid on them from the beginning of the new academic year and they are discussed in detail. The time table is framed keeping in view all these aspects.

2.5.8 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

- The mechanism for redressal of grievance with reference to evaluation at the college level is that the student can directly approach the respective subject teacher and share his/her problem. Very rarely if not satisfied the students can approach the Principal who will then tackle the matter by looking at the answer books of the students and necessary measures are taken taking the opinion of the teacher into consideration and in rare cases another subject matter expert is asked to go through the answer books once again to know the truth.

- At the university level there is a facility of reassessment and rechecking which the students can avail.

- In case the students have complaint regarding the question paper, it is brought to the notice of the university authority who looks into the matter and tries to resolve the same.

2.6 Student performance and Learning Outcomes:

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

Yes, the college has clearly stated learning outcomes. The students and staff are made aware of outcomes through various ways.

1. In the general meeting with the faculties the principal narrates the success story of the college in detail and expresses his heartfelt thanks to the faculties involved in accomplishing the tasks assigned to them.

2. While welcoming the new entrants to the college at the outset of the new academic term the principal makes all the presentees aware of the achievements of the students and the staff of the previous years and motivate them to acquire the highest positions in their special fields of interest during their three or five year academic journey of life.

3. The names of the toppers of all the college activities, may it be N.S.S., N.C.C., Sports or Culture, are displayed on the notice boards and mentioned in the prospectus as well. They are also posted on the college website.

4. The college makes a mention of the achievement of all the students in the annual report too.

2.6.2 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

In order to achieve the intended learning outcomes we put into practice the following things:

1. We make the students work collaboratively and productively through various curricular as well as extra-curricular activities like N.S.S., N. C.C., Sports, Cultural programmes etc.

2. The P.G. students are encouraged to use basic mathematical and statistical tools of analysis to complete their research-oriented projects.

3. To apply critical and analytical skills and methods to the identification, evaluation and resolution of complex problems we arrange lectures of experts belonging to different strata of society.

4. To make the students engage confidently in self-directed study and research the faculties concerned hold meetings with the students at a regular interval and discuss about the issues they are concerned with.

5. The college has identified some problems of the students related to communication of ideas effectively in both written and oral formats. The college is working in this direction. We motivate the students to appear in SCOPE examination which improves all the language skills i.e. reading, writing, speaking and listening. The remedial classes are also arranged to strengthen their subject knowledge. They are trained to participate in competitions like Quiz, Debate etc. that lead to their overall and holistic development.

The college aims at achieving the intended learning outcomes by providing a supportive, vibrant and challenging learning environment to the learners. The college tries to create learning atmosphere by adopting various learning strategies. The students are given due respect during their academic journey at the college. The teaching, learning and assessment strategies of the institution are structured keeping the students at the center.

- The subjects of commerce education are selected with the aim of overall development of the student who are enrolled; this prepares them for a vocation or helps them to decide which profession they would like to follow by guiding them in the course of further studies. Based on the learning outcome desired in each course, site visits, field visit, study tours, placement etc. are planned.

- Creativity is enhanced by organising a variety of programmes under Sapth Dhara. Counselling is an integral part of the college, each faculty member is allocated some students, and asked to keep in constant touch with them and help them in solve personal and academic problems.
- The N.S.S. units of the college organise community outreach programmes which enable the students to identify the needs of the students belonging to rural area and they are planned and designed to fulfill the learning objectives.
- In theory, subject teachers are supposed to give the results of the test within a week so that the students can have enough time to improve their performance in the ensuing examination.
- Students have an open access to the library. They are motivated to view SANDHAN programmes which are both value based and academic.

2.6.3 What are measures/initiatives taken up by the institution to enhance the social and economic relevance (quality jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

To enhance the social and economic relevance of the courses offered the measures/ initiatives taken up are as follows:

- Students are guided regarding the future prospects of various options in the commerce field.
- Through outreach programmes by N.S.S. units, the students are made aware of the problems of the community.
- Professional institutes are allowed to use the college platform with a view to sharing their views on economic situations prevalent in the society.
- Value added lectures on entrepreneurship skills are conducted.
- Campus placements for quality jobs in reputed companies are arranged.
- For innovation in research aptitude, the students are encouraged to undertake, participate in research projects at P.G. level.
- Students are motivated through personality development lectures and encouraged to participate in activities for community services.
- Each course has clearly stated objectives and how the course will help in the Job market is also discussed with students by teachers in class rooms.
- Skill oriented seminars are organized.
- Visits to various Banks, companies, factories, industrial units are organized. Advertisements related to the field are also displayed on notice board.
- Students are guided to apply and appear for the jobs.

- Campus interviews are organized by inviting the well-known companies of the town as well as surrounding areas.
- Students are given an idea of their future job prospects.

2.6.4 How does the institution collect and analyse data on student learning outcomes and use it for planning and overcoming barriers of learning?

- After the declaration of the first test results, the teachers analyse the performance of the students. If it is not satisfactory she finds the reasons holding discussions with students and tries to change the teaching strategy i.e. methodology, if required.
- In certain courses friendly concept is introduced where the students who perform well are given the responsibility to help the poor performers.
- The institution has also started preparing study material for the benefit of those students who are not well versed in English and for the first generation learners. Keeping the need of the students abreast, a three day seminar on effective public speaking was organised.

2.6.5 How does the institution monitor and ensure the achievement of learning outcomes.

To monitor the achievement of learning outcome the college adopts the following:

- There is continuous evaluation of theory and practical.
- Students of all semesters are given assignments/presentations.
- Sapt Dhara activities of the institute also ensure the achievement of learning objectives.
- Co-curricular activities are executed like exhibitions, competitions etc.

2.6.6 What are the graduates attributes specifics by the college/affiliating university? How does the college ensure the attainment of these by the students?

- The college aims at inculcating professional skills in the students by the end of the semester.
- The students on completing graduation programmes becomes well versed with the Commerce and Management programmes.
- Various skill oriented activities are performed.
- The graduate and post-graduate programmes are so designed that students can either become self-employed or become competent enough to get jobs in national or multi-national companies.
- Life skills are also inculcated in the students by means of courses like personal empowerment, effective speaking and writing, ICT courses, environment studies etc.

- Students are sent for placement and internship as a part of the demands of their specialization courses.
- Creativity, imagination and problem solving skills are ingrained through various co-curricular and extra-curricular activities under Sapt Dhara.
- The community outreach programmes of the department also gives the students an opportunity to work with disadvantaged groups of the community. The NCC and NSS activities, organized in the college, develop life-enhancing qualities like compassion, understanding and tolerance in the students to face the challenges of life.

CRITERION – III: RESEARCH, CONSULTANCY AND EXTENSION:

3.1 Promotion of Research:

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency / organization?

Our college does not have a recognized research center within the college campus but the university has allowed M. Phil. And Ph.D. students to get guidance from our faculties.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Yes, the institute has a Ph.D. research committee which comprises the Principal, Ph.D. Guide and other faculty. For the minor and major research projects, a committee is formulated within the college consisting of Principal, Principal Investigator (PI) and subjects experts as per the requirement of the project.

- One of our faculty member Dr. K. C. Modi has provided services as a mentor at KCG workshops on "Promotion of Quality of research" in the colleges at Chanasma and Himmatnagar.
- As per the research committee recommendations many of our college teachers were encouraged to attend KCG workshops on "Promotion of Quality of research" at Chanasma college and were guided to prepare their proposals for minor/major research projects.
- The existing research committee also feels that the faculty members should get expose to the need for data handling/processing. As a result of which a seminar on "Application of Statistics in Promotion of Research Quality in Commerce" was organized on 21st March 2013 in the college and all the faculty members were exposed to various statistical applications especially t-test, ANOVA, chi-square etc.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?

The following measures have been taken by the institution to facilitate smooth progress and implementation of research scheme/project :-

- The principal investigator is given enough autonomy to carry out his project, may it be minor or major research project.
- Resources are made available at within the time limit.
- Smooth flow of fund/resources are also made available within the stipulated time to the principal investigator.
- Adequate infrastructure and human resources are provided.

- All the required infrastructure facilities like computer room, Laptop, printer, table, chair etc. and human resources like, research assistants, field investigators, peon and other supporting staff are provided as per sanctioned requirements.
- Since reduced teaching load is not possible but flexibility in terms of availability in the college is given to the principal investigator as and when needed.
- The college supports the principal investigator in terms of technology and infrastructural needs by providing internet facilities and providing the library journals and reference books along with subscribed E-journals.
- Facilitate timely auditing and submission utilization certificate to the funding authorities
- The principal investigator gets the grant released in time against the bills submitted. Submission of utilization certificate is done by the PI.
- The principal investigator gets a lot of support from the college principal, management and staff members/experts from sister-concerned institutions and university departments.

3.1.4 What are the efforts made by the institution developing scientific temper and research culture and aptitude among students?

The efforts made by the institution to develop scientific temper, research culture and aptitude among students, the college management motivates students to participate in National and International seminars and present their research papers. Regular guidance is provided arranging interaction with the expertise or guest faculty. PG students have Research Methodology as a subject in their curriculum. Our three faculty members provide the best possible guidance to the students to do research-oriented activities.

- A one-day seminar on "Creating Research Culture in Commerce" was organized on 18th March, 2013. The former pro vice-chancellor of North Gujarat University, Dr. J. H. Pancholi was the chief speaker at the seminar. All the faculty members and PG students participated in the seminar.
- A one-day workshop on "Emerging Professional trends in Commerce" in the presence of the members of Alumni Association of the college was arranged on 17th January, 2012 whereby the emerging prospects and expanding horizons of commerce were discussed at length.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/ collaborative research activity, etc.)

Faculty involvement in active research.

(I) Guiding students for research:

➤ Teachers guiding Ph.D. students:

Sr. No.	Name of the Research guide	Subject	No. of Researchers
1.	Dr. J. K. Patel	Accountancy	5
2.	Dr. H. S. Viramgami	Commerce	7
3.	Dr. R. N. Desai	Economics	4

➤ List of Students completed Ph.D. under Dr. H. S. Viramgami.

Sr. No.	Name of Researcher	Title of Research Project	Registration date & No.	Degree awarding date & Ph.D. Notification No.
1	Patel Dinesh N.	Financial Performance Appraisal of Fertilizer Industry with reference to Gujarat State	15-06-2007 No. 899	18-12-2009 No. Aca/Ph.D./561/285/2009
2	Patel Hasmukh B.	Marketing of Tourism in Gujarat : problems and Prospects	15-06-2009 No. 900	26-02-2010 No. Aca/Ph.D./588/18/2010
3.	Joshi Prashant M.	A Study of Co-operative Training and Education Practices of District Co-operative Unions in Gujarat	15-06-2009 No. 901	22-06-2010 No. Aca/Ph.D./618/48/2010

➤ List of Students pursuing Ph.D. under Dr. H. S. Viramgami.

Sr. No.	Name of student	Title of Ph.D.	Registration date & No.
1	Thakkar Jyoti M.	A Scheme Wise Analysis of Mutual Fund Investment in Gujarat (A Comparative Study of Public Sector and Private Sector)	15-06-2011, No. 1325
2	Patel Vijay B.	A managerial Appraisal of Public Hospitals in Gujarat (Located at District Head Quarter)	15-06-2011, No. 1326
3.	Lohia Sunil K.	A Study of Customer Perspective for Innovative Banking Practices of Selected Public Sector and Private Sector Banks in Gujarat	15-06-2011, No. 1327
4	Parmar Ramesh M.	A Study of Consumers' Experiences about Performance of Water Parks in Gujarat State	15-06-2011, No. 1328

5	Parmar Ashok D.	A Study of Financial Performance of State Mine and Mineral Undertakings of Gujarat and Rajasthan	15-06-2011, No. 1329
6	Sharma Jyoti R.	A Study of Spot and Future Commodity Markets of India	15-06-2012, N. 1827

> **List of Students pursuing Ph.D. under Dr. J.K.Patel**

Sr. No.	Name of the Students	Topics of Research
1	Prajapati Ashokkumar Ganapatlal	A Study of Capital Structure v/s. Profitability of Fertilizer units of Gujarat.
2	Bagul Vashantbhai Gulabbhai	A Comparative study on the customer satisfaction in context of Shopping Malls and Retailers of selected cities in Gujarat State.
3	Patel Niraj Bharatkumar	A Study on working capital management of selected units of Steel Industry of india.
4	Mordhara Paresh Ukabhai	A Comparative study of Financial performance of selected private, Public and Foreign Banks in India.
5	Varvadiya Jignesh Shankarlal	A Comparative study of Financial performance appraisal of selected private Life Insurance Companies of India.

> Teachers guiding M.Phil. students to prepare research projects.

Sr. No.	Name of the Research guide	Subject	No. of Students
1	Dr. J. K. Patel	Accountancy	5
2	Dr. K. C. Modi	Management	4
3	Dr. H. S.Viramgami	Commerce	5
4	Dr. R. N. Desai	Economics	9

> List of M.Phil. Students : under Dr. J. K.Patel

Sr. No.	Year	Name of Students	Dissertation Topics
1	2009-10	Barot Hetalben Maheshkumar	ખેતીવાડી ઉત્પન્ન બજાર સમિતિ ઉંઝાની કામગીરીનો એક અભ્યાસ
2	2009-10	Patel Bhavikaben Amrutlal	G.N.F.C. ની નાણાંકીય કામગીરીનો એક અભ્યાસ (Gujarat Narmada Fertilizer Company)
3	2010-11	Bharwad Vijesh Indubhai	A Comparative study of profit margin and assets turnover of IFFCO & Kribhco.
4	2010-11	Patel Vipulbhai Jayantilal	Financial performance of Co-operative Bank located in Mehsana City.

5	2011-12	Prajapati Manishkumar Ashokbhai	ઉનાવા APMC ની નાણાંકીય કામગીરીનો એક અભ્યાસ
6	2011-12	Rathod Vijaybhai Sitarambhai	ઉનાવા APMC ના મૂડી માળખાનો અભ્યાસ
7	2012-13	Jadav Girishkumar Ranchhodbhai	HDFC Bank અને ICICI Bank ની નફાકારકતાનો તૂલનાત્મક અભ્યાસ
8	2012-13	Joshi Prashant Munindra	A Study of Financial Performance of Madhur Dairy, Gandhinagar.
9	2012-13	Patel Hasmukhbhai Becharbhai	ડીસા APMC ની નાણાંકીય કામગીરીનો એક અભ્યાસ
10	2012-13	Varvadiya Kamaleshkumar Manjibhai	Belief and Attitude Internet Advertising

> List of M.Phil. Students : under Dr. H. S.Viramgami.

Sr. No.	Year	Name of Students	Dissertation Topics
1	2009-10	Ladhad Meenakumari Khajuromal	ઉઝા નાગરીક સહકારી બેંકની નાણાકીય કામગીરીનો એક અભ્યાસ
2	2009-10	Patel Ashaben Kantilal	સિધ્ધપુર તાલુકા સહકારી ખરીદ વેચાણ સંઘ લી. સિધ્ધપુરની નાણાંકીય કામગીરી વિશ્લેષણનો એક અભ્યાસ
3	2009-10	Patel Ramaben Ganeshbhai	ધી મહેસાણા અર્બન કો. ઓ. બેંકની નફાકારકતાનું વિશ્લેષણ
4	2010-11	Pandya Narendra Subhashchandra	A Comparative study of Profitability of Mehsana Urban Co-Operative Bank-Mehsana and Sarvoday Commercial co-operative bank, Mehsana.
5	2010-11	Patel Dinesh Natavrlal	A study of Capital structure of GSPC Group of companies.
6	2010-11	Varvadiya Jigneshkumar Shankarlal	A study of Tourists' Perception about Tourism Sector of North Gujarat
7	2011-12	Jaganiya Dashrathbhai Bhagvanbhai	"Client Perfection About Bullion Market with specific focus on Gold"
8	2011-12	Patel Bhavikaben Dineshbhai	"ધી ગાંધીનગર અર્બન કો–ઓપરેટીવ બેંક લિ. ગાંધીનગર ધી માણસા નાગરીક સહકારી બેંક લી. માણસાની નફાકારકતાનો તુલનાત્મક અભ્યાસ."
9	2011-12	Patel Kirtikumar Mafatlal	"ધીખેતીવાડી ઉત્પન્ન બજાર સમિતિ ડીસા. જી. બનાસકાંઠાની નફાકારકતાનો અભ્યાસ."
10	2012-13	Joshi Diptiben Dhirajkumar	"ઉત્તર ગુજરાતના નેચરલ પાર્કની કામગીરી અંગના ગ્રાહકોના અનુભવોનો એક અભ્યાસ.""

11	2012-13	Mevada Kinjal Ramanbhai	"આઈસ્ક્રીમ અંગે ગ્રાહક વર્તણુકનો અભ્યાસ (પાલનપુર અને ડીસા શહેરના સંદર્ભમાં)''
11	2012-13	Patel Ashaben Amrutlal	"મહેસાણા અને પાટણ જિલ્લા સહકારી ખરીદ–વેચાણ સંઘ લી.ની નફાકારકતાનો એક અભ્યાસ''
12	2012-13	Patel Niteshkumar Kantibhai	''ગુજરાત સ્ટેટ ફર્ટીલાઈઝર્સ એન્ડ કેમીકલ્સ લીમીટેડ નો નફાકારકતાનું વિશ્લેષણ ''
13	2012-13	Patel Ripalben Pravinkumar	''મોબાઈલ હેન્ડસેટ અંગે ગ્રાહકોના અનુભવનો એક અભ્યાસ–મહેસાણા અને પાટણ શહેરના સંદર્ભમાં''

➤ Teachers guiding M.Com. students to prepare research projects.

Sr. No.	Name of the Research guide	Subject	No. of Students
1	Dr. J. K. Patel	Accountancy	8
2	Prof. U. G. Panchotiya	Accountancy	8
3	Prof. R. M. Patel	Accountancy	8
4	Prof. S. J. Patel	Statistics	8
5	Dr. K. C. Modi	Management	9
6	Prof. M. B. Pandya	Statistics	7
7	Prof. A. D. Parmar	Accountancy	8
8	Dr. H. S.Viramgami	Commerce	9
9	Dr. R. N. Desai	Economics	9

(II) Faculty involvement in active research i.e. pursuing Ph.D degree:

Sr. No.	Name of the Researcher	Research Subject	Name of the Guide	Name of University
1.	Prof. A. D. Parmar	A Study of Financial Performance Appraisal of Mines and Minerals undertaking of Gujarat and Rajasthan.	Dr. H. S. Viramgami	H.N.G.Uni., Patan.
2.	Prof. V. B. Patel	"The Comics Other: Charting the Correspondence between Comics and Difference"	Dr. Chandrikaben Sood	Bhagwant University, Ajmer

3.1.6 Give details of workshops/ training programmes / sensitization programmes conducted /organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

One day Seminar on "Selection of Dissertation Topics" was organized on 18th March, 2013 for the M.Com. students wherein students and teachers of our college actively participated.

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

I. Prioritized Research Areas:

Sr. No.	Name of the Faculty	Prioritized Research Areas
1	Dr. J. K. Patel	Accountancy
2	Dr. K. C. Modi	Management
3	Dr. H. S.Viramgami	Commerce
4	Dr. R. N. Desai	Economics
5	Dr. G. U. Rajput	Physical Education

II Expert lectures/Resource persons in various events:

Sr. No.	Name of Expert/Resource Person	Name of Events
1.	Dr. J. H. Pancholi	Dissertation for Research Project

➢ List is attached of the faculty members who went as resource persons in research related seminars/workshops/training programme.

Faculty invited as Resource Persons:

Sr. No.	Name of Faculty	Topic	Date	Agency/Institute
1.	Dr. R. N. Desai	Industrial requirement and commerce education in globalization.	22 January, 2013.	Dr. Baba Saheb Ambedkar Mahavidyalaya, Amravati.
2.	Dr. K. C. Modi	"Promotion of Quality of Research"		Arts and Commerce College, Himmatnagar.
3.	Dr. K. C. Modi	"Promotion of Quality of Research"		Arts and Commerce College, Chanasma.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

We invited Dr. J. H. Pancholi, the former Pro Vice Chancellor, North Gujarat university, Patan to interact with the PG students and the faculties.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

Since ours is an undergraduate college, it is difficult to find replacements of the teachers opting for leaves. Thus, for the benefit of the students, leaves for research activities are not granted, but flexibility in timings are made available for those teachers who are actively involved in research works.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative finding of research of the institution and elsewhere to students and community (lab to land).

Details of the initiatives taken up by the institution are as follows:

Creating awareness

- By celebrating various weeks like Environment Awareness week, Consumer week etc.
- By conducting a socio-economic survey of the inhabitants of the slums i.e. slum-dwellers.

3.2 Resource Mobilization for Research:

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

Our college is a grant-in-aid college and therefore, there is no specific budget allotment for research. However, our teachers apply for major & minor research projects to UGC. In 11th plan of UGC the college received 20 lacs additional assistance out of which 80% was utilized to purchase PCs , Laptops, books and internet facilities for research activities.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

There is no such provision. However, our faculty members have got minor & major research projects from the UGC and the college always supports the researchers by providing excellent library facilities, infrastructural facilities, Language laboratory facilities, Computer facilities, Internet facilities and various other facilities.

3.2.3 What are the financial provisions made available to support student research projects by students?

The students of the college are also motivated to pursue research oriented activities. The necessary assistance is provided to them by allowing them to internet facilities, library facilities and infrastructural facilities in spare time. The students who are very keen on undertaking research are provided even financial assistance by the college.

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite example of successful endeavors and challenges faced in organizing interdisciplinary research.

It is always the endeavor of the staff members to keep themselves updated in the matters of their own subjects as well as the recent happenings in other subjects. As and when time permits, a meeting of all the staff members is held to materialize this intention and the discussions are held on various subjects. The members of various departments interact with one another and share their experiences. In this fashion, the interdisciplinary approach is developed among the faculty members that have resulted in the fruitful completion of two minor researches and one is ongoing project funded by the UGC.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

Our institute functions from 7.00 am to 1.30 pm which facilitates the students to use internet and library facilities. Apart from the regular time of the institute, the students can avail various equipment and research facilities for carrying out their project works after seeking prior permission from the principal or the teachers concerned. Moreover, they can also avail the facilities available in sister-concerned institutions. In order to ensure optimal use of various labs & equipment, regular students are divided into smaller batches, so that they get an opportunity to make optimum use of the facilities available in the college.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

No special grants from industry or other agencies have been received so far for developing research facilities.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grant received during the last four years.

There has been a continuous motivation and encouragement from the principal and the trust namely Sardar Vidyabhavan Trust to take up the research projects and as a result a following research project has been taken up by faculty. One of the faculties named Dr. H. S. Viramgami has received the UGC grant for a minor research project, the details of which are as under:

UGC Sanctioning Letter No: 23-1636/10(WRO) dated 22-09-2010.
Total Amount Sanctioned: Rs. 80,000

3.3 Research Facilities:

3.3.1 What are the research facilities available to the students and research scholars within the campus?

Within the college campus research facilities available to the students and research scholars within the campus are as under:

- ICT
- Well-equipped laboratories: Computer and DELL with internet access
- INFLIB-NET
- Library having books, reference books, magazines and journals
- Research guides available in four major subjects.
- Outside the campus, under umbrella of Ganpat University, Kherva run by the same trust, facilities to do research are available.
- Internet access with the speed up to 10 Mbps is available in the library.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

The following are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research:

- Syllabus has been revised as per the global needs. Courses in computer are introduced and revised from time to time as per the research need. During the M.Com IV semester i.e. final year of M. Com., the students conduct small researches and make presentations on their respective research project works in a seminar.
- For upgrading the research knowledge seminars & workshops are organized for students & the staff.
- At the same time new programmes are installed for upgradation of computer (ICT) i.e. 'SOUL'.

- Infrastructural facilities like a full-fledged computer Lab. with 56 computers with internet facility, DELL with 25 computers out of which ten computers are having internet facility, fully furnished library with books and journals to meet the needs of students who want to conduct researches.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes', what are the instruments/facilities created during the last four years.

No such grants have been received from either industry or beneficiary agency for developing research facilities but the UGC provides the grant for minor and major research projects.

- One of our faculties Dr. H. S. Viramgami has received the grant amounting to Rs. 80,000/- for conducting a minor research project.
- DELL has been developed from the financial assistance worth Rs. 10,00,000/- by State Government.
- The college has developed the state of the art computer lab. with the monetary help amounting to Rs. 14,00,000/- extended by our faculty named Miss Alkaben Kshatriya who is on lien at present rendering her services as the Member of Parliament.

3.3.4 What are the research facilities made available to the students and research scholar outside the campus/other research laboratories?

The following are the research facilities made available to the students and research scholar outside the campus:

- Hemchandracharya University Library is available for research work.
- Statistics department helps in the analysis process.
- The nearest university namely Ganpat University is only 10 km. away from Mehsana and it extends great support to researchers.

3.3.5 Provide details on the library/information resource center or any other facilities available specifically for the researchers?

- College library provides internet facility to the research students.
- Library is having a number of research journals for reference for research work.
- Photocopy facility is made available for researchers in the premises.
- The university library facilities are made available to the researchers.

3.3.6 What are the collaborative research facilities developed/created by the research institutes in the college. For e.g. Laboratories, library, instruments, computers, new technology etc.

Our college has developed the following research facilities but not in collaboration with other research agency:

1 Digital Education and Learning Lab (DELL) with 25 computers and internet facility.
2 Well-equipped computer lab. with 56 computers and internet facility.
3 State of the art library with all sorts of manual and digital services available.

3.4 Research Publications and Awards:

3.4.1 Highlight the major research achievements of the staff and students in terms of Patents obtained and filed?

NIL

Research studies or surveys benefiting the community or improving the service

A survey on the socio-economic condition of the slum-dwellers conducted by Dr. R. N. Desai has made us realize the plight of the slum-dwellers. We are trying our level best to extend moral, academic and economic support to the slum-dwellers and especially to their children.

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

Our principal named Dr. J. K. Patel and a faculty member named Dr. H. S. Viramgami are the members of the Editorial Boards of National Journals. The detailed information of the journals is as follows:

1. Indian Stream Research Journal
2. Golden Research Thoughts
3. Research World

3.4.3 Give details of publications by the faculty and students: Research Publication by faculties.

No.	Title	Author	In	Year
1	Adoption & Impact of E-Accounting	Dr. J. K. Patel	All India Accounting Journal	September-2011
2	An analysis of benefits & opportunities of tourism industry in India.	Dr. R. N. Desai	Indian Stream Research Journals	October-2011

3	Effect of capital market on Environment	Dr. R. N. Desai	Golden Research Thoughts	April-2012
4	Co-operation and State-aid	Dr. R. N. Desai	Indian journal of Research Paripex	August-2012
5	Employer-Employee Relationship in Co-operation.	Dr. R. N. Desai	Indian Journal of Applied Research	September-2012
6	E-Social Research Methods	Dr. R. N. Desai	Book- published by Shrinivas Publication, Jaipur.	October-2011
7	Co-operative Management & Development	Dr. R. N. Desai	Book- published by Shrinivas Publication, Jaipur.	November-2012
8	Industrial Environment	Dr. R. N. Desai	Book- published by Shrinivas Publication, Jaipur.	December-2011
9	A comparative study of Tourist Resources of Gujarat State.	Dr. H. S. Viramgami	Zenith International Journal of Multidisciplinary Management.	Feb-2012

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List of Articles Published by Dr. J. K. Patel			
Sr. No.	**Name of Journal**	**Name and address of publisher**	**Title of paper published**
1	**Vishwabharati** Volume - 2, Issue - 1, March - 2011	Thematic Publications, Sunil Terrace, Block No. - 14, Bh. Central S. T. Stand, Lathur - 413512 (MS)	A Study of Profit Margin Ratio of Fertilizer Industry with reference to Gujarat State
2	**Thematics Journal of Commerce & Management** Volume - 1, Issue - 1, March - 2011	Thematic Publications, Sunil Terrace, Block No. - 14, Bh. Central S. T. Stand, Lathur - 413512 (MS)	A Study of Co-operative Training Practices of District Co-operative Unions of Gujarat
3	**Indian Streams Research Journal** Volume -I, Issue - IV, May - 2011	Dr. Ashok Yahhladevi, 258/34, Raviwar Peth, Solapur - 413005 (Maharashtra)	The Changing Face of Management Education : Challenges for Tomorrow
4	**Golden Research Thoughts**	Dr. Ashok Yahhladevi, 258/34, Raviwar Peth, Solapur - 413005	Goods and Service Tax - An Introductory Study

	Volume - I, Issue - II, August -2011	(Maharashtra)	
5	**Golden Research Thoughts** Volume - I, Issue - III, Sept. - 2011	Dr. Ashok Yahhladevi, 258/34, Raviwar Peth, Solapur - 413005 (Maharashtra)	Adoption and Impact of E-accounting
6	**Social Science Reporter** Volume - 1, Issue - 1, May - 2011	Thematic Publications, Sunil Terrace, Block No. - 14, Bh. Central S. T. Stand, Lathur - 413512 (MS	Emerging Issues in International Financial Reporting Standards
7	**Vishwabharati** Volume - 2, Issue - 3, September - 2011	Thematic Publications, Sunil Terrace, Block No. - 14, Bh. Central S. T. Stand, Lathur - 413512 (MS)	IFRS and Indian Accounting Standard : A Comparative Analysis.
8	**Globle J. of Arts & Mgmt. 2012 2(3)** ISSN : 2249 – 2658 (online)	Rising Research journal Publication Tiruvallur, India www.rrjp.in rrjpublication@gmail.com	Ethical Issues in Accounting Page : 219 to 222

3.5 Consultancy:

3.5.1 Give details of the system and strategies for establishing institute industry interface.

- MoU with Chamber of Commerce, Mehsana.
- MoU with Tax Consultants.
- MoU with various companies for placement.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The following is the stated policy of the institution to promote consultancy:

- The faculty members of the college render honorary services whenever needed. If anyone wants guidance regarding the preparation of tax returns, they are ready to extend their support.
- By arranging exhibition of books on various subjects.
- Celebration of various days like on which the stakeholders are invited from different Cooperative Organizations.
- Constant attachment with various clubs like Rotary Club, JCI Oil City etc.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

- Adjustment in terms of time management when required and duty leave is sanctioned for the staff for utilizing their expertise for consultancy services especially when they go either as a guest lecturer in various institutions or as a part of committee of various organizations.
- Whenever there is an opportunity, institute encourages and manages to get the names of the contributors published in a newspaper and a magazine.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

Broad Areas :

The broad areas where major consultancy provided are :

1) Extension education :

   Career Development Education to Higher Secondary school children of commerce stream.

2) Family Resource Management :

   Consumer Awareness, Scare Resource Management, Environmental Awareness.

3) Human Development :

   Personality Development, Women empowerment, Social Development, Skill Development etc.

Taxation & e-filing : It is now compulsory to file e-return whose income is above Rs. 10,00,000/-, we provide guidance to them in this regard.

- Faculty members also share their expertise through magazines, news papers & research articles.
- Since the service provided by the faculty members are honorary there is no revenue generated in the areas of consultancy.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

Since, there is no income generated through consultancy, no such policy is formulated by the institution. However, the goodwill generated is a matter of great satisfaction for us because we believe that we have rendered social services.

3.6 Extension Activities and Institutional Social Responsibility (ISR):

3.6.1 How does the institution promote institution – neighborhood – community network and Student engagement, contributing to good citizenship, service orientation and holistic development of students?

The institution performs the following activities to promote institution – neighborhood – community network and Student engagement with a view to contributing to good citizenship, service orientation and holistic development of students.

- **Institution Development Oriented Extension Activities:**
    - ❖ Campus cleaning campaigns
    - ❖ Tree plantation programmes in the college campus
    - ❖ Blood donation camps
    - ❖ Cultural programmes promoting civic sense and inculcating virtues
    - ❖ Celebration of Independence and Republic Days
    - ❖ Celebration of the birth anniversaries of great persons like Mahatma Gandhi, Swami Vivekananda etc.
    - ❖ Placement camps in association with other institutes or organizations
    - ❖ Inviting experts to deliver lectures on various topics e.g. competitive exams, importance of Accountancy etc.
    - ❖ Quiz competitions/Debates on prevalent issues

- **Neighbourhood Progress Oriented Activities:**
    - ❖ Adoption of a neighbouring villages named Tareti, Ramosana etc. and performed the following activities:
        - Writing life-enhancing thoughts on the walls of the main streets
        - Adult education programmes
        - Vaccination awareness programmes
        - Programmes imparting knowledge regarding small scale business and jobs opportunities
        - Village cleaning campaigns
        - Counselling sessions for peasants.
        - Little children of the primary school taught by N.S.S. volunteers the college during annual N.S.S. camp.
        - Tree Plantation at college and school where trees are planted

    - ❖ **Community-oriented initiatives:**
        - A visit to the slum areas to undertake various activities related to slum-dwellers.

- To furnish the slum-dwellers and villagers with necessary information about loans for small self-employment works etc.

- To create awareness about social issues like dowry system, foeticide, child marriages etc. through street plays.

- Blood Donation camps in every annual camp.

- Wall writing and counselling to farmers.

- Promoting environment educational programmes.

- A rally on World Aids Day to make the people of town aware of the fatal disease AIDS.

- A rally on the main roads of the town against rape incident at Delhi.

- Conducting the Adult Literacy classes at the adopted village.

- Convincing them to send their children of the age for school education.

- Meetings with the village women to provide them the guidance regarding child care, pregnancy care etc. by gynecologists and other doctors.

- Village cleaning programmes more than once.

- Free diagnosis camps are organized in every annual camp and experienced medical practitioners invited by the NSS unit to render their services free of cost during annual camps.

- Free medicines are also distributed among the village people.

- Free camps for cattle including surgical treatment, free medicines distribution to cattle owners every year.

- Soak-pits dug by the NSS volunteers for the village people near their houses on their demand for the disposal of the dirty water.

- 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.

- An expert is invited to examine the eyes and sight of the village people and free spectacles are distributed among the needy people.

- 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 and superstitions, abolishment of dowry system, women freedom etc.

- Survey of a village conducted by the volunteers to know the socio-economic condition of the villagers.

- 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.
- Every year the institution awards the prizes to the Best NSS Volunteer and the Best NCC Cadet to acknowledge their great contribution in the respective fields.
- The school children of the village are also benefitted as the various competitions for children like elocution, Mehandi, Rangoli etc. are held and the children with extraordinary skills are awarded prizes by the N.S.S.unit.
- For the youth of the college and village different lectures are arranged on different topics like Goal Setting, Time Management, Personality Development, Disaster Management, Stress Management, Discipline etc.
- Celebration of sports activities for children.
- Income generating activities and useful talks are organized for rural women.

❖ The Annual N.S.S. Camps also help the volunteers develop holistically in the following manner:
- Working in group
- Interacting with Community confidently
- Surviving in scarce resources
- Sustainability with environment
- Information regarding National Integration Camp shared by the volunteers who have taken part in it in the past.
- Tree Plantation
- Visits to spiritual, cultural and ancient places.
- Lectures by experts on various topics: Like Awareness about Traffic rules, HIV Aids etc.
- Celebration of various days: World Population day, Aids awareness day, Environment awareness day, Sadbhavana day, Krantivir din, Voters' day, No Plastic day etc.
- The College also manages NCC activities for the students with an aim to inculcate discipline, enhance their self-image along with imbibing the spirit of patriotism.

- The NCC cadets participate in various camps at state and national level and they are sent to participate in the immunization (vaccination) programme of the State Government.
- The NCC cadets are taught the importance of the Republic and Independent days and asked to remain present at the parade in the campus

3.6.2 What is the Institutional mechanism to track student's involvement in various social Movements/activities which promote citizenship roles?

'Sapt Dhara' is a Government of Gujarat initiative for the overall development of the college boys and girls. Various initiatives known as Dharas in Gujarati carried out under the banner of 'SAPT DHARA' are incorporated into the co-curricular activities of the college for motivating students' involvement in social movements and citizenship roles. The different dharas i.e. branches of this programme in which students are encouraged to participate are as under:

1. Samudayik Seva Dhara: In charge: Prof. A. D. Parmar

This Dhara focuses on the participation of students of NSS units and NCC wing. The activities undertaken under this programmes involve students in various Social Movements like Save Girl Child, lectures on Traffic Rules, Pulse polio programme, foeticide etc. Students also participate in activities dedicated to create an Environmental Awareness. Regular celebration of the Independence Day (15th August), the Republic Day (26th January), Sadbhavana day (20th August) also helps in imbibing the sense of patriotism which leads to the creation of good citizens. The best volunteers and cadets are honoured with prizes for their whole-hearted contribution in the fields concerned. The following is a list of activities performed by our N.S.S. units:

- N.S.S. orientation program was organized in order to inform newly joined students in N.S.S. unit about activities of N.S.S.
- Guru Purnima day was celebrated.
- 500 trees were planted in the college campus by students under Van Mahotsav programme.
- Volunteers of N.S.S. celebrated 15th August by singing Desbhakti songs.
- College campus cleaning program was organized by volunteers of N.S.S. unit.
- Students tried to bring social awareness by presenting various sheri nataks (street plays) at an adopted village Ramosana during the entire year.
- From 29-12-2011 to 04-01-2012 an annual shibir (camp) of N.S.S. was organized and in the annual shibir the following services were rendered.

    1. Gram Safai (Cleaning the village)
    2. Bhint Sutra Lekhan (Writing life-enhancing thoughts on the walls of the main street)
    3. Pashu Sarvar Camp (Cattle treatment camp)

4. Sanskrutik Karyakramo (Cultural programs)
5. Vyasan Mukti Zumbesh (Giving up bad habits)
6. Baudhik Vyakhan Mala (Series of thought-provoking lectures)
7. Prabhat Feri (A rally taken out in the village streets during the time of dawn singing devotional songs)
8. Sheri Shangar Spardha (Street decoration competition)
9. Vrushko Vavo Karyakrama (Tree plantation)
10. Regular visits of an adopted village by N.S.S. volunteers.
11. Abolition of Superstitions, Foeticide, Save Girl Child, Literacy programmes etc.

2. Sarjanatmak Abhivyakti Dhara: In charge: Prof. S. J. Patel

To explore the latent potentialities of the students, innovative competitions like debate, quiz, effective public speaking, essay writing etc. are organized. These activities lead to creative thinking and communication skills among the participants. The prizes are given to the three top winners and consolation prizes are given to all the participants. The details of which are as under:

- Geet – Gazal – Kavya competition on 05-08-2011, Essay competition on 06-08-2011 and Suvichar Lekhan on 08-08-2-11 were organized among students of the college.

Name of winners: Rank:

1. Patel Shivani B. (T.Y.B.Com.)   - First number in Gazal competition

2. Joshi Bijal J. (M.Com.)   - First number in Essay competition

3. Ganatra Krupali A. (T.Y.B.Com.) - Second number in Essay competition

4. Patel Shivani B. (T.Y.B.Com.) - First number in Suvichar – Lekhan competition

5. Ganatra Krupali A. (T.Y.B.Com.)   - Second number in Suvichar – Lekhan competition

- One student participated in the State Level Essay Competition on "Aadhunik Bharat ni samasyao (Problems of Modern India) and Swami Vivekanand on 15-02-2011.

3. Kalakaushalya Dhara: In charge: Prof. M. B. Pandya

Cultural activities such as rangoli, hairstyle competition, clay modelling, picture drawing on the spot, mahendi applying competition etc. are organized to draw out the innovative and artistic skills of the students. The details of which are as under:

- On 30 August, 2011 Rangoli and Vanagi (Preparing sweet dishes) competitions were held in the college.
- On 3 September, 2011 Mahendi and Kesh gunthan (Hair style) competitions were organised in the college.

- Winners of these competitions were honoured with attractive prizes by the college.
- Kalani Archana participated in 23rd University youth festival.

4. Vyaam, Yoga and Khelkud Dhara: In charge: Dr. G. U. Rajput

It is a truth universally acknowledged that a sound mind resides in a sound body. It means that health is wealth. In Sanskrit it is said: "Sharir Khalu Dharm Sadhanam." In order to make the students physically fit, various sports events are organized. Students are motivated to participate in various inter-college, state and national level sports events like table tennis, badminton, ball badminton, net ball, cricket, volleyball, chess etc. One of our students named Ankit Rajpara, studying in B.Com. Sem. IV, is an international chess player. Last year, prizes amounting to more than Rs. 80,000/- have been won by our students during the State Level Maha Kumbh Event organized by the Govt. of Gujarat. The details of which are as under:

- Following competitions were organized division wise form first year B.Com. to final year M.Com.

Name of competition	Name of winner	Class
1. Table tennis	1. Akhani	F.Y.B.Com.
	2. Barad Payal	S.Y.B.C.om.
2. Badminton	1. Lohana Kishor	T.Y.B.Com.
	2. Patel Suresh D.	S.Y.B.Com.
3. Ball Badminton	1. Shah Sneha	M.Com.
	2. Kadiya Payal and others	T.Y.B.Com.
4. Netball	Girls' team – First number	S.Y.B.Com.
	Boys' team – First number	M.Com.
5. Volleyball	Girls' team – First number	F.Y.B.Com.
	Boys' team – First number	S.Y.B.Com.
6. Cricket	Girls' team – First number	F.Y.B.Com.
	Boys' team – First number	S.Y.B.Com.

- Four students participated at State Level badminton and volleyball competitions organized at Rajkot under Sapt Dhara, a Government of Gujarat initiative.
- Students of the college participated at University Level chess, badminton, judo, cross country, kusti (wrestlind), volleyball, weight lifting, khelkud (athletics), table tennis, ball badminton, archery, boxing competition etc.. From these students, 35 students have been selected at all India level competitions.

5. Geet, Sangeet ane Nrutya Dhara: In charge: Prof. U. G. Panchotiya

Students actively participate in a number of cultural activities like folk dance/song, classical dance/song etc. organized by the college and other organizations.

- On 30 September, 2011 the following activities were organized in the college campus:
  1. Garba (Remix)
  2. Shashtriya Nrutya (Classical dance)
     Patel Harshita G. (M.Com. Part – I) achieved the first rank at Youth Festival organized by HNGU, Patan.
  3. Samuh Nrutya (Group dance)
  4. Samuh Geet (Chorus)
- Navratri Mahotsav during Navratri
- Song competition on 29 August, 2011.
- Dance competition on 4 February, 2012.
- Rangoli and Vanagi competition on 30 August, 2011.
- Mahendi and Kesh Gunthan competition on 3 September, 2011.

6. Natya Dhara: In-charge Prof. A. D. Parmar

Students are exposed to various dramas and their forms like one act play, mime, mimicry etc.

- On 15th August and 26th January every year, students play Ek Patriya Abhinay (mono acting) to pay tributes to our freedom fighters.
- On 17, 21 and 22 November, 2011 Natak (play) and Ek Patriya Abhinay (One Act Play) competition were organized at college level and the winner was sent to participate at district level competition.
- From 29 December, 2011 to 4 January, 2012 in the Annual N.S.S. Camp at Gorad, students staged sheri nataks (street plays) about Dahej pratha (Dowry System), Abolishment of bad habits, Aids, Jan jagruti (Awareness), Bhrun hatya (Foeticide) etc.
- On 4 February, 2012, the students staged a play on "Adhunik Ramayan" (Modern Ramayan) on the occasion of college annual day.
- Students tried to bring out social awareness among the villagers by presenting various street plays at an adopted village Ramosana during the entire year.

7. Gyan Dhara: In charge – Dr. H. S. Viramgami

Students are encouraged to read books of great authors and listen to great speeches of eminent personalities belonging to various fields.

- Students of Nrutya dhara and Natya dhara together perform various role plays in the communities for generating awareness related to the following:

  1. Save girl child

  2. Consumer rights

  3. Save forest trees

  4. AIDS awareness etc.

- The Student's participation and involvement in the above activities are monitored by concerned in-charge teachers. Interactive sessions are arranged to facilitate the students' participation in various programmes and to sort out difficulties faced by them.

➢ Under Gyan Dhara, the following lectures were arranged in the college for the enrichment of the students' knowledge.

Sr. No.	Speaker	Topic	Date	Scheme
1	Bhavan B. Raval	Resume Building and Interview Skill	07-02-2011	JCI Oil city Mehsana
2	Upmanyu	Bank Clerk, Bank Officer & GCET Career Guidance	26-07-2011	JCI Oil city Mehsana
3	Prashant Golvarkar	Importance Of Indian Culture and Hindi Language	04-09-2011	JCI Oil city Mehsana
5	Jayesh B.Prajapati	Future	12-09-2011	JCI Oil city Mehsana
	Manojbhai Khatri	Communication Skills	12-09-2011	JCI Oil city Mehsana
	Maharshi Khatri	Human Relation	12-09-2011	JCI Oil city Mehsana
8	Former Pro Vice Chancellor Dr. Jitubhai Pancholi	Introduction of Dissertation at PG Level	25-12-2011	HNGU Vanijya Adhyapak Vartul
6	Prof. V.B Patel & Prof. U.G.Panchotiya	Swami Vivekananda	12-01-2012	College faculties
7	Swetaben Jain	Touch Therapy	25-01-2012	Reiki Foundation

- In collaboration with JCI Oil City Mehsana, an elocution competition was organized on 12-09-2011 on the following topics –
  - (A) Karmi Mogdhavari ma pisato aajno madhyam varg (Middle Class facing dire consequences due to hike in prices of commodities)
  - (B) Shu janlokpal bill bhrashtachar nathi shakshe? (Can Jan Lok Pal Bill curb corruption?)
  - (C) Moghavari dur karva na upayo (Tricks for curtailing price rise)
  - (D) Semester system padkarrup ke aashirvadrup? (Is a semester system a blessing or a curse?)

Name of winners: First Number   - Patel Kajal (B.Com. Sem.I)

Second Number - Patel Rushikesh (B.Com.Sem.II)

- Under collaboration of JCI Oil City, Mehsana, an elocution competition was held on 14th September, 2012 on Jan Lokpal Bill.

Name of winners: First Number - Prajapati Kajal (B.Com. Sem.I)

Second Number - Patel Ketul (T.Y.B.Com.)

A General Knowledge Quiz was organized in three phases as under:

- First stage competition was held on 17th September, 2011 among students of all divisions of first, second and third year B.Com as well as M.Com. Part I and II.
- Second stage competition was held on 20th September, 2011 among winners of all divisions of first, second and third year B.Com as well as M.Com. Part I and II in order to decide winner of every class.
- Third stage competition was held on 24th September, 2011 among winners of second stage competition to decide the winner from the entire college.

2   **UDISHA- The Placement Initiative: In charge – Dr. K. C. Modi**

- Students of T.Y.B.Com. and M.Com. participated in the assessment   for placement conducted by NASSCOM.
- On 2 August, 2011, the Bank Manager Shri Abhimanyu Sir guided students about vacancies of bank clerks and bank managers under career guidance program.
- On 15 September, 2011, a campus interview was conducted by Outreach Integrated Services Ltd for Vodafone Call Center and 5 students were selected.
- Three students from T.Y.B.Com. participated in "Tips for facing an interview " organised jointly by HNGU, Patan and Sarvajanik Education College, Mehsana from 24 September, 2011 to 26 September, 2011.

- On 25 September, 2011, UDISHA Club of T.Y.B.Com. students was established.
- On 7 September, 2011, AAA team visited our college and in charge of Udisha club reported the AAA team the UDISHA report.
- ICICI, HDFC, UTI, Apollo industries, Gujarat Multi Gas co., Sardar Credit Co-operative Societies, Dudh Sagar Dairy, Motilal Oswal, ICICI Prudential, Star Line Pvt. Ltd., Sherkhan Ltd., Kotak Mahindra Ltd., Reliance Life insurance Ltd., Unique Computer Center etc arrange campus interview at regular intervals in the college and many students have been selected by them for jobs.

3.   **Knowledge Management Programme (KMP): Prof. V.B.Patel**

- On 18 August, 2011 Prin. Dr. J. K. Patel participated in "Colloquium Program for Principals" at Municipal Arts and Urban Bank Science College, Mehsana conducted by Knowledge Consortium of Gujarat (KCG).
- Prin. Dr. J. K. Patel, Prof. R. M. Patel and Prof. A. D. Parmar participated in "Capacity Building and Training Programme" at AMA, Ahmedabad conducted by Knowledge Consortium of Gujarat (KCG) from 05 December, 2011 to 10 December, 2011.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

For various workshops, activities and events, the feedback of the stakeholders were taken for assessing the overall performance:

- Feedback of parents, alumni and students are received in writings.
- Chairman and managing trustee and all the members of trust give their opinion about overall performance of college in trust meeting.
- In all the workshops organized by the college feedback from stakeholders were taken to assess their perception about the workshop for the improvements in forthcoming events.
- The college arranges discussion with various government as well as nongovernment organizations like KCG in a meeting and invites their opinions about the performance and quality of the college. The college also solicits their suggestions for further improvement.

3.6.4 How does the institution plan and organize its extension and outreach programmes?

Extension and outreach programmes are arranged under the umbrella of NSS, Departments and Students as per the requirement of the subjects for example, Programme for Rural and Urban Development.

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 village 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 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.

Departmental Activities:

• Various talks were arranged on Selection and care of equipments with reference to conservation of energy at College Centre.

• Role Plays are performed by students on various topics of social relevance.

• Exhibition on Consumer Awareness was organized in the Economics department with the collaboration of Grahak Suraksha Mandal, Mehsana.

All the Extension and outreach activities conducted by the college under the umbrella of NSS/NCC/Departments enhance overall development of the students i.e. Physical, intellectual, emotional, social, spiritual, moral, personality development etc.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC, and other National/ International agencies?

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% mark is 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 throughout 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.
- Each Department of the college organized various outreach activities for the benefit of the community at different times during the academic year.
- NSS unit of the college organizes various activities like one day camps, visit to old age homes, tree plantation, Medical and Blood donation camp, apart from celebration various days like Sadbhavana divas, Environment day etc.
- An Annual NSS camp (one week) is organized in a selected village, the students along with NSS Incharge stay in the village and conduct various community-oriented programmes. The faculty members also visit the camp to share their expertise with the community.
- Under NCC, students attended various camps at State and National levels. Moreover they also participated in various community projects.
- JCI Club and Rotary club held 'Thalassemia Camp'.
- International agencies: JCI Blood bank organized blood donation Camp and Thalassemia Camp.

3.6.6 Give details on social surveys, research or extension work (if any) under taken by the college to ensure social justice and empower student from under privileged and vulnerable sections of society?

The college take proactive steps to promote higher education among under privileged and vulnerable section of society. 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.

- Each teacher in the college is allotted 20 students for counseling. During this counseling process, student and teachers meet informally and needed help is extended.
- Also at the time of admission the college teachers provide necessary counseling to the parents and their ward regarding the subjects.
- The financial problems of parents are identified and help is provided in genuine cases. Voluntary agencies, donors etc. are spotted during the year and help is taken from them if need arises.
- Students are guided to stay in Hostels managed by the government for Backward class students where they are provided free lodging and boarding.
- Students are motivated to earn while they learn.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

The values and skills inculcated by participation in extension activities are:
- Entrepreneurship skills
- Social awareness for problems and issues of the society
- Empowerment
- Leadership
- Communication
- Confidence
- Planning ability
- Positive thinking
- Self expression
- Decision making
- Team-work

3.6.8 How does the institution ensured the involvement of community in its outreach activities and contributes to the community development? Detail

on the initiatives of the institution that encourage community participation in its activities?

The college seeks help from the community during its outreach activities in the following way:

- For arranging NSS camp in the village we approach the community leaders and they provide us place, electricity and other facilities for the NSS camp.
- A meeting with the youth of the village is arranged prior to the Annual NSS camp and they are trained to participate in the cultural and other programmes organized by the NSS unit during the one week camp.
- The selected youth from the village also stay with the NSS volunteers for a week and be a part of the camp.
- During parents meeting, parents come to the college and interact with the faculty.
- We invite the leading persons from the community (Doctors, women activists, authors) to talk on topic of their expertise.
- We involve reputed clubs of the town to extend their cooperation for community-oriented programmes.
- All outreach activities in the community like recipe competition, consumer awareness, save the girl child, AIDS awareness etc. are conducted involving village people.
- Entrepreneurship activities are also organized by involving Community workers.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

- JCI Oil City Club of Mehsana arranges Blood donation camp regularly every year under NSS regular activities.
- JCI Oil City Club of Mehsana arranges lectures by experts on issues like Stress and Anger Management, Body language, Leadership etc.
- Rotary Club of Mehsana arranges lectures by experts on issues like Financial Management, Personality development etc. in the college.
- A general medical checkup camp for the students and village people is organized by doctors of Mehsana.
- Patel Group of Institutes helps in student placement and advocacy.
- O.N.G.C Ladies Club, Mehsana provides financial assistance to the lady students of the college.
- Shri Gujarat Total Protection Services, Tharad helps in student placement and advocacy.

- Swarnim Gujarat was celebrated organizing number of activities in the grant given by the state under the head Swarnim Gujarat.

3.6.10 Give details of awards received by the institution for extension activities and/ contribution to the social/community development during the last four years.

- Voluntary Blood Bank, Mehsana organized by Jaycees Charitable Trust awarded the Best Organizer Award to the NSS unit of our college.

3.7   Collaboration

3.7.1   How does the institution collaborate and interact with research laboratories, institutes an industry for research activities. Cite examples and benefits accrued of the initiatives – collaborative research, staff exchange, sharing facilities and equipment, research scholarship etc.

Faculty exchange :

Our is a reputed and old commerce college in North Gujarat. We have the most experienced staff. Our staff extend their services at M.Com level where collaborative research is needed. Other college staff members Mr. D. J. Shah from Pilvai College and R.M. Parmar from Unjha visit our college to take lectures at M.Com level. The institution is closely linked with Saurashtra University, Rajkot; Gujarat Vidyapeeth, Ahmedabad; South Gujarat University, Surat; Ganpat University, Kherva; Sardar Patel University, Vallabh Vidyanagar; M.S. University, Baroda; Kachchha University, Bhuj; Indira Gandhi Open University and Babasaheb Ambedkar University. The faculty members of the college not only visit the colleges affiliated to North Gujarat University but also deliver guest lectures at all the universities mentioned above. Moreover the seminars are conducted in all the universities on a regular basis. It is always the effort of college authorities to invite the maximum number of faculties from different regions of Gujarat and also from other states of India.

Sharing facilities & equipments :

In morning time our library and computer laboratory are kept open for all the campus students may it be from Arts or Science college or Law college or B.Ed. college and in noon and evening time other college libraries and computer laboratories are also used by our students.

3.7.2   Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

We have made collaborative arrangements with the following universities and institutes and we are thinking seriously to have collaboration with reputed companies of national importance of the surrounding areas too. The president of our management and some of the trustees are the proprietors of companies of international importance viz. Apollo Engineering Company, Multi Gas Company etc. and so, our students are easily taken up by these companies. We do not have to tie up with these companies. We consider these companies as a part and parcel of our management.

☐ MoU have been made with IGNOU and Dr. Babasaheb Ambedkar Open University.

MoU has been made with Tata Institute of Social Science for National University Student Skill Development Programme (NUSSD) recently.

3.7.3 Give details (if any) on the industry-institution-community interaction that have contributed to the establishment/creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories/library/new technology/placement services etc.

➢ Our Digital English and Learning Lab. (DELL) is used as an examination centre by the University of Cambridge to conduct SCOPE (Society for Creation of Opportunities through Proficiency in English) examination. The students from the surrounding colleges come to appear in the SCOPE examination.

➢ The college building is utilized by the Swadhyaya Parivar (A religious activity run by Reverend Dada) on every Monday for video lecture from 9-00 p.m. to 10-30 p.m.

➢ Our conference hall is made available for conducting social and religious activities by the outsiders except college hours. We do not charge any amount.

➢ The students of the college participate in various academic activities organized by other colleges affiliated to North Gujarat University. The students also come together in various events organized by the University. It has always been the priority of the college to give the maximum advantage to the students for their progress in all possible ways.

➢ The college also welcomes the students of other colleges to attend the programmes conducted by our college.

➢ Pedestrians are allowed to have an evening walk in the college campus in the presence of the watchmen.

➢ We allow our building to be used by many institutes for running professional courses associated with our curriculum and overall development of the students for making progress in life. We have written in detail regarding this matter in one of the best practices of our college "Multiple use of the College Building and the Campus".

In this way, student exchange works wonders for the college as it is able to benefit a big number of students in various ways.

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

No

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -

We have had MoUs with IGNOU, Dr. Babasaheb Open University and Tata Institute of Social Science for National University Student Skill Development Programme (NUSSD). These collaborations help our students in many ways.

➢ The students can acquire two or more certificates while pursuing his main degree i.e. B. Com. degree.

➢ In collaboration with Tata Institute of Social Science for National University Student Skill Development Programme (NUSSD), we are going to commence many job-oriented courses to make our students develop skills needed for getting jobs easily.

➢ IGNOU and BAOU helps in enhancing knowledge in faculties through counselling and guiding the students for dissertation thus, develop research skills.

➢ Working with IGNOU and BAOU it helps in improving our syllabus.

3.7.6 Detail on the systemic effort of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

- Faculty members sharing their knowledge and expertise with other colleges in campus.

- National events such as Independence day celebration, Republic day celebration are orginised in collaboration with the reputed national and international clubs of Mehsana town.

- Wherever Central Govt./State Govt./Local bodies approaches for any projects or research work our faculties actively participate in planning and execution of the given programmes.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES:

4.1   Physical Facilities:

4.1.1   What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

For creation and enhancement of infrastructure the institute follows the rules and regulations of the management namely Sardar Vidyabhavan Trust, Mehsana. The institute utilizes the fund allocated by the UGC for facilitating effective teaching and learning as per UGC guidelines. Whenever the need arises, the management bears the expenses for enhancement of infrastructures for computer lab, equipment like computers, LCD etc. Alkaben Kshatriya, one of the faculties on lien for being the Member of Parliament (Rajyasabha), has donated handsome amount i.e. Rs. 14,00,000/- from the MP grant for the establishment of Computer Lab. and for the purchase of additional computers. For making teaching-learning more effective the college has got 10 OHPs installed in most of the classrooms. Most of the faculties use this facility to facilitate the teaching learning process. The Govt. of Gujarat, too, sanctioned good amount to establish the Digital Education & Learning Lab. (DELL) to develop language skills. The Govt. of Gujarat has established a good studio at Gandhinagar named BISAG through which expert lectures are relayed and the curious students take good advantage of it. For the installation of the BISAG Disc, the Govt. has provided Rs. 60000/-. One room has been allotted for conducting professional course and especially ICAI.

4.1.2   Detail the facilities available for

a)   Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

1.   **Classrooms:** Well ventilated spacious 15 class rooms with comfortable sitting arrangement, and well equipped with facilities such as OHP, Black boards, Acrylic White Boards and LCD Projectors (in some classes) as well

2.   **Seminar Room:** Room No 21 is a technology-enabled room for conducting seminars comprising a small group of participants and for a big group we have a conference hall on the second floor.

3.   **Common room:** A common room for teachers where the students can discuss their academic problems with the teachers.

4.   **Computer Laboratory:** Well-equipped laboratory with 56 computers and necessary software as per the requirement of subject i.e. TALLY.

5. **DELL:** Digital Education and Learning Lab. (DELL) with 26 computers, one printer, one OHP, one LCD, CDs. 10 computers with internet access for conducting SCOPE and job-oriented examinations.

6. **Specialized facilities:** Specialized facilities and equipment for teaching and learning like electronic podium, printers etc.

b) **Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.**

1. **Sports:** O.N.G.C ground and Vanikar Club are available for all outdoor and indoor games respectively. For swimming competition, we make use of the swimming pool of Vanikar Club located near the Central Bus Terminal. The college has also got spacious ground for outdoor games. The college also has various sports equipment for badminton, table tennis, volley ball, Hand ball and indoor games like chess, carom etc.

2. **Audio-Visual Room:** Room No. 21 is being used as an Audio-Visual Room. Recently, the college has installed one Over Head Projector (OHP) with a big screen hanging on the opposite wall for displaying the computerized writing on it i.e. Power Point Presentation. One big TV has been placed in the AV room for making BISAG lectures available to the students.

3. **NSS:** Equipment for NSS activities, kitchen utensils and mats are available for around 150 students in NSS room. It is on the second floor. Various activities are conducted under NSS.

4. **NCC:** There is also a separate room allotted for NCC. The space is provided in the college campus for occasional parade on holidays. For regular parade the NCC Cadets go to Police Parade Ground on every Sunday.

5. **Cultural activities:** Conference hall is used for various Cultural activities. Moreover small group of students organize cultural activities in the class rooms of the college.

6. **Public speaking:** A small room on the first floor for storing the equipment for saying a prayer before commencing the teaching work by the faculties and making general announcements.

7. **Yoga:** Yoga space available along with a trained faculty.

8. **Corner for Drinking water:** Health and hygiene RO system for drinking water, water purifier in college, separate wash rooms for male/female staff members and students which are cleaned regularly.

9.   **Auditorium/Conference Hall:** There is a Auditorium on the third floor of college building having the seating capacity of more than 500 students. It has got all the facilities required to organize cultural programme, annual function, talent event, induction programme, farewell programme or any other programme of the college. The hall is sufficiently ventilated and consists of a stage, good audio system, lectern,   computer and microphones. The hall functions as a multipurpose room where all the activities that require a stage are performed.

4.1.3   How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansions if any).

The available infrastructure is in line with its academic growth and is optimally utilized. The college has its own large and imposing building with two floors in which there are 65 rooms in all. The building is used by our college and Law College in the morning session and in noon session it is used by the Arts & Science College and Education College. In the morning session this college uses the building as follows.

Master plan of the college:

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/Reading Room	1
14.	Auditorium	1
15.	DELL	1

There is a three storeyed separate library building having one large reading room on the 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.

Facilities developed/augmented and the amount spent during the last four years Year

Detail of facilities developed/augmented:

No	Scheme	Expenditure of Grant in three years.				
		2007-08	2008-09	2009-10	2010-11	2011-12
1	Books & Journals	43750	40524	119769	65753	131544
2	Equipments	53500	64175	220000	99000	118700
3	Maintenance of Equipment	0	0	0	20435	0
4	Enhancement of initiative for competence building in colleges	0	13461	12212	0	0
	Total. Rs.:	97250	118160	351981	185188	250244
	Post Graduate :					
1	Books & Journals	0	0	0	209965	
2	Equipments	0	0	0	194800	
	Total Rs.	0	0	0	404765	
	Grand Total Rs.	97250	118160	351981	589953	

S.No.	Amt. Rs.	Year	Bill No.	Date	Remarks
1	44980	2011-12	R-114	11/06/2012	HCL System AC2F0006 2 Pcs and HCL LCD 18.5 2 Pcs.
2	78800	2011-12	864	28/08/2012	Panasonic Project with Stand 2 Pcs. and VGA Cable 10 mtr. - 8 Nos.
	123780				

UGC Additional Assistance Grant (Covered 12B)

(Under XIth Plan Period)

Audited Income & Expenditure Statement

For the period from 01-04-2011 to 31-03-2013

Income	Amt.Rs.	Expenditure	Amt Rs
UGC Additional Assistance Grand (Covered 12B) Sanction Letter No. : F.No.73-606/11(WRO) Dated. 14-12-2011	1800000	Prime Infotech R/164	25500
		Maharshi Export 57	11950
		Marshi Export Bill No.88	10800
		Prime Infotech Bill No.R333	283000
		Prime Infotech Bill No.R343	13750
		Gheewala Associates Bill No.R/106	24000
	160120	Prime Infotech Bill No.R/475	4400
Expenses over Income From : Shri V.R. Patel College of Commerce, Mehsana		Multi Tech Solution Bill No.759	295000
		Techno Plus- Bill No.221	26000
		Multi Tech Solution Bill No.757	52500
		Multi Tech Solution Bill No.753	23000
		Multi Tech Solution Bill No.754	5200
		Multi Tech Solution Bill No.755	16750
		Multi Tech Bill No.749	6050
		Multi Tech Solution Bill No.750	6050
		Multi Tech Solution Bill No.751	5100
		Multi Tech Solution Bill No.782	178500
		Multi Tech Solution Bill No.752	15100
		Gopi Sales Bill No.A1951	36500
		Royal Technologies Bill No.35	16000
		Gopi Electronic Bill No.A 2016	14500
		Gopi Sales Bill No.A2013	62500
		Gheewala Associates Bill No.781	40500
		Multi Tech Solution Bill No.781	106050
		Jay Jahal Entriprise Bill No.133	3000

		Prime Infotech Bill No.R/121	67470
		Prime Infotech Bill No.R/125	112450
		Prime Infotech-Bill No.R/263	61500
		Prime Infotech Bill No.R/264	28000
		Compuzone Bill no.1735	96750
		Compuzone Bill no. 2018	32250
		Gopi Sales Bill no.2299	70000
		Rajpara Marketing Bill no.582	210000
Total	**1960120**	**Total**	**1960120**

Total Amount spent for Facilities developed/augmented in 2011-12 is Rs.6,23,654

Total Amount spent for Facilities developed/augmented in 2008-09 to 2011-12 is Rs.,52,94,387

We are expanding our library and auditorium at present. They are likely to be doubled in size after construction.

4.1.4   Give details on the residential facility and various provisions available within them:

Most of the students of our college commute from nearby villages and as such there is no need for hostel facility. Despite this fact, we have requested the trustees of two hostels namely Ramba Kanya Chhatralaya for girls and Anjana Patel Hostel for boys of Mehsana town to accommodate in their hostels the students who have no transportation facilities for commuting from remote places.

4.1.5   What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

- 108 facility is provided by the Government of Gujarat for emergency services for the students and the staff members as well.

- Our college is situated in the city area and therefore the services of the doctors are easily available.

4.2   Library as a Learning Resource:

4.2.1   Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Yes, there is an Advisory Committee for the library.

Composition of a committee:

1. Principal

2. Librarian
3. Four faculty members

- The timings of library for students' reference work have been increased.

- Comfortable sitting arrangements with physical facilities such as curtains, fans, large reading tables have been placed for the students and are well-maintained by the college.

- Internet facilities are available (INFLIBNET) for the students.

- BISAG channel is available on television for viewing the lectures delivered by SANDHAN.

4.2.2 The detailed information of the library is as under:

The library of the college has been completely renovated recently and an extension of 60x30 feet of library has been made. Working hours (on working days, on holidays, before examination days, during examination days, during vacation)

Working hours : 07.30 am to 01.30 pm

- On working days: 07.30 am to 01.30 pm

- On holidays : 8.00 am to 12.00 am

- Before examinations: 07.30 am to 06.00 pm

- During examination days: 07.30 am to 06.00 pm

- During vacation: 8.00 am to 12.00 am

4.2.3 How does the library ensure purchase and use of current titles, print and E-journals and other reading materials? Specify the amount spent on procuring new books, journals and E-resources during the last four years.

All the teaching faculties provide the head of the institute and the librarian concerned a list of the recently published books of the syllabi they are dealing with. On many occasions the head of the concerned departments pay personal visits to the well-known book sellers of Ahmedabad to gain the first-hand knowledge of the books pertaining to the syllabi and widely acclaimed books. The library committee takes a decision regarding the purchase of books keeping in view the budget available. The librarian then proceeds further as per norms.

The following is the detail regarding the purchase of books, magazines, journals, newspapers etc. and the amount spent on them:

Books	2007-08		2008-09		2009-10		2010-11		2011-12		2012-13	
Register	No. of Books	Amount	No. of Books	Amount	No. of Books	Amount	No. of Books	Amount	No. of Books	Amount	No. of Books	Amount
1 General Library	419	51592	62	6157	320	45125	66	7062	12	2718	23	3317
2 PBL	80	6550	-	-	-	-	-		1919	193596	845	103301
3 UGC Library	200	43750	140	40524	211	119767	972	484152	792	529120	332	61256
4 P.G. Centre	75	8513	26	2754	50	7568	54	9159	40	2635	25	2763
5 UGC P.G.	-	-	-	-	-	-	254	209965	-	-	-	-
Total	774	110405	228	49435	581	172460	1346	710338	2763	728069	1225	170637
Magazine & Journals	47		50		47		45		46		49	
News Papers	7	25058	8	27957	8	30710	8	27301	8	31458	6	28417
Total		25058		27957		30710		27301		31458		28417

The detailed information related to books added to the library treasure and the balance as on 31st March, 2013.

Sr No.	Books Register	Balance As on 31-03-2212		Addition 01-04-2012 to 31-03-2013		Balance As on 31-03-2013	
		No. of Books	Amount Rs.	No. of Books	Amount Rs.	No. of Books	Amount Rs.
1	General Library	3509	358210.50	23	3317	3532	361527.5
2	Poor Booys (library)	3931	410229.00	845	103301	4776	513530
3	U.G.C. (library)	6313	1884299	332	61256	6645	1945555
4	P.G.Centre (Library)	1133	160019.5	25	2763	1158	162782.5
5	U.G.C.-P.G.Centre (library)	254	209965	0	0	254	209965
	Total	15140	2254283.5	1225	170637	16365	3193360

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

FACILITIES	YES/NO
OPAC	YES
Electronic Resource Management Package for e-journals	YES N-list
Federated searching tools to search articles in multiple databases	YES N-list
Library Website	No
In-house/remote access to e-publications	YES
Library automation	YES
Total number of computers for public access	YES-06
Total numbers of printers for public	No

In-house/remote access to e-publications:	Yes
Library automation:	Yes (SOUL Software)
Total number of computers for public access:	Four with internet access
Total numbers of printers for public access:	One
Internet band width/speed:	upto 2mbps (BSNL)
Institutional Repository:	Yes
Content management system for e-learning:	No
Participation in Resource sharing networks/ consortia (like Inflibnet) Proposed under CPE status:	No

4.2.5 Provide details on the following items:

Average number of walk-ins:	125
Average number of books issued/returned:	50
Ratio of library books to students enrolled Book:	16365
Students:	2253
Ratio:	7.26:1
Average number of books added during last three years:	5334
Average number of login to OPAC:	NA
Average number of login to e-resources:	15
Average number of e-resources downloaded/ printed:	25
Number of information literacy trainings organized:	Nil
Details of "weeding out" of books and other materials:	55 per semester

4.2.6 Give details of the specialized services provided by the library.

- ❖ **Reference:**- The reference books are not issued to anybody. Whosoever wants to refer the books is required to sit in the library itself. The section is accessible to all the faculty members and students.

- ❖ **Reprography:** - Photocopying facility is available in the library.

- ❖ **ILLL** (Inter Library Loan Service):- Library does have Inter Library Loan Service. The books are given to the faculty members of other colleges by taking deposit equated to the cost of the book.

- ❖ **Information deployment and notification (Information Deployment and Notification):** Yes

- ❖ **Downloading:** Yes: Library has 04 computers with internet facility for the use of the students. They can download the study material in the library itself.

- ❖ **Reading list/ Bibliography compilation:** Yes

- ❖ **In-house/remote access to e-resources:** Yes
- ❖ **User Orientation and awareness:** Yes
- ❖ **Assistance in searching Databases:** Yes
- ❖ **INFLIBNET/IUC facilities: Yes:** Available for staff and students

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

The Library staff extend their support to the students and teachers of the college very enthusiastically. They render the following services:

- Helping the teachers and students in procuring books from the library.
- Issuing books as and when needed.
- Reminding them of the time limit.
- Collecting the list of the books to be purchased from the head of departments.
- Labelling and entering in the computer with barcode.
- Searching new titles and publishers for the respective field.
- Explaining the advantages of Internet facility to faculty and students.
- Distributing the degree certificates of all the college students after teaching work is over.

4.2.8 What are the special facilities offered by the library to the visually/ physically challenged persons? Give details.

The following special facilities are offered by the library to the visually/physically challenged persons:

1. The visually/physically challenged persons are given first preference while issuing the books concerned with their syllabus.
2. They are provided with comfortable sitting arrangements.
3. They are also provided with ample lighting.
4. The library staff tend to develop emotional attachment with them.
5. The library staff see to it that they are not harassed by other students i.e. anti-social elements.
6. If a physically challenged student is not in a position to climb up the stairs, he/she is lifted up by the library staff and pay due respect to him/her.

4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

Visitor books is available in the library in which the students can offer their suggestions in the form of feedback. The library committee then goes through the suggestions offered by the students and tries to fulfill their demands or implement their good suggestions for the betterment of the library and college. Curtains, novels, some general books and self-help books were purchased keeping in mind the suggestions offered by the students.

4.3 IT Infrastructure 30

4.3.1 Give details on the computing facility available (hardware and software) at the institution.

Place	Computer/Laptop	Other instruments
Principals' Office	1 Computer 2 Laptops	1 Photocopier 1 Printer 1 T.V 1 Fax machine
Administrative Office	6 Computers	2 Laser Printers 2 Inkjet Printers 1 Photocopier 2 Invertors/UPS 2 Laptops 1 Generator 1 Fax machine 1 Scanner
Comp. Lab.	56 Computers	1 Printer 1 Projector 2 Invertors/UPS 1 T.V. 2 Laptops
DELL Lab.	26 Computers	1 Printer 1 T.V. 1 Laptop 1 Projector
Library	6 Computers	2 Printer
Classroom		9 Projectors
Conference Hall		1 Projector
Staff room	9 Laptops	

Computer-student ratio: 1:3

Standalone facility : -

LAN facility: Yes

Licensed software: Yes, Microsoft DreamSpark subscription

Tally 9 ERP (2 copies of Gold version)

Number of nodes/computers with Internet facility: 10 nodes of BSNL Broadband in DELL.

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

Computer and internet facilities are made easily available to the faculties and the students in the campus itself.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The present IT infrastructure and associated facilities are enough for the fulfillment of the requirements but whenever a need arises it is fulfilled by the management also. We will have more computers with internet access on the campus in near future.

4.3.4 Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

Sr. No.	Year	Procurement, up-gradation, deployment and maintenance	Amount spent in rupees
1	2008-09	HCL Computers and Printers.	64,175
2	2009-10	Printers, HCL Computers and Projectors.	2,20,000
3	2010-11	Laser Printers and Projectors.	1,19,435
4	2011-13	Inverter, T.V, HCL Computers, Laptop, Scanners, Desktop, Laser Printers, Projectors, Tally Pack and Maintenance.	19,60,120
		Total	**23,63,730**

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

There are nine classrooms, one conference hall and two laboratories where ICT facilities such as overhead projectors have been made available with a view to make teaching learning process more interactive and interesting. Most of the faculties have been provided laptops by the college to enrich and enhance the teaching learning process. The faculties prepare the teaching materials at home in advance and

distribute them among the students as per their requirement. Power Point Presentations are prepared beforehand and presentations on syllabus-related topics are made in the classrooms making extensive use of ICT resources. In one room all ICT related resources are stored and used at regular intervals. Most of the seminars, workshops and conferences are conducted in this room i.e. Room No. 21. Faculty members are provided with good guidance for the use of ICT.

4.3.6 **Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the center of teaching-learning process and render the role of a facilitator for the teacher.**

There are various subjective software and CDs available for the students e.g.

- In Digital Education and Learning Lab. (DELL), there is English language related software prepared by Globarena Co. in which different programs such as CL-client, word mentor, EL Client etc. are incorporated through which the students can learn the English language independently and actively.

- Various departments also have computer related CDs like Cost Accounting, Finance Management, Marketing Management and Human Resource Management etc. which pave the way for independent learning on the part of students at their own time.

4.3.7 **Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

No, we are not used to it.

4.4. **Maintenance of Campus Facilities:**

4.4.1. **How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?**

Here is the statement that shows the details of the budget allocated for maintenance and upkeep of the following facilities during last four years:

Particulars	2008-09	2009-10	2010-11	2011-12	2012-13
Building	-	-	-	1,53,283	5,36,201
Furniture	-	6,500	30,250	2,20,000	1,26000
Equipment	46,675	51,250	1,05,000	13,97,900	3,32,650
Computers	48,000	1,75,000	12,25,000	-	1,98,000
Equipment Maintenance	24,400	7,880	14,500	39,700	1100

4.4.2. What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

- The management S.V.T. has an estate department where the college approaches them for repair of building, furniture or problems with water, sanitation etc. and it is taken care of within the stipulated time span.

- In year 2012-13 the college has spent Rs. 1,21,000 for R.O. Plant and water facilities for students.

- The UGC grant for maintenance of equipment is also utilized.

- For upkeep of the location the management seeks help from the gardener, staff members and N.S.S. volunteers they look after the college campus and sanitation facility as well.

4.4.3. How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

The institute seeks advice from the authority before purchasing any technology instruments/equipments. Our Computer Programmer is competent enough in the field of technology. He navigates websites related to the equipments to be purchased and the principal purchases the same taking into confidence the programmer and the authority concerned who gives us an assurance pertaining to calibration and other precision measures for the equipments. The institute gets the equipments repaired as and when required.

4.4.4. What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

- In Computer Lab. and DELL Havell's ELCB switches have been installed for taking precautionary measures against electrical hazards.

- In the library and administrative office electrical gadgets like stabilizers, Havell's ELCB switches etc. are used for regularizing voltage fluctuations.

- For 24 hour water supply, management S.V.T. has constructed a huge water tank on the top floor from which water is supplied to the college, washrooms, garden etc.

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include?

- College has a specific area for girls.

- Grievance cell , Women's cell and Career Counseling cell.

- A special room for SANDHAN programme.

- Latest equipments relevant for the specific purposes.

- College has fixed acrylic boards for displaying teaching points through OHPs and writing with the help of marker pens.

- LCD, OHPs and Mikes are made available in some classrooms.

CRITERION V: STUDENT SUPPORT AND PROGRESSION:

5.1.   Student Mentoring and Support:

5.1.1. Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes, the prospectus of the institute is published every year with due changes. Following information is provided to students through the prospectus.

Sr. No.	Content of Prospectus
1.	College at a glance.
2.	Vision & Mission and Objectives of college.
3.	Courses offered.
4.	College timings.
5.	Examination System.
6.	Library Information.
7.	Digital Education and Language Learning and Computer lab .
8.	Extra-curricular activities: N.C.C., N.S.S., Sports, Cultural activities, alumni association, placement cell, Awards and prizes, information regarding staff members.
9.	Infrastructure: Ladies' Room, Grievance Redressal Cell, Medical checkup etc.
10.	Admission - Eligibility, Rules for admission and rules for cancellation of examination form And issuance of Identity Card
11.	Academic Calendar 2012-2013
12.	Information regarding ICAI coaching centre.
13.	Guidance classes of Tally software
14.	GCET class
15.	SCOPE coaching and examination centre
16.	Sports facilities
17.	Scholarships to B.C.,S.T.,O.B.C, P.H.C and others
18.	Ladies room
19.	Identity card for students.
20.	Grievance redressal cell in college
21.	Thalassemia checkup Program
22.	Compulsory student attendance

23.	Alumni association
24.	Placement cell 'UDISA'
25.	Awards and Prizes

5.1.2. Specify the type, number and amount of institutional scholarships / free ships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The Financial aid given to the students during the four consecutive years is as follows:

No	Scholarships	2009-2010		2010-2011		2011-2012		2012-2013	
		No. of stu.	Amt.	No of stu.	Amt.	No. of stu.	Amt.	No of stu.	Amt.
1	S.T(M&F)	02	5595	03	6915	04	17220	08	40640
2	E.B.C.(full)	67	8400	55	70000	61	76000	70	100000
3	E.B.C.(half)	19	11400	18	10800	14	8400	09	6800
4	Baxi (Male)	164	199200	199	247335	204	248010	179	214800
5	Baxi (Female)	138	214980	198	272700	234	372970	272	459550
6	S.C. (high inc)	17	3884	24	47510	12	38500	59	277595
7	S.C. (Low. inc)	25	93665	31	104755	47	209705	15	63375
8	N.T/ D.N.T (M)	17	45965	22	55045	23	63335	33	94555
9	N.T/ D.N.T (F)	06	9690	15	19185	20	31980	28	46730
10	Minority (M&F)	09	36055	14	52270	16	59800	24	26880
11	Handi-capped	03	7500	02	5000	03	7500	06	15000
12	P. G. Baxi (M & F)			-	-			30	100500
13	N. T./ D. N. T. P.G. (M)			-	-			03	26315
	Total	**467**	**746890**	**581**	**891515**	**638**	**1133420**	**736**	**1472740**

N.B.: The financial aid was disbursed on time.

5.1.3. What percentage of students receive financial assistance from state government, central government and other national agencies?

Percentages of students received financial assistance:

- 54.46% O.B.C students received financial aid from State Govt.
- 50% S.T students received financial aid from State Govt.
- 74 % S. C. students received financial aid from State Govt.
- 100% the Handicapped received financial aid from State Govt.

5.1.4. What are the specific support services / facilities available for Students from SC/ST, OBC and economically weaker sections?

The Students from SC/ST, OBC and economically weaker sections are provided various facilities i.e. Scholarships specially given for SC, ST and SEBC. This is given by State government every year. Beside this they also get hostel facility provided by State Government where accommodation is free of cost.

- **Students with physical disabilities:** Students with physical disabilities are provided.
  - Physical resources as per the needs of differently- abled students e.g. preference in major subject selection, special sitting arrangement as and when required.
  - Special encouragement, guidance and care given during their academic journey.
  - Handicapped scholarship by State government.
  - Facilities offered by municipality as well as government i.e. concession in transportation.

- **Overseas students:**
  - No student from a foreign country has sought an admission in our college.

- **Students to participate in various competitions/National and International**
  - One student, studying in B. Com. Sem. IV, named Ankit Rajpara is an international chess player. He has participated in many chess tournaments at national and international level and won the championship awards on many occasions due to our constant emotional support. His absence is granted by the college when he goes to participate in national and international chess tournaments. Many students from our college have taken part in national level sports events.

o On account of incessant motivation on the part of college N.C.C. Cadets participated in various camps at various places as under:

1. Republic Day Camp (RDC)

Sr No.	Name of Cadet	Place Delhi	Time Duration
1	Barot. Nilesh. R	Delhi	26/10/2008 to 26/1/2009
2	Rajput. Rishab. S	Delhi	25/10/2010 to 31/1/2011
3	Chudhary. Poonam. S	Delhi	25/10/2010 to 31/1/2011
4	Patel. Payal. K	Delhi	25/10/2010 to 31/1/2011
5	Patel. Rajani. J	Delhi	27/08/2012 to 02/02/2013

2. Thai. Sainik. Camp (TSC)

Sr No.	Name of Cadet	Place Delhi	Time Duration
1	Chudhary. Aswin. D	Delhi	20/10/2008 to 04/11/2008
2	Chudhary. Mukesh. H	Delhi	20/10/2008 to 04/11/2008
3	Ratnu. Yashkaran. A	Delhi	20/10/2008 to 04/11/2008
4	Prajapati. Sanjy. V	Delhi	20/10/2008 to 04/11/2008
5	Prajapati. Dilip. M	Delhi	20/10/2008 to 04/11/2008

3. National Integration Camp (NIC)

Sr No.	Name of Cadet	Place Delhi	Time Duration
1	Chudhary. Aswin. D	Kolkata	31/08/2007to 16/9/2007
2	Prajapati. Dilip. M	Bihar	24/10/2007 to 06/11/2007
3	Thakor. Bhavanji. C	Godhara	2/11/2009 to 11/11/2009
4	Prajapati. Sanjy. V	Godhara	2/11/2009 to 11/11/2009
5	Prajapati. Radhe. S	Nagaland	22/05/2010 to 31/05/2010
6	Dubey. Vinay. K	Nagaland	22/05/2010 to 31/05/2010
7	Chudhary. Poonam. S	Sanand	18/11/2010 to 29/11/2010
8	Patel. Sheetal. D	Nagaland	24/05/2011 to 12/06/2011
9	Patel. Jatin. C	Nagaland	24/05/2011 to 12/06/2011
10	Panchal. Ram. H	Nagaland	24/05/2011 to 12/06/2011

4. Basic Leadership Camp (BLC)

Sr No.	Name of Cadet	Place Delhi	Time Duration
1	Patel. Amit. M	Nagpur	10/12/2010 to 21/12/2010
2	Thakor. Arjun. D	Nagpur	10/12/2010 to 21/12/2010

5. Annual. Leadership. Camp (ALC)

Sr No.	Name of Cadet	Place Delhi	Time Duration
1	Jain. Ashiben. A	Ranchi	04/10/2012 to 05/10/2012
2	Chudhary. Mukesh. H	Ranchi	04/10/2012 to 05/10/2012
3	Ratnu. Yashkaran. A	Ranchi	04/10/2012 to 05/10/2012
4	Prajapati. Sanjy. V	Ranchi	04/10/2012 to 05/10/2012
5	Prajapati. Dilip. M	Ranchi	04/10/2012 to 05/10/2012

- o With the financial support and emotional attachment the students participate in Youth festivals at the university and various zonal level competitions every year.

- o Under Swarnim Gujarat Initiative the students have participated in Khel-Kumbh and claimed good positions at the State Level.

- o Some students have also participated in essay competitions at the State level and debate competitions at the inter college level.

- **Medical assistance to students: health centre, health insurance etc.**

  - o Every year the institute arranges the Medical and Thalassemia Check-up Camp for the college students.

- **Student Accident Insurance**

  - o Every year more than Rs. 60,000/- are paid in the form of premium to the Insurance Company for getting all the students insured in terms of physical risk. Rs. 10000 are paid for medical expenditure and Rs. 1000 for transportation i.e. ambulance fare.

- **Organizing coaching classes for competitive exams:**

  - o The college has a Career Development Centre (CDC) where students are prepared for various competitive exams. The CDC conducts training programmes for aspirants who want to go for UPSC and GPSC examination. We also conduct classes for other exams like bank clerks, civil exam, M.B.A. entrance test etc.

- **Skill development (spoken English, computer literacy, etc.,)**

  - o There are two well-equipped labs. in the college: Computer laboratory and Digital Education and Learning Lab. Computer Basics and Computer Application are parts of the syllabus for B.Com. Sem. I to IV and M.Com. students. Internet operating training is also given to the students in the course. The institute has Digital Education and Learning Laboratory (DELL) an initiative of Government of Gujarat. The laboratory has 25 computers with different programmes like word mentor, communication

skill etc. The main aim of this laboratory is to develop the proficiency of students in English language specially in Spoken English.

- **Support for "Slow learners"**
  - o **Remedial classes:** The institute supports the slow learners by arranging remedial classes and interactive sessions. The institute has also put into practice the Buddy System where slow learners are motivated to work with intelligent students. Intelligent students help them in learning things related to syllabus and other related areas. Some special arrangements are made for slow learners as per their potentiality i.e. special attention during assigning some assignments.
  - o **Exposures of students to other institution of higher learning / corporate / business house etc.:** Students are also taken for field visits to various places, hotels and industries in order to get first-hand knowledge. So far we have taken out students to Dudh Sagar Dairy, Multi Gas Company, ONGC, Apollo Industries, Starline Tractors, Vimal Oil and Food Industries etc. Every year Institute of Cooperative Management organises training for imparting knowledge regarding cooperative sectors where we send our students to gain knowledge for the same.

- **Publication of student magazine.**
  - o Yes, every alternate year the institute publishes the student magazine entitled "DIVITA". Through this publication, students get a chance to show their creativity in writing. They write articles, poems, stories etc. for the magazine. Moreover there is a corner for a wall magazine entitled 'SETU' where latest news and views are displayed regularly.

5.1.5. Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The institute offers a subject on "Entrepreneurship" under CBCS curriculum. Guest lectures, seminars & training programmes are conducted by the college that provide an exposure to business opportunities in the Commerce and Trade sectors. Students are also motivated to attend guest lectures, seminars, training programmes and workshops arranged by other colleges to imbibe entrepreneurial skills. Our placement cell encourages outgoing students to visualize the starting of their own enterprises and become active contributors to the nation's GDP. Our various departments prepare the following modules to improve the skills and focus on the development of our students.

1. Business skills
2. Managerial skills
3. Communication skills
4. Professional skills

5. Public speaking skills

6. Leadership skills

7. Marketing skills

8. Team building etc.

5.1.6. Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

❖ **Sports**: The college motivates the students to participate in the sports activities. They are granted permission to take part in the sports and games and their leaves are granted and to and fro fare is given to them. The prizes to the winners are distributed every year. Ankit Rajpara is an international chess player.

❖ **Quiz**: Our Syllabus includes four papers of General Knowledge. The college conducts quiz competitions every year. All the students are motivated to participate in various competitions like Quiz, Debate and Discussion etc. One student won the second prize in the competition held by the Social Welfare Faculty by Ganpat University

❖ **Cultural activities:** To make the students achieve excellence in all life-enhancing fields the college organises various activities under Sapt Dhara.

1. **Gyan Dhara:** The students participate in various lectures, writing and reading of articles on eminent personalities like Swami Vivekananda, Sardar Patel, Gandhiji etc. under Gyan Dhara. They are exposed to various general books. e.g. fiction, self-help etc.

2. **Sarjantmak Abhivyakti Dhara:** It inculcates writing and speaking skills in students. Students get an opportunity to participate in various competitions such as elocution, essay writing, poster making, quiz, debate etc. Every year the institute organizes interclass and inter college debate competitions inviting all to participate.

3. **Kala Kaushalya Dhara:** The main aim of Kala Kausahlya Dhara is to search inner beauty in imagination. Students get a chance to express their imagination. Expression through colours is the major theme of the dhara. The students make use of colors for spot painting, poster making, collage making etc. Various competitions on best out of waste, T-shirt painting, cartooning, Arati thali decoration, rangoli are arranged. The students participate in on the spot painting, collage making, cartoon making, clay modeling competitions at Youth festival of the university.

4. **Natya Dhara**: This dhara deals with various types of stage-related performing arts like skit, mono acting, mimicry, bhavais etc. The students

are exposed to different aspects of DRAMA. Students, as a result, can participate and perform well in youth festivals in mime and mimicry, skit and one act play.

5. **Geet Sangeet Nritya Dhara:** Life is a music and so we should play it at a proper tune. To be in tune with the traditional arts, the form of music, songs and dance is revived under this dhara. The classical forms of music and dance are performed in the various cultural programmes. Under this dhara, singing classical songs competition is arranged. During Navratri festival, Garba competition is held by the college with a view to expressing a sense of gratitude to Goddess Durga and exploring the hidden skills of the students. Eminent personalities of town are invited to be the judge. The institute celebrates a talent morning one day prior to the celebration of the Annual Day and the students are encouraged to participate to develop their inherent abilities. Harshida Patel stood second in the classical dance competition in the youth festival at Himmatnagar.

6. **Yoga-Khelkood dhara**: Sports Day is celebrated every year where students take part in different games like long and short distant runs, jumps and disc throws. Inter class competitions in skipping, carom, chess, basketball, Kabbadi, Kho-kho tournament are the part of everyday games. Students also participate in various competitions at university, state and national levels. Yoga training in the form of lectures and demonstrations are arranged to make the students physically and mentally strong. Indoor and outdoor game facilities are provided.

7. **Samudayik Seva dhara:** It gives an opportunity to students to get acquainted with the reality of rural life. The main aim of this dhara is to train the students for betterment and development of the rural areas. In order to inculcate, in the students, the sense of responsibility for the self and the society, activities like tree plantation, role plays and seminars on socially relevant topics for the benefit of the rural community are arranged. Students also interact with the vulnerable community of Mehsana district. They also work in the home for elderly and differently-abled children. N.C.C. activities like TSC Sainik Camp, ATC Camp, Firing Competition, best performance at QTR guards, parades etc. take place throughout the year in order to encourage comradeship in students. These students also render services in the vaccination mission sponsored by the Government of Gujarat. The programmes on Breast Feeding and Consumer Protection are conducted by the college. Beside these, Independence Day celebration, Republic Day celebration, N.S.S. Day celebration, Blood Donation Camp, Medical Checkup Camp, Swarnim Gujarat Programmes, Yuva Chetna Camp etc. along with competitions like poster making, chart making,

theme based garba are organized every year. Gujarat Government releases grant for various activities under Sapt Dhara fund.

- ❖ **Additional academic support, flexibility in examination:** The institute follows the Continuous and Comprehensive Internal Evaluation System. Keeping in mind the circumstances academic support and flexibility are extended to the students only in internal examinations by giving extra test.

- ❖ **Special dietary requirements, sports uniform and materials:** NCC students are provided refreshment when they come for parade. NCC students get the uniform from NCC unit. Institute also provides sports uniform and other equipments for sports as and when needed. NSS students are also given refreshment whenever one day camp or workshop is conducted under NSS.

- ❖ **Any other:** NCC cadets get washing allowance and whenever they go for any camp get TA and DA. NSS volunteers do not have to spend money for the facilities and food given to them during Annual NSS Camp and at the time of doing regular works. Certificates are provided from the NSS grants for Annual camp. Traveling expenditure is borne by the NSS unit when the volunteers are taken to the Annual NSS Camp destination.

5.1.7. Enumerating on the support and guidance provided to the students in preparing for the competitive exams, five details on the number of students appeared and qualified in various competitive exams such as UCG-CSIRNET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central / State services, Defense, Civil Services, etc.

The institute has a placement cell named UDISHA an initiative of higher education department of Gujarat Government which organizes job fair every year for different subjects. The related information is placed on the notice board by the in charge of the UDISHA. The information of the passing out students is uploaded on the UDISHA website. The Umiya Kelvani Mandal and Ganpat University, Kherava manage Career Development Centres (CDCs) where students are trained how to appear in various competitive exams and develop personality. They also conduct classes for GMAT, GRE, TOFEL and IELTS. Training for NET/SLET exam is also conducted at the centre. Under the programme of Knowledge Consortium of Gujarat (KCG), Department of Higher Education, programmes related to various competitive examinations are telecast on a regular basis for the benefit of students. The programmes are relayed through BISAG under Sandhan. This facility is provided in the college library.

5.1.8. What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)

Since there is a dearth of faculties on account of the Government recruitment policy, we are compelled to allot the entire division to one faculty for counselling. The faculty concerned imparts academic, personal, career and psycho-social knowledge to the students in the classroom.

❖ **Academic Counselling:** All the faculties are the members of Academic Counselling Committee. Each faculty is allotted one division in which academic matters and problems are discussed and solutions are made.

❖ **Personal Counselling:** Students having personal problem are counselled separately. Regular meetings are held to meet the students and discuss their problems in various fields. Students who are irregular are counselled specially and if needed then parents are called for discussion.

❖ **Backward Class Students' Counselling**: We have appointed a committee comprising three members named Prof. U. G. Panchotiya, Prof. A. D. Parmar and Dr. R. N. Desai who look after the problems like reservation in admission, acquisition of scholarship etc.

❖ **Girls' Counselling**: Prof. M. B. Pandya, along with some senior students provide counselling to the girls and also organise talks on various topics where gynecologist and other doctors are invited to discuss some important issues related to health and behavior of girls at a particular age.

❖ **Career Counselling**: Dr. K. C. Modi and Prof. V. B. Patel give guidance to the students concerning selection of the best path for the future life and provide individual counselling to the students to find out their path of life to be full of happiness and satisfaction in the days to come. Workshops on personality development, leadership (Soft Skills) and inter personal skills are also organised for the students. Students with fatal health issues are dealt with seriously by taking them to consultants and parents are involved in the same.

5.1.9. Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes' detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

Yes, the institute has a placement cell named UDISHA. This is an initiative of Department of Higher Education of Gujarat Government. They organise a job fair every year for different subjects. The related information is placed on the notice board of the institute by the in charge of the UDISHA. The institute jointly organises campus interviews inviting reputed companies in the campus belonging to all special

areas and also provides information about various job opportunities through counselling and guest lectures. The Career and Counselling Cell of the college organises talks and workshops on how to write resume, preparing for an interview and many other activities for students. Beside these, two of our staff members attended a workshop on "Training for trainers of placement cell". Udisha Cell including students and faculties was formulated. The parents of T.Y. students are also counselled to motivate their daughters for further studies and entrepreneurship.

Placement services rendered by college:

- The advertisements published in newspapers and magazines for the vacant posts in various areas of commerce are displayed on the notice board.

- List of the T.Y.B.Com. and M.Com. students are sent to the Employment Exchange, Mehsana and the UDISHA, Ahmedabad for the enrollment, for the candidates desiring jobs.

- Patel Group of Institute, situated on the highway near Ramosana and 3 kms. away from Mehsana, recently arranged a job fair in which 35 well-known companies from Gujarat were invited and jobs were given on the spot. We encouraged 120 students to participate in the job fair. It is a matter of great joy that out of 120 job seekers, 65 job-seekers from our college were given jobs in various departments.

5.1.10. Does the institution have students grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Yes, the institute has a student grievance cell. The following are the members of the grievance redressal cell:

1. Prin. J. K. Patel
2. Dr. G. U. Rajput
3. Prof. A. D. Parmar
4. Dr. R. N. Desai

A box has been fixed on the wall near the gate of the administrative office to receive grievances from the students. Some grievances reported by the students were set right. Some of them are as under:

- Demand of R.O. System for safe drinking water.

- Issuance of bus pass of the students in the college itself.

- Issuing the entire book sets from the library.

- The college timings for PG students to be changed to cope up with their job timings.

- Students' demand for spacious library and conference hall.

The committee in consultation with the stakeholders concerned tries its level best to come out with the practical solutions of the problems faced by the students.

5.1.11. What are the institutional provisions for resolving issues pertaining to sexual harassment?

Since the college imparts co-education, there are many chances for sexual harassment. But we hardly receive complaints pertaining to sexual harassment. If any student faces any problem in or out of the college premises then principal, physical instructor in charge of discipline committee and all faculty members solve the problems together. The Police Department has placed a complaint box at the main entrance of the college premises and the students have been informed to lodge a complaint in writing if there is any. The box is opened at a regular interval by the police authority concerned and the steps are taken legally by the police against the culprits.

5.1.12. Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Yes, the institute has an anti-ragging committee which consists of principal and all the departmental heads. The university also has an anti-ragging committee. Moreover, at the time of admission the students have to give an undertaking that they will not indulge in any kind of ragging. Till date no ragging instance has been recorded or occurred in the college campus.

5.1.13. Enumerate the welfare schemes made available to students by the institution.

The welfare schemes made available to students by the institute are:

- Blood Group check up at the time of Blood Donation Camp
- Thalassemia check up
- Donor's support for paying fees and other activities for the welfare of the students. (NSS)
- Guidance and Counselling

5.1.14. Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

The college has established the alumni association in 2006. The well known Chartered Accountants of the city and some prominent merchants, government officers etc. are 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.

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

Sr. No.	Name of Alumnus	Position held
1.	Ms. Alka B. Kshatriya	M.P. (Rajyasabha)
2.	Mr. Ashwinbhai Yagnik	Prominent Chartered Accountant
3.	Mr. Dilip J. Chaudhary	Secretary of Sarvajanik 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 different colleges and others on good posts in government and corporate sectors.

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.

5.2. Student Progression:

5.2.1. Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Students progression:

UG to PG	2009-2010	2010-2011	2011-2012	2012-2013
B.Com. to M. Com.	14%	15%	14%	15%
B.Com. to MBA	3%	5%	6%	11%
B.Com. to MCA	1%	2%	1%	3%
B.Com. to MSW	0.05%	1%	0.25%	Nil
B.Com. to CA	1%	2%	2.5%	3.2%
B.Com. to CS	0.5%	0.25%	0.3%	0.4%
B.Com. to ICAI	2%	3%	3%	4%
M. Com. TO M. Phil	0.2%	0.1%	0.2%	0.2%
M. Com. TO Ph. D	0.01%	0.01%	0.01%	0.01%
Employed	30%	32%	40%	35%
Campus Selection	2%	2.5%	3%	3%
Other than campus recruitment	28%	36%	42%	38%

N.B.: Our intake capacity for M. Com. is 80 students. All the seats are occupied by the students every year.

Looking at the above-mentioned table, we can observe that there has been a steady trend so far the admission in M.Com. Programme is concerned. In other programmes, there are little ups and downs in their selection.

5.2.2. Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the College of the affiliating university within the city/district.

Details of the programme wise pass percentage of College and University:

No.	Programme	2008-2009 Percentage		2009-2010 Percentage		2010-2011 Percentage		2011-2012 Percentage	
		Coll.	Uni.	Coll.	Uni.	Coll.	Uni.	Coll.	Uni.
1	Sem-I&II (B.Com)	76.86	60.04	79.48	58.71	85.71	57.25	96.00	55.00
2	Sem- III&IV (B.Com)	97.62	83.13	84.41	82.39	95.30	83.87	94.28	71.55
3	T.Y.B.Com	83.90	80.88	86.00	81.08	87.26	77.61	81.81	70.50

| 4 | Sem-I&II (M.Com) | 87.78 | 72.51 | 77.27 | 74.16 | 100.00 | 96.00 | 97.62 | 95.82 |
| 5 | Sem- III&IV (M.Com) | 98.32 | 90.22 | 99.00 | 94.41 | 97.92 | 88.22 | 98.41 | 98.00 |

5.2.3. How does the institution facilitate student progression to higher level of education and/or towards employment?

➢ The institution has UDISHA, a placement and career counselling cell which helps and guides students through expert lectures and seminar towards employment and higher education.

➢ We invite reputed companies to hold campus interviews every year. The current year 20 companies held campus interviews and selected 20 students of T. Y. B. Com. for various posts.

➢ On 22 August, 2012 the company named NASSCOM conducted a written test for different posts in which the T. Y. B. Com. and M. Com. Students appeared for the test and a majority of students were selected.

➢ On 8 February, 2013 Vodafone company had arranged a campus interview at 11-00 a.m. for their call centres and selected students as per their requirement.

➢ On 12 March, 2013 the Patel Group of Institutes arranged a great job fair and invited 25 well-known companies to recruit candidates for respective posts. 80 students were motivated to appear at the interviews to prove their worth and get selected for various jobs.

5.2.4. Enumerate the special support provident to students who are at risk of failure and drop out?

Individual counselling by teachers and counsellors allotted to students. Counselling is given to the parents to understand their children. Teacher provides them academic guidance.

5.3. Student Participation Activities:

5.3.1. List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

❖ **Sports activities:** Chess, basketball, volley ball, net ball, ball badminton, hockey, cricket, archery, tennis, badminton, table tennis, wrestling, judo, boxing etc. are arranged. All the students are encouraged to participate in the above-mentioned sports activities.

❖ **Extra-curricular Activities:-**The college arranges extra-curricular activities under Sapt Dhara in which there are seven kinds of activities carried out throughout the year. The details are as follows:

- **Gyan Dhara** – Under this dhara, lectures, seminars, discussions are carried out on motivation, personality development enhancing skills, book reading etc.The following lectures were arranged:
  - On 27 July, 2012: Personality Development by Dr. Madhusudan Brambhatt.
  - On 30 July, 2012 : Touch Therapy by Shrimati Swetaben Jain.
  - On 1 August, 2012: Mind Power by Himani Chavda.
  - On 12 August, 2012: Lectures on "Swami Vivekanada" by Prof. V.B.Patel and Prof. U.G.Panchotiya.

- **Natya Dhara** - Under this dhara, the college stages street plays on social topics such as
  - On 24 September, 2012 staged the plays on 'Pay respect to Girl Child', 'Aids Awareness' and 'Avoid Bad Habits'.
  - On 2 October, 2012 on the occasion of celebrating the birth anniversary of Mahatma Gandhi the play competition was organised.
  - On 1 March, 2013 on the occasion of celebrating the Annual Day a play on the theme entitled "The Society without Women" was staged.

- **Geet Sangeet Nritya Dhara**: Under this dhara, various activities like song competition, dance (group and solo), folk dances, talent searching competition are organised.
  - On 1 March, 2013 on the occasion of celebrating the Annual Day different cultural programmes like folk dance, dance (group and solo), songs etc. were arranged.

- **Sarjanatmak Abhivyakti Dhara**: Under this dhara, various activities such as debate, elocution competition, essay writing competition etc. are organized.
  - 12 July, 2012: Elocution Competition: "Swami Vivekananda as a role model for the youth of India and Abroad"
  - 17 July, 2012: Essay Competition: "Swami Vivekananda as a Magnetic Personality.

- **Kala Kaushlya Dhara**: Under this dhara, various activities such as Rangoli, Combing Hair in different styles, Mehandi Applying Competition are arranged. On 7 August, 2012 the following competitions were arranged:
  - Rangoli: No. of participants: 04.
  - Combing Hair in different styles: No. of participants: 07
  - Mehandi Applying Competition: No. of participants: 24

- **Samudayik Seva Dhara:** Under this dhara, various activities related to NCC and NSS programmes such as celebration of national days, NSS day, tree plantation, Annual camps etc. throughout the year are organised.
  - 20 July, 2012: Cleaning Campaign and Tree Plantation at Ramosana.
  - 2 August, 2012:. Tie Rakhis to the patients of Civil Hospital at Mehsana.
  - 15 August, 2012: Celebration of Independence Day.
  - 7 September, 2012: Lecture on the Modern Life Style and Health.
  - 26 September,2012: Blood Donation Camp arranged and 86 bottles of blood collected.
  - 12 October, 2012: Cleaning Campaign of class rooms arranged.
  - 1 December, 2012: World AIDS Day: Poster Exhibition arranged.
  - 12 December, 2012: Voters awareness campaign and Sankalp Patra filled in.
  - 12 January, 2013: Lectures on 'Avoiding Bad Habits'& Abolishment of Superstitions" by Babubhai.S.Patel
  - 24 January, 2013: Campaign on Pulse Polio Vaccination held
- **Khel Khood Yog Dhara:** Under this dhara, various indoor & outdoor games are played and facilities are provided to students. Students take part in each dhara in college and youth festivals. The details have already been mentioned in the previous pages.

5.3.2. Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

Achievements made by students in co-curricular, extracurricular and cultural activities at different levels in the previous four years.

- ❖ Year: 2012-2013:
  - First rank in Guajarati folk dance at Bhagalpur from 04-11-2012 to 06-11-12.
  - University first Harshida Patel at youth festival of university in classical dance.
  - Jani Digisha stood first in the Elocution Contest, Faculty of Social Welfare, Ganpat University, Kherva.

- Sports Activities:

Sr. No.	Name of Participant	Name of Game	Rank/Position
1.	Dave Pooja S.	Wrestling (55kg.)	Gold Medal
2.	Sahay Siddhen K.	Boxing	Gold Medal
3.	Patel Nimmi K.	Badminton (Single)	Gold Medal
4.	Patel Nimmi K.	Badminton (Double)	Gold Medal
5.	Bhatt Siddhi S.	Badminton (Double)	Gold Medal
6.	Patel Hema D.	Tennis (Single)	Gold Medal
7.	Shah Sneha B.	Tennis (Double)	Gold Medal
8.	Patel Hema D.	Tennis (Double)	Gold Medal
9.	Shah Snehal B.	Tennis (Single) at District Level	Gold Medal
10.	Shah Snehal B.	Tennis (Double) at District Level	Gold Medal
11.	Patel Hema D.	Tennis (Double) at District Level	Gold Medal
12.	Prajapati Sunny	Judo	Silver Medal
13.	Chaudhari Dhaval	Wrestling	Siler Medal
14.	Patel Nimmi K.	Badminton (Single) at Mehsana	* Gold Medal + Rs. 5000/-
15.	Patel Nimmi K.	Badminton (Single) at Ahmedabad	*Gold Medal+ Rs. 7000/-
16	Prajapati Sunny	Wrestling	*Gold Medal + Rs. 5000/-
17.	Dave Pooja S.	Wrestling (55 Kgs.)	*Gold Medal + Rs. 5000/-
18	Barot Suraj P.	Judo (Open)	*Gold Medal + Rs. 5000/-
19.	Prajapati Sunny	Wrestling	*Bronze Medal + Rs. 5000/-
20.	Bhatt Siddhi S.	Wrestling	*Bronze Medal + Rs. 3000/-

* This symbol indicates the winners of the State Level Maha Kumbh. Total prize: Rs. 35000/-.

- ❖ Year: 2011-2012:
  - Kajal Patel (B.Com. Sem. I) stood first in the Elocution Competition held by JCI Oil City, Mehsana on 12th September, 2011 at Mehsana.

- Kajal Prajapati (B.Com. Sem. III) stood first in the Essay Competition held by JCI Oil City, Mehsana on 14th September, 2011 at Mehsana.
- On 15th September, 2011, 5 students were selected for call centres of Outreach Integrated Service Private Ltd.
- On 15th February, 2011 an essay competition on "Problems of Modern India and Swami Vivekananda" was held and some students achieved good positions.
- Harshida Patel took part in the youth festival organized by the university at Himmatnagar on 30th September, 2011 and achieved a second rank.
- 113 students appeared at SCOPE Examination conducted by University of Cambridge.
- Sport Achievements (Men):

Sr. No	Student Name	Class	Game Names	Uni. Place	All India Attendance
1	BAROT SURAJ .P	S.Y.B.Com.	JUDO	I/III	PUNA
	BAROT SURAJ. P	S.Y.B.Com.	WRESTLING	I	SHIRSHA
2	BHATIYA DEVANG. J	T.Y.B.Com.	JUDO	I/III	PUNA
3	PRAJAPATI KANAIYALAL.S	M.Com. Part-1	ARCHERY	-	UDEPUR
	PRAJAPATI KANAIYALAL.S	M.Com. Part-1	NET BALL	II	BILASPUR
4	CHAUDHARY AKASH.P	M.Com. Part-1	BALL.BADMINTAN	III	MANGLUR
5	PATEL SURESH .D	S.Y.B.Com.	BALL.BADMINTAN	III	MANGLUR
6	NARVANI RAVI. A	F.Y.B.Com.	VOLLEY BALL	-	SAGAR
7	CHAUDHARY YOGESH. M	T.Y.B.Com	NET BALL	II	BILASPUR
8	KURESHI MAHMAD. RAJ	M.Com. Part-1	FOOT BALL	-	JABALPUR
9	CHAUDHARY NIRAVKUMAR. K	F.Y.B.Com.	FOOT BALL	-	JABALPUR
10	PATEL AKASH. M	F.Y.B.Com.	WRESTING	II	SHIRASHA
	PATEL AKASH. M	F.Y.B.Com.	JUDO	III	-
11	ASNANI NISHANT. M	F.Y.B.Com.	T.T	-	NAGPUR
12	LUHARIYA	F.Y.B.Com.	HOCKEY	-	JODHPUR

	RANABHAI .M				
13	LOHANA KISHOR. G	T.Y.B.Com	BADMINTAN	-	UDEPUR
14	THAKOR SIDDH. R	F.Y.B.Com.	VOLLEY BALL	-	SAGAR
15	VAGHELA JIGNESH	S.Y.B.Com.	CRICKET	-	BOMBAY
16	SAHAY SIDHHARTH . K	F.Y.B.Com.	BOXING	II	BHOPAL
17	SIDI SAMIR. J	F.Y.B.Com.	W/J	II/III	PUNA
18	CHAUDHARY DHAVAL. M	S.Y.B.Com.	WRESTING	III	-
19	PRAJAPATI SUNNY. B	F.Y.B.Com.	W/J	III	
20	PATEL APAL . B	F.Y.B.Com.	NET BALL	II	
21	KADIYA MAYUR. J	F.Y.B.Com.	W/J	III	

❖ Year : 2011 - 2012, Sport Achievements (Women)

Sr. No	Student Name	Class	Game Names	Uni. Place	All India Attendance	Rank	Remarks
01	SHAH SNEHA BHARATBHAI	M.Com. Part-1	TENISH	III	NASIK		
	"	M.Com. Part-1	BALL. BADMINTAN	I	MANGLUR	Ist	For the last three years
	"	M.Com. Part-1	NET. BALL	II	BILASPUR		
	"	M.Com. Part-1	SOFT BALL	II	CHANDIGADH		
02	PARAMAR ANKITA. B	S.Y.B.Com.	HOCKEY	IV	JODHPUR		
	"	S.Y.B.Com.	BALL.BADMINTAN	I	MANGLUR	Ist	For the last three years
	"	S.Y.B.Com.	NET BALL	II	BILASPUR		

	"	S.Y.B.Com.	SOFT BALL	III	CHANDIGADH		
03	BARAD PAYAL. B	S.Y.B.Com.	HOCKEY	IV	JODHPUR		
	"	S.Y.B.Com.	BALL BADMINTAN	I	MANGLUR	Ist	For the last three years
	"	S.Y.B.Com.	ARCHERY	III	UDEPUR		
04	NIGDE NIKITA. Y	S.Y.B.Com.	HOCKEY	IV	JODHPUR		
	"	S.Y.B.Com.	NET BALL	II	BILASPUR		
	"	S.Y.B.Com.	SOFT BALL	III	CHANDIGADH		
05	PATEL SHITAL. D	T.Y.B.Com	BADMINTAN	I	MANGLUR	Ist	For the last three years
06	PATEL VANDANA. P	T.Y.B.Com	VOLLEY BALL & BALL.BADMINTAN	II & I	MANGLUR	Ist	For the last three years
07	MEHATA KHUSHBU. M	T.Y.B.Com	JUDO	II	PUNA		
	"	T.Y.B.Com	WRESTLING	II	SHIRSA		
08	PATEL HEMA. D	F.Y.B.Com.	TENISH / NET BALL	III	NASIK		
	"	F.Y.B.Com.	YOGA	III	KURUKSHETRA		

- ❖ Year: 2010-2011:
  - An N.C.C. cadet named Sanjay Valabhai Prajapati was selected for taking part in the National Parade: CRD held at Delhi on 15th August, 2010.

- An N.C.C. cadet named Poonam Chaudhari was selected for CRD Camp and obtained four gold medals. She also stood first in all competitions.
- Sport Achievements:

Sr. No.	Name of Game	Name of Player	Participation	Place
1	Badminton	Hingu Darshan	Inter Uni.	South Gujarat Uni.
2	Wrestling	Mehta Khushboo Patel Divya R. Rathod Dishaba Khushboo Devang Krupal Kamlesh	National National National Maha Kumbh Cash Prize Winners	Jaipur Uni. Pune Uni. Saurashtra Uni. Rs. 13,000/- RS. 15,000/- Rs. 12,000/- Rs. 03,000/-
3	Judo	Mehta Khushboo Patel Vandana Ravala Krupal Bhatiya Devang	National National National National	Jaipur uni. Pune Uni. Indore Uni. Saurashtra Uni.
4	Volley Ball	Rana Bhavati Bhatt Riddhi	National National	Gwalior Uni. Gwalior uni.
5	Chess	Rana Bhavati	National	Kanpur Uni.
6.	Hockey	Parmar Ankita Nigade Nikita Shankhala Asha	National National National	Chandigadh Uni. Gangtur Uni. Indore Uni.

- ❖ Year: 2009-2010:
  - Jinal Joshi took part in the Classical Dance at the youth festival organized by the university at Patan on 21st November, 2009 and achieved a second rank.
  - Vartika Khanna participated in the Elocution Competition at the youth festival organized by the university at Patan on 21st November, 2009 and achieved a third rank.
  - Under Swarnim Gujarat Celebration, the college team claimed the third rank in the Quiz Competition held at Mehsana.
  - Sport Achievements :
    - ➢ On 25th July, 2009 the Swimming Competition was arranged at Vanikar Club, Mehsana and one of our students grasped the second position.

> ➢ On 6th November, 2009 Badminton Competition was organised by the college and our college acquired the third rank.

5.3.3. How does the college seek and use data and feedback from its graduates and employers to improve the performance and quality of the institutional provisions?

The Institute organizes seminars and invites experts from potential employers and suggestions are solicited to improve performance and quality of students. Alumni Association through membership forms and meeting with Alumni makes suggestion to improve syllabus. We took suggestion from past students and potential employers too.

5.3.4. How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

College has a wall magazine entitled 'Setu' managed by the magazine committee in charge Dr. K. C. Modi where the students are encouraged to exhibit creative writing or general information and they are motivated to write articles in a college magazine entitled 'Divita'.

5.3.5. Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

Yes, the college has a Students Advisory Board:

Prin. Dr. J. K. Patel	Chairman
Prof. U. G. Panchotia	Vice chairman
Dr. G. U. Rajput	Member
Prof. A. D. Parmar	Member
Dr. R. N. Desai	Member
Patel Sonal. G	Member – M.Com-II
Lakhwani Hina. K	Member –T.Y.B.Com
Patel Shital M	Member – S.Y.B.Com
Chaudhari Poonam	Member - NCC
Prajapati Mahesh	Member – NSS
Parmar Ankita	Member – Sports
Barot Suraj	Member- Sports

The selection of students is done on basis of active participation in academic and other activities and in according to the norms laid down by the college. The Students Advisory Board conducts activities throughout the year and gymkhana fund and culture activities fund is made available for programme.

5.3.6. Give details of various academic and administrative bodies that have student representatives on them.

The college believes in giving equal opportunities to the students in supporting the authorities of the college faculty in maintaining discipline and over all activities and affairs of the college. The college provides opportunities in various academic and administrative bodies. The details of student representation are as follows.

➤ **Editorial boards**-The editorial board consists of both a chief editor and a student editor. The board invites articles from the students and the faculties to be published in a magazine entitled "DIVITA", and a wall-magazine "SETU" in consultation with the management.

➤ **Extra-curricular activities**:- This committee has been constituted to give birth to the cultural tendencies among the students. Talented students, chosen by committee members, are encouraged to develop their latent skills and talents and right training is imparted to them for better performance in the days to come as well.

➤ **Library advisory committee**:- The committee consists of six members including teaching faculties and a librarian. The committee is responsible for the maintenance of library books, journals, easy access of the library facilities to the students etc. In order to make the library atmosphere congenial suggestions from students and other readers are invited regarding the facilities like reading room, drinking water, maintenance of library records etc.

➤ **Student Welfare Committee:** The Student Welfare Committee is consisted of six student members out of which two members from F.Y., S.Y., and T.Y.B.Com. classes each i.e. total six members are selected. They work under the guidance of the in-charge of the committee.

All these committees have faculties as members who play the crucial roles as advisors to the best of their capacity. The students play significant roles in enhancing library services and preparing list of books, journals to be procured by the college at regular intervals. The students, on the welfare committee, play the role of a bridge between students and staff and offer suggestions for the growth and development of the institute. The students welfare committee play key roles contributing towards enrichment of the academic lives of the students.

5.3.7. How does the institution network and collaborate with the Alumni and former faculty of the institution.

The institution collaborates with Alumni and former faculty through mails and personal visits and invite them for lectures on important occasions. Some alumni are also in constant touch with the faculties and the head of the institute through social networks like Face-book, Twitter etc.

Any other relevant information regarding Student support and Progression which the college would like to include.

When the students seek admission in this college, they are not acquainted with the college atmosphere and therefore they feel diffident at the initial stage. We help them make a right choice of the programmes. They are provided with information concerning curricular and extra-curricular activities. Since we have a number of students in institution who are first generation learners, to develop self-esteem and confidence in them, the faculty members take special care towards them. More over in CBCS a course on personal empowerment has been included to help them face problems in life. An individual counselling session with parents has been arranged whenever needed. Staff member help students on individual basis during their economic crises. Training in leadership was provided to the students one hour for three days under Gyan Dhara and a seminar was organized on the topic interpersonal skill development in collaboration with JCI.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT:

6.1. Institutional Vision and Leadership:

6.1.1. State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seek to serve, institution's traditions and value orientations, vision for the future, etc. ?

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 endeavor of the institution to provide and maintain a conductive 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.

- The vision of the institute being imparting education to the young generation of rural and semi-urban population, the faculty members of the college make it a point to visit various higher secondary schools in the surrounding villages, to motivate the young girls especially from the economically vulnerable sections to join the college.

- Various programmes are being organised to inculcate positive attitudes towards college activities under different dharas and to develop confidence and positive self-concept among students. The institute has a career counselling cell under which various workshops and motivational, skill based as well as value based talks are arranged for the benefit of the students. Under the 'Udisha' (Placement Cell) an initiative of Knowledge Consortium of Gujarat (KCG), the final year students' profile is uploaded on GSDM (Gujarat Skill Development Mission) for prospective employers. Care is taken to expose the students to English language through Digital Education and Learning Laboratory (DELL), so as to enhance their capabilities to meet the global needs.

6.1.2. What is the role of top management, Principal and Faculty in designing and implementation of its quality policy and plans?

In designing and quality implementation, the following steps taken are :

➢ **The Academic aspect:** After the syllabus is redesigned and enhanced by the faculty, it is passed through the Board of Studies in Commerce, Faculty of Commerce and Academic Council. Certain policy decisions like implementation of courses is taken directly with the permission of the Vice-chancellor.

- o The budget is approved yearly; the major expenses like infrastructure improvement and purchase of equipment are incurred after approval from the Managing Trustee of the college.

- o The college is protected under the umbrella of S.V.T. and as per its constitution, the governing body is consisted of the Chairman, Managing Trustee, other trustees, and Principals of all colleges managed by Sardar Vidyabhavan Trust.

- o In the meeting with Managing Trustee, all types of appointments, retirement dates etc. are approved by the college. The confirmation and approval of appointment is done by S.V.T. The infrastructural requirements of various colleges are sanctioned after reviewing new courses and programmes adopted by the college. In the meeting, the yearly budget of the college is approved. Moreover the management bears the deficit of the college. The major expenses are to be incurred by the colleges and many common works are carried out by the Trust.

- ➢ **The Role of Principal:** The Principal is the President of Central Committee and Chairperson of various committees. He is the final signatory of the college.

  - o Represents the institute at various academic bodies of the university and government.

  - o Plans the budget and implements the same.

  - o Involves the faculty members for making various decisions for institutional development.

  - o Manages the administrative aspects.

  - o Motivates the faculty members for career advancement.

  - o Allocates the administrative and academic activities and responsibilities to the faculty.

  - o Helps faculty in designing the policies as and when required by the higher authorities.

6.1.3. What is the involvement of the leadership in ensuring:

- **The policy statements and action plans for fulfillment of the stated mission**

- **Formulation of action plans for all operations and incorporation of the**

- **same into the institutional strategic plan.**

- **Interaction with stakeholders.**

- **Proper support for policy and planning through need analysis, research**

- **inputs and consultations with the stakeholders.**
- **Reinforcing the culture of excellence.**
- **Champion organizational change.**

$\Rightarrow$ The Head of the institute serves as a liaison between the students and the trust. Infrastructural needs for the institute are conveyed to the management by the principal and the principal sees to it that they are fulfilled.

$\Rightarrow$ Since ours is a college affiliated to HNGU, Patan and it is only 55 kms. away from our college, the principal is able to maintain liaison between the university and the college.

$\Rightarrow$ Five faculty members of the college are members of Board of Studies in Commerce and three of them are the chairmen of the Boards, so updating of syllabus is done without any hindrance.

$\Rightarrow$ The Principal along with the senior faculty members, plans the academic calendar beforehand and then discussed in the staff meeting for finalization. Sapt Dhara and departmental activities are also incorporated into institutional strategic plan.

$\Rightarrow$ The principal devotes 1 hour (12.00 am to 01.00 pm) every day for listening to the grievances of the students.

$\Rightarrow$ The principal attends all the parent teacher meetings and meetings with other stakeholders viz. club members, NGOs, Government Organizations, organized at the college.

$\Rightarrow$ The institute has introduced the CBCS System and started updating the syllabus where certain courses were incorporated in consultation with the stakeholders like General Knowledge, Entrepreneurships, Finance Management, and Computer application.

$\Rightarrow$ The principal is in close contact with the KCG for academic development of the college.

$\Rightarrow$ The Principal is also a member of Grievance Redressed Cell (GRC) for the students where the grievances are redressed and students are counselled.

$\Rightarrow$ Frequently, the students' feedback is taken orally about the teachers as well as the subjects they teach.

6.1.4. What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

- There are review meetings to analyze the targets to be achieved periodically.

- All the Departments incharge and various dhara incharge are responsible for the effective implementation of the policies and plans.
- Feedbacks, taken from the students and stakeholders, are considered for the improvement of the plans and policies.

6.1.5. Give details of the academic leadership provided to the faculty by the top management?

The top management supports the faculties for enhancing their academic qualifications. It also helps in providing required infrastructure based on the demand of the hour.

- Management also motivates us by remaining present in the programmes organized by the college.
- It also sanctions leave for attending the seminars, workshops and conferences for the professional development of faculty members.
- Total economic and infrastructure support is provided by the management when any programme is organized by the institute.
- College accords some prizes/rewards to the best performers in curricular and co-cultural activities from the financial help of the management.
- Faculty members are given coordinatorship of various add-on courses. The incharge of various departments are responsible for departmental growth.

6.1.6. How does the college groom leadership at various levels?

Grooming leadership at various levels:

- At student level, the institute has started a soft skill development programme, wherein the students are trained under various fields viz leadership, team building, decision making, time management, personal grooming etc.
- Each faculty member is given some administrative responsibilities to carry out and freedom is given to take informal decisions.
- Faculty members are motivated to become member of professional bodies of respective fields.
- Management and leadership workshops are organized by the institute for development of their faculty members.
- Faculty Members are allowed to be resource persons in other institutions.
- Faculty members are given responsibilities of various committees of the college.

6.1.7. How does the college delegate authority and provide operational autonomy to the departments / units of the instruction and work towards decentralized governance system?

- The department in-charges are responsible for distribution of the workload and planning the departmental time table.

- The principal is consulted in case of grievances of faculty.

- The departments are free to check out the infrastructure plan which is required for the syllabus.

- The department in-charges invite suggestions regarding academic and supportive services which are then conveyed to the principal.

- Planning of training programme, workshops etc. is done by the department in-charges in consultation with the department faculty members.

- Purchase of books and equipment pertaining to the subjects are decided by the department in-charge and then put up for approval before the Library or Purchasing committee.

- Purchase of equipments is done in the departments by the help of the concerned subject teachers, in charge of the departments and the purchase committee headed by the principal.

- Teacher's day, welcome ceremony, farewell programmes etc. are organized in the college.

6.1.8. Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

The college encourages the participation of both students and faculty members in the management of diverse activities undertaken throughout the year. The three tier system comprising of a Governing Council, Academic Council and Students' Representatives play a key role in bringing together the faculty members and the students. Through feedback procured from the students' representatives, the college tries to sort out the difficulties faced by the stakeholders and attempts to realise the vision and mission of the institute.

6.2. Strategy Development and Deployment:

6.2.1. Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

- The Vision, Mission, Goals and Objectives of the institute are true indicators of its quality enhancement policy. Keeping this in view, the CBCS syllabus was formulated and implemented from 2009-10.

- The career and counseling cell – UDISHA prepares the students for future job opportunities.

- The state government has also established a body called KCG under which various activities are organized for faculty development like Capability

Building seminar, Research Methodology workshop where our faculty members are participants as well as resource persons.

- Staff development programmes are also conducted and staff is motivated to enhance their educational level, two members are doing their Ph.D. in respective fields.

- The IQAC reviews the entire activities of the college and prepares the AQAR.

- Various Sapta Dhara Activities are organized in the college and the workshops, seminars are designed keeping vision, mission, goals and objectives in mind.

- Under Chalo College Abhiyan, a peer team from the State Govt. deputed by the KCG visits the college and reviews the activities carried out.

6.2.2. Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Yes, under the development grant, we propose to have a seminar room, with all the latest facilities. College is in the process of upgrading staff room, library and classrooms to enhance teaching and learning process. Purchasing latest books, preparing study materials, programme related CDs need to be purchased at the earliest.

6.2.3. Describe the internal organizational structure and decision making processes.

- The Principal conceptualizes the plan i.e. infrastructure improvement which is then sent for formal approval to the respective Managing Trustee of the S.V.T. If major financial decisions are to be taken or a major policy change is involved, the consent of the Chairman of Sardar Vidyabhavan Trust is taken and passed through the governing body.

- Under Sapt Dhara activities, decisions are taken by the in-charges in consultation with the principal.

6.2.4. Give a broad description of the quality improvement strategies of the institution for each of the following:

❖ **Teaching and Learning:**

- Faculty members are deputed for seminars and workshops.

- For young faculty members, feedback on their teaching is taken.

- Preparing study material.

- Curriculum is designed based on changing global needs.

- Teaching aids are used according to the demand of the subject.

- Continuous development of faculty members is encouraged by the institute.
- In framing syllabus, suggestions from various stakeholders like entrepreneurs are taken.

❖ **Research and Development**
- Faculty members apply for minor research projects with the monetary help from UGC.
- Faculty members participate in upgradation of programmes viz. Seminars, Workshops, Symposiums, and Conferences of their respective fields.
- Faculty members of commerce provide counselling to PG students of IGNOU in M.Com. and M.B.A programmes.
- A number of faculty members guide M. Phil. students at university.
- Two faculty members are pursuing their Ph. D. degrees.

❖ **Community engagement**
- Under the Samudayik Sewa Dhara, the students work in render community oriented services during annual NSS camp and other regular activities.
- NCC cadets of the institute also participate in the immunization programme of the Government.
- National Integration Programmes are conducted under N.S.S.
- Students in Programme for Rural and Urban development visit Communities like slum area performing street plays on consumerism, Save Girl child, Environment Conservation etc.
- Various days like Petrol Saving day, Save Environment day, Teacher day are celebrated.
- By conducting various activities under Sapt Dhara, the institute inculcates qualities of a good citizen in students.
- Extensive work is carried out in collaboration with reputed clubs like JCI, Mehsana and Rotary club of Mehsana, Blood Bank of Mehsana throughout the year.
- The prominent projects such as Blood donation, Thalassemia Check-up camp, lectures on Thalassemia, International Women's Day celebration, Integrity Day, Consumer Day celebration etc are also arranged.

❖ **Human resource management**

The college working pattern demands a lot of intradepartmental, intercollegiate, college and community interactions.

- The departments of the college have a conducive environment of working which makes it easier for the faculty members to perform their duties devotionally. Departmental activities are planned and executed by the department taking the principal in to confidence. All the faculty members extend their support to the departmental activities.

- Many courses demand interdepartmental liasion. The elective subjects offered to the students are planned interdepartmentally.

- Expertise of the faculty members is taken into consideration for academic and non-academic activities of the college.

- The administrative staff works enthusiastically in executing all the programmes successfully.

- The college closely works in collaboration with the Government and Non government agencies.

- Various student committees have been formed and they are in constant touch with one another. The members implements the activities planned under various dharas.

- NCC, NSS, sports and cultural activities are integral parts of the extra-curricular activities.

6.2.5. How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

- Every year the Prospectus is published wherein all the activities of the college are highlighted. It is made available to all the stackholders.

- Achievements of the faculty members and students are reflected in the magazine "Divita".

- Coverage in print media is a regular feature which is carried out as and when there are college activities and achievements.

- Eminent personalities from the state and town are invited to the college to grace the occasion of annual day celebration and other programmes.

- Stakeholders and other guests are also invited to be a part of college activities.

- Members of management remain present on most of the events orginised by the college.

- Periodic meetings of the Head of the institute with the Managing Trustee take place and annual meeting is held in the presence of the chairman and all the trustees with a view to share the pros and cons of the institute.
- The Principal is in constant touch with the faculty members and the non-teaching staff. The performance of all the members of the college is reported to the top management by the principal.

6.2.6. How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

- The management takes keen interest in the academic and non academic activities carried out by the institute. It approves and provides grants for the same. It also encourages by extending support and guidance as and when needed.

6.2.7. Enumerate the resolutions made by the Management council in the last year and the status of implementation of such resolutions.

- ❖ **The resolutions made by the Management council in the last year and the status of implementation of such resolutions are mentioned bellow.**

Sr. No.	Resolutions made by the Management	Status of Implementation
1	Autonomy of Management	Autonomy to manage the institution is given to the principal.
2	No private tuition allowed	Private tuition are banned but weaker students can be helped by taking remedial classes in the college.
3	Better result expected	Better result in comparison with other commerce colleges of North Gujarat achieved .
4	Preparation of Academic calendar	Every year the college prepares an academic calendar
5	Fulfilling vacant post on the self-financed basis	Librarian and administrative post have been filled by the management.
6	Celebration on Golden Jubilee year of college	Various programme have been arranged for celebration of Golden Jubilee Year of college.
7	Starting a canteen in the college campus	Preparations have been made and the canteen will start functioning from the beginning of the next academic year.
8	Complete renovation of library building.	Library has been beautifully renovated as per the architectural plan passed in the Management council
9	Installation of Closed Circuit	Sixteen Closed Circuit Cameras have been

	Cameras	installed for the purpose of safety and security of the college at various places and they are monitored by the principal of the college.
10	Apply for Reaccreditation	Application for Reaccreditation (Letter of Intent) to be sent.
11	Appointment of Security	New Security guards have been employed and the students are not allowed to enter the college premises without Identity Cards.
12	Digital notice board	Digital notice board has been installed near the administrative office in order to make the students aware of college activities.

6.2.8. Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes' what are the efforts made by the institution in obtaining autonomy?

No

6.2.9. How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

- The College has a suggestion box which is opened at regular intervals and if there are any grievances received by the institute, they are redressed immediately. As such we have not come across any complaint which needed to be dealt severely. Minor grievances are solved orally. No police case has been filed so far.

- The principal devotes one hour everyday i.e. from 12.00 am to 01.00 pm to students to address their problems.

- Management also informs the principal regarding any direct grievance which comes to their knowledge, in reference to students, faculty, administrative staff etc.

6.2.10. During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No, in the last four years, there has been no instance of court case filed by and against the institute.

6.2.11. Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes' what was the outcome and response of the institution to such an effort?

Yes, the institution has developed a feedback mechanism where the students are given forms and they are asked to fill them up on their own. These feedback forms are for assessment of the faculty members as well as the subjects taught by them.

- Filled in forms are examine and faculty members who need improvement according to the feedback from the students, are counselled by the principal and provided guidance for personal improvement.
- The management also takes keen interest in the development and improvement of teachers' performance.

6.3. Faculty Empowerment Strategies:

6.3.1. What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

- The teaching staff is encouraged to participate in the professional workshops, conferences, seminars etc. related to their area of specialization.
- Faculty members are also encouraged to pursue higher studies especially research work along with teaching work. They are also encouraged to present research papers at seminars, workshops and conferences held at various places.
- Faculty members are motivated to apply for minor/major research projects under UGC.
- Teaching and non-teaching staff undertake training in computer skills along with soft skill training.
- Faculties are given opportunities to participate in capability building workshops organized under KCG.
- KMPF (Knowledge Management Programme for Faculty) is organized by KCG in which our faculties named Dr. J. K. Patel, Prof. R. M. Patel and Prof. A. D. Parmar and Prof. V. B. Patel have participated to receive training for personal and academic enhancement.

6.3.2. What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating employees for the roles and responsibility they perform?

For faculty empowerment, the strategies adopted are:

- The Faculty members are assigned responsibility of Sapt Dhara where it is their responsibility to manage all activities within the budget allocated and write a report, it is an enriching experience for the faculty.

- The outstanding achievement of the faculty is highlighted by the management and the principal of the institution on the annual day and on special occasion as well.
- Faculty members are encouraged to participate in training programmes organized by KCG, a State Govt. initiative in their respective subject of specialization and research areas.
- They are encouraged to present papers in state and national level seminars and conferences.
- Each faculty has been provided with laptop facilities.
- Faculty members of the institute are invited for expert lectures by SANDHAN for which the institute gives duty leave and other facilities.
- Faculty members are also granted permission and encouraged to perform duties as resource persons in various academic institution, government bodies and NGOs.
- Faculty members are also counsellor of distance mode of learning courses introduced by IGNOU and BAOU.
- In order to motivate the employees and develop a feeling of togetherness, the Credit Society run by the college gives sweets and namkeen to all the employees on the occasion of the festival of Rakshabandhan.

6.3.3. Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

- Evaluation of teacher and courses is done by the students. The results are discussed with the respective teacher.
- An appraisal form is used by the institute which the teachers are supposed to fill in and submit within the stipulated time.
- Teacher's diary is checked every semester.
- Principal takes feedback from stakeholders.

6.3.4. What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

- The Principal and the departmental heads of the institute hold regular meetings with the faculty members.
- The faculty members are motivated to take more active part in research.
- One faculty member has put up a minor research project.
- The positive aspects of the faculty members are appreciated.

6.3.5. What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemers in the last four years?

- The college exempts the children of staff members from education fees.

- In the admission process, too, preference is given to the children of the staff members so far management quota is concerned.

- A Registered Credit Society is run by Sardar Vidyabhavan Trust for the benefit of teaching and non-teaching staff of the college and all other sister-concerned colleges of the campus. The loan to the tune of 10 lakh can be procured from the credit society making minimum efforts. All the permanent employees of the colleges on the campus are the members of the society. The Credit society is engaged in the following activities:

- Awarding prizes to the wards of the members of the Credit society for outstanding performance in academics.

- Paying 500 rupees every year to the children of all the peons for purchasing books and notebooks.

- Distributing sweets to all the members of the society on the celebration of the festival of Rakshabandhan.

- Organising a farewell functions for the retired member of the society.

- Paying Rs. 21,000 in the event of death of a member.

6.3.6. What are the measures taken by the Institution for attracting and retaining eminent faculty?

Since ours is a grant-in aid college and the recruitment is made by the Government of Gujarat, we have no role to play for attracting eminent faculty.

6.4. Financial Management and Resource Mobilization:

6.4.1. What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The process of efficient use of financial resources begins with the scrutiny of the annual budget by Sardar Vidyabhavan trust consisting of the Managing Trustee, other trustees and the Principal of the college. The annual budget of the forthcoming year is produced by the Principal which after due scrutiny and discussions is passed by the committee constituted by the Trust.

➢ Financial resources of the college are the obtained from the State Government, UGC and fees collected from the students. The financial management is done by the Principal seeking support from the Office Superintendent of the administrative office.

- Payment of all the purchases of equipment, books, stationery, materials, salary of self-financed staff, infrastructural development etc. is made through Account payee cheques the principal maintains transparency.
- The accounting is systematically done by means of TALLY software.
- The equipments and other infrastructural requirements are bought after proper scrutiny.

6.4.2. What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

- The external audit is done by a registered Chartered Accountant of Messers Ashwin K. Yagnik & Co. The accounts have been audited for the financial year 2011-12 i.e. up to 31st March, 2012.
- The last Government Audit was on 31st March 2011, where no major audit objections were raised.

6.4.3. What are the major resources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative of the previous four years and the reserve fund/corpus available with Institutions, if any.

- Ours is a grant-in-aid institution and hence 100% salary grant is accrued from the government. Moreover the Government gives Rs. 75 per student per year for miscellaneous expenditure.
- Fees collected include Development fee, Library fee, Gymkhana fee, Internal test fees, Exam fees etc.
- The deficit is borne by the management.

AUDITED INCOME & EXPENDITURE OF UGC DEVELOPMENT ASSISTANCE GRANT FOR UNDER GRADUATE SCHEME

For the Year Ended on 31-03-2011 (Under XIth Plan Period.)

INCOME	Amount	EXPENDITURE	Amount
Grants from : UGC		**Undergraduate :**	
Under Graduate :		1. Books & Journals	65753
1. For Books &	50000		
2. For Equipment	67894	2. Equipment	99000
3. Maintenance of Equipment	18750		
	12500	3. Maintenance of Equipment	20435
4. Improvement of facilities in existing			
	12500		

premises.			
5. Enhancement of initiative for competence building in college.	6250 6250		
6. Educational innovation	11044		
7. Field work/ Study Tours			
From College			
Total	**185188**	**Total**	**185188**

Income & Expenditure Statement of Development Assistance grant for Under Graduate education For the Year Ended on 31-03-2010

(Under XIth Plan Period.)

INCOME	AMOUNT	EXPENDITURE	AMOUNT
Grant from UGC			
Books & Journals	120640	Books & Journals	119767
Equipments	159454	Equipment	220000
Maintenance of Equipment	71250	P.T.A/c	12212
Improvement of facilities in existing premises	47500	**Un spent Bal** :	141865
Enhancement of initiative for competence building in colleges	47500		
Educational innovation	23750		
Field work/Study tours	23750		
Total :	**493844**	**Total :**	**493844**

Shri V.R.Patel College of Commerce

Nagalpur Approach Road, Highway , Mehsana-384 002.

AUDITED INCOME & EXPENDITURE A/C FOR P.T.A.C. GRANTS

For the Year Ended on **31-03-2009** (Under X[th] Plan Period.)

INCOME	AMOUNT	EXPENDITURE	AMOUNT
Grants from UGC 1. PTAC 2. Grants from State 3. From College	-- -- 13461	1.Travelling & registration fee for going to academic Conferences 2. Balance With College	13461 --
Total	13461	**Total**	13461

AUDITED INCOME & EXPENDITURE A/C FOR BOOKS / EQUIPMENT GRANTS AND PTAC

For the Year Ended on 31-03-2008 (Under XIth Plan Period.)

INCOME	AMOUNT	EXPENDITURE	AMOUNT
Grants from UGC 1. For Books & 2. For Equipment 3. From College	 34680 51326 11244	1. Books & Journals 2. Equipment	43750 53500
Total	**97250**	**Total**	**97250**

6.4.4. Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

- Additional funding are procured by having add-on-courses; self-financed professional courses, such as Foundation of ICAI, CPT, Tally etc.

- The institution seeks funding from various schemes of UGC, ONGC, Alumni, social bodies, sponsorships and NGOs.

- The funds have been utilized in installation of water cooler for students and installation of two air-conditioners in Conference Hall and Library up-gradation.

6.5. Internal Quality Assurance System (IQAS):

6.5.1. Internal Quality Assurance Cell (IQAC):

a. **Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**

Yes, the institution has established an Internal Quality Assurance Cell (IQAC). The IQAC comprises the following members.

Prin. Dr. J. K. Patel	Chairperson
Mr. Anilbhai. T. Patel	Chairman of Trustee
Mr. K. K .Patel	Managing Trustee
Mr. R. M .Patel	Member
Mr. K. C. Modi	Member
Mr. V .B. Patel	Member
Mr. I .L. Prajapati	Member
Mr. D .T. Patel	Member

The administration in the institution is maintained involving of the staff at every level. IQAC communicates and assign duties and responsibilities to each staff by conducting departmental meetings periodically. Principal takes a close review of all the staff activities and suggest improvements. Both the curricular and extra-curricular activities are held quite smoothly by the active participation of the staff. The teachers have been quite supportive to the academic needs of the students by offering reading materials, tutorials and add on programs.

b. **How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?**

- Digital Education and learning lab has been approved and is functional.

- According to the new syllabus, whatever equipments are required are purchased after the approval from the authorities.

c. **Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.**

Yes, The IQAC does have external members from local area and management.

The external members help in planning out the academic activities of the college and also help in arranging eligible guest speakers.

d. **How do students and alumni contribute to the effective functioning of the IQAC?**

- Students are not members of IQAC directly, but indirectly they hold positions in the Executive Council under Sapt Dhara wherein they carry out activities and contribute in IQAC.
- Some faculty members are alumni who contribute to the effective functioning of IQAC.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

The IQAC formulates programme and then it is put up in the staff meeting where it is discussed and then each faculty member is given responsibility as per the plan.

6.5.2. Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalization?

- A functional IQAC is a proof of quality maintenance and assurance of academic and administrative activities.
- Exam. results are evaluated regularly.
- The Government of Gujarat organizes 'Chalo College Abhiyan' where the authorities study and analyze the college activities.
- The accounts are computerized.
- Tally programme is used for accounting.
- Each person in the office has been provided with a computer.
- Specific duties are allocated to the support staff.
- There is a regular External Audit by the Management and the Government.
- The office staff is trained and qualified CCC.

6.5.3. Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

Yes, the institution makes an effort to provide training by arranging workshops and trainings viz stress management, anger management, interpersonal skills etc. Workshops like research methods and technical writing skills are organized to improve the quality.

- Office staff has under taken training to use Tally software.
- The Librarian is trained to use SOUL software.
- The support staff is trained to use new machines and equipments like the Photocopier and the Scanner.
- A workshop on 'manners and etiquettes' is planned for the support staff.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

➢ IQAC report is prepared every year which in itself is an academic audit and it gives us the idea of our strength and weaknesses.

➢ At the beginning of the academic term, the report of the previous year's AQAR is discussed and from the view point of improvement, the state government has introduced AAA and 'Chalo College Abhiyan' to assess the academic standards and the college actively participates in it.

➢ As a credit to institution, almost all the faculty members have been invited by the Government of Gujarat to deliver a talk in 'SANDHAN' which is an external indicator of their quality.

➢ Teachers also maintain a teachers diary.

6.5.4. How are the internal quality assurance mechanisms aligned with the requirements of the relevant quality assurance agencies/regulatory authorities?

• The Management S.V.T. has nominated Shri K. K. Patel as an a Managing Trustee in-charge of the college. Moreover, KCG authorities visit the college in 'Chalo College Abhiyan'. The State Government has introduced Academic and Administrative Audit (AAA) for which the college has applied. Thus the IQAC mechanisms are in tune with the requirement of the external quality assurance.

6.5.5. What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

To review the teaching learning process continuous evaluation of all aspects is carried out by the principal. The principal also reviews the test results of each semester of each subject.

• Subject and teacher evaluation help in improving the standards.

• Suggestion box has been placed in the college for students.

• The box is opened at regular interval and discussed the suggestion offered by the students are accepted.

• Teachers make SWOC analysis in the class at individual level.

• Teachers are also supposed to maintain a teacher's diary.

6.5.6. How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

To communicate the quality assurance policies, the college publish a college prospectus and a magazine wherein all the achievements are highlighted.

- We invite stakeholders for annual day celebrations.
- Parents are invited for interactions with the principal, all head of the departments and subject teachers as well.
- News / Information / developments are published in the local leading newspapers.
- The Principal meets the Management to appraise the developments of the college.
- The college organise books exhibitions in the library where stakeholders and people from the community are invited.
- The college has a strong representation in the University administrative bodies like Academic council, Senate and Syndicate etc. Moreover, 5 faculty members are members of Board of Studies of Commerce panel.
- Important information regarding the college is posted on the college website.
- Moreover information is communicated to students through Notice Boards, Display Boards and Classroom notices.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES:

7.1.   Environmental Consciousness:

7.1.1. Does the Institute conduct a Green Audit of its campus and facilities?

Environmental consciousness is one of the key aspects on which the institute puts a great emphasis. The college consists of a very big sports ground surrounded on all sides by trees of different varieties. There is a botanical garden in our sister-concerned Science college having plants of rare species including ornamental plants, medicinal plants and other variety of plants. The natural ambience created due to abundance of greenery generates a positive atmosphere in the college. The benches placed in the garden are used by students for the purpose of academic discussions. The trees make the atmosphere cool and the students sit under the shadow of big trees and study during college hours.

7.1.2. What are the initiatives taken by the college to make the campus eco-friendly?

The college offers a course in "Environmental studies" at B. Com. Sem. III level to develop sensitivity towards environment. The students are assigned activities protecting environment thereby developing environmental awareness.

The rooms of the college are well ventilated which help in saving electricity since the students do not feel the need of tube lights during daytime. Moreover it is a standard practice of switching off all the electrical appliances immediately after the teaching work is over. A peon has been assigned the task of switching off fans and tube lights after the classes are over.

Solar panels are placed in the campus which is charged during daytime through solar energy and in the evening, the lights on the campus get operated through solar energy. This is an important leap towards energy conservation.

Water accumulation in the campus is checked by a system through which excess water is absorbed in the ground through which the ground water level is raised. This water is extracted by means of a bore pump in the times of water scarcity.

Water harvesting is successfully done in the sister-concerned Science college building in the same campus. During monsoon, a lot of water gets stored on the terrace of the college. A system has been developed by which the water is stored in a huge underground water tank constructed near the Chemistry laboratory of the sister-concerned Science college. The amount of water collected is so sufficient that it can be used by us at the time of water scarcity especially during summer time.

In the sister-concerned Science college in all the laboratories PNG (Pipeline Natural Gas) is used as a fuel to check pollution. The campus is made green by growing a large number of trees in the area surrounding the college building. Every year as a part of N.S.S. regular activities "Tree Plantation Programme" is carried out by the NSS volunteers of the two NSS units of the college.

A Drip Irrigation System has been developed for watering the plants grown in the college campus. This system helps us save water.

A fountain has been kept near the garden to enhance the ambience of the college and the water utilised in the fountain is reused to keep the fountain working, thereby avoiding the wastage of water in the process.

Medicinal plants like Ardusi, Tulsi, Amla, Henna etc. have been grown in the botanical garden developed in the campus by the sister-concerned Science college. Also the trees such as Asopalav, banyan, Nilgiri, Neem, etc. along with decorative plants and flower bearing plants are grown in the campus.

7.2. Innovations:

7.2.1. Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

The various innovations introduced in the last four years are as under:-

- We have started teaching with the help of technology i.e. laptops and Over Head Projector (OHP). It has enriched the teaching-learning process. It helps the students to pay more attention to what the teachers present in the classrooms. Mistakes on the part of students are minimized through the help of technology. They can visualize what they wish to actualize.

- We have digitalized our library to facilitate its functioning. All the works connected with library are carried out with the help of computers. It gives great benefits to the students in finding out the books required by the students. Technology helps the librarian in issuing and taking back the books within the stipulated time.

- We have computerized the admission procedure as well.

- We have installed a digital notice board near administrative office on which each and every notice is displayed on the screen round the clock during college hours.

- We have created a college website: www.svtmehsana.org. College information along with results are posted on the website as and when required.

- Since ours is a morning college we begin our teaching work by saying a prayer to Goddess Saraswati in order to create holistic atmosphere in the college campus. We tell the students that prayers are not meant for worldly gains but for becoming one with the Almighty and obtaining peace of mind.

- We have introduced Yoga as one of the soft skill subjects at B. Com. Sem. I level to make the students physically and mentally fit. Those students, who opt for this subject, remain present in the morning to practice yoga in the presence of Physical Instructor.

- We have introduced 'UDISHA' programme under Govt. of Gujarat to make the students familiar with placement and career development.

- With the financial assistance from the Government of Gujarat, we have installed a disc through which the programmes of BISAG (a govt. initiative) are made available to the students. They can watch and listen to the lectures delivered by the subject experts siting in the SANDHAN studio at Gandhinagar.

- Coaching classes for professional courses like ICAI, Tally, CPT etc. and competitive exams have been commenced in the college. Faculties from various institutes are invited to deliver lectures on different subjects.

- Students are encouraged to make their presentations in English with the help of technology.

- The college organises seminars, workshops for students of the final year and post-graduation on Research to develop research-oriented attitude.

- We have made SCOPE exam. compulsory for the students seeking admission in English medium.

- Lectures are arranged on importance of Yoga, Meditation and Spirituality

- To elevate the Emotional Quotient (EQ) of the students. The values like tolerance, patriotism, generosity, truthfulness, sense of justice, and determination of striving towards excellence are inculcated in the personality of students.

- The website of the college is activated and all the results of the examinations and other information are kept on it.

- Surveillance cameras have been installed to ensure safety and security of students.

- The faculty members of the college provided guidance to the students regarding banking sector, insurance sector etc.

- The college made arrangements for procuring Aadhaar Cards for students under the scheme of government of India in campus.

- The college also took initiative in adding the names of students in Voters' list and in obtaining their Election cards.

- An R.O. plant has been installed in the college building which provides cold mineral water to students. The project to install such plants on every floor of the college is under consideration.

- Nearly thirty CDs and DVDs of BISAG lectures are made available in the library. The lectures are broadcast in the specially constructed air-conditioned rooms of the college.

7.3. Best Practices

7.3.1. PRESENTATION OF PRACTICE:1

❖ **Title of Practice:** Exploring the students' potentialities destined to materialise their dreams specifically in the commerce field.

❖ **Goal:** The significant aim of this practice is to make great efforts with a view to getting the students acquainted with each and every resource available in the college for developing their integrated personality. The objective of the practice is to provide a platform to all the students acquiring efficiency in carrying out any work related to commerce field. The college craves for developing materialistic attitudes among the students which can lead to inculcate the qualities required in the commerce field. The college aspires to get the students exposed to various commercial sectors belonging to Gujarat and India too.

❖ **The context:** It is observed that the students seeking admission in the commerce colleges are not familiar with prospects in the commerce fields and therefore we needed to impart job oriented education in the field of commerce. We have felt that student-parent counselling is required for setting goals on the part of students. Through counselling we strive to lead them to their higher potentials. We help the industrious students to join professional courses for enhancing professional skills. Teaching through English medium is the need of the hour. So we have been compelled to start English medium classes. Much emphasis is laid on both business English and Spoken English. We have also experienced that each and every staff member and students must learn English language for both academic and functional purposes. Keeping in view the inevitable circumstances and requirement, we have established DELL where attempts are made to get them inclined towards English language. Emphasis is also put on placement especially for the mediocre students. Special attention is paid to them for helping them achieve jobs using their skills and knowledge related to commerce education.

❖ **The Practice**
  ➢ For acquiring the first-hand knowledge of Accountancy and for 100% job guarantee, Practical Accounting Coaching Classes have been started recently.
  ➢ The college was established with the sole purpose of imparting commerce education in a regional language i.e. Gujarati medium. But with the passage of time we came to realize that commerce education to be imparted in English medium was the need of the hour for professional achievement. So, we were inspired to begin English medium classes. Due weightage is given to

guidance on future aspects i.e. how to face an interview, how to draft a resume to overcome language problems etc.

➢ Parents are invited and they are made familiar with the college mechanism. As we have many students coming from villages who are first generation learners, special counselling is given to make them understand the importance of commerce education and relieve them from fear, anxiety and stress. Thus improving their job prospects, the counselling for goal-setting is arranged in groups as well as individually.

➢ English language is taught in the classrooms as well as in the DELL (Digital Educational and Learning Laboratory).

➢ Professional courses like ICAI (Foundation/Inter/Final), CPT etc. has been introduced to cater to the needs of the students belonging to all strata of the society irrespective of caste, creed and religion and especially for the students of North Gujarat region who are not in a position to go to Ahmedabad for further studies.

➢ To get the students acquainted with the competitive exams and online exams like GMAT, GRE, GPSC, Post, Railway, Bank, Insurance etc., special classes are arranged inviting the experts for providing them exhaustive information.

➢ For equipping the students for good and easily available jobs, a very practical course entitled Tally has been initiated.

❖ **Evidences of Success**

• Success in professional courses: We have been running professional courses mentioned below for the last four years. We have been achieving good results in the professional courses. We are getting good response from the students too. The students of this region are very happy for getting the centres for professional courses.

Sr.No.	Course	No. of students succeeded
1	Foundation: ICAI	46
2	Inter: ICAI	20
3	Final: ICAI	4
4	CPT	10

- Success in conventional educational field: The following is the table which show the successful results of our students who have got conventional education.

Programme	Year			
	2008-2009	2009-2010	2010-2011	2011-2012
F.Y.B.Com. (Sem.II)	76.86%	79.48%	85.71%	56.61%
S.Y.B.Com. (Sem.IV)	97.62%	84.41%	95.30%	94.28%
T.Y.B.Com.	83.90%	86.00%	87.26%	97.62%
M.Com. (Sem.IV)	98.32%	99.00%	97.92%	98.41%

- Counselling helps many students to overcome their personal, academic and financial problems.
- This practice has been taken up very positively by the teachers and the students and have achieved positive outcome towards the growth of students and on the whole society.

❖ **Problem encountered and Resources required**

- A large number of students hail from rural areas and therefore it becomes difficult to get them exposed to English language.
- Most of the faculties have had their higher education in Gujarati medium and so they find difficulty in expressing their thoughts in English.
- Well-equipped English Language Lab. and English reference book were required.
- Over Head Projector and Presentation devices were required.

PRESENTATION OF PRACTICE:2

Title of Practice: Optimum Utilization of the College Building and College Campus:

❖ **Goal:**

The campus of the college is very spacious, magnificent and fascinating. It consists of a huge ground consisting of a variety of trees. The atmosphere is pollution free. There is a wonderful fountain in the botanical garden in the sister-concerned Science College in the same campus. It is a centre of attraction for the people of Mehsana. Many people use the campus for evening walk. The college authorities has decided to make multiple use of the campus so that it is not only useful for imparting education to more than 4500 students among which a big lot of them hail from rural areas, but also useful for the people at large.

❖ The Context:

The world of today is very competitive. At the same time, the need of the hour is that we should try to help others as much as possible and bring the most coveted smile on other people's faces. To fulfill this desire, the college extended help to all who wished to do something constructive in any given area. It included both the Government bodies as well as the Private authorities. The college decided to make the optimum utilization of the Building as well as Campus by allowing others to use the campus for fulfillment of specific purposes of doing good to the society.

Our college building is busy during whole day time. The building is utilised by Commerce and Law college in the morning from 7-00 a.m. to 1-30 p.m. In the afternoon time building is utilized by Arts, Science and B.Ed. college from 11-45 a.m. to 05-30 p.m.

The conducting of competitive examinations like Bank, LIC, GPSC GATE, ITI etc. in Mehsana is extremely challenging as it requires good infrastructure, tight security and skilled man power. The college makes all the arrangements for proper conducting of the examination.

❖ The Practice

The college is a witness of being a centre of ICAI and CPT Professional courses. In North Gujarat area this is one and only centre where students can build their career professionally.

The college is also a center of voting for State and Central assembly election. It really helps the people of surrounding areas as they do not have to go at remote places for casting their votes.

The college also is a centre for issuing Unique Identification Number (UID) i.e. 'Aadhaar Card' for more than two months. The entire Mehsana district is benefitted by the initiative taken by the college. As we all know that UID card has become inevitable in all the dealings associated with Government enterprises. All the people of the district visit the college along with their families to get their cards prepared. The staff and students of the college assist the people in directing the place allotted to UID authorities, take care of their safety and security, help them fill the necessary forms to get the card, extend support to the aged and the weak in compilation of their documents, manage a great rush of people to the college along with the normal teaching-learning process of the college.

As regards Aadhaar Card, it has now become compulsory to connect with a bank account to get government subsidy on bottle of PNG gas delivered by dealer of the agency, innumerable people take advantage of the arrangement made by the college. The residents of Mehsana do not have to go to farther places to complete the

formalities of the card. They find it very convenient to come to college and get through the process.

The examination like GATE (Graduate Aptitude Test in Engineering) and ITI are conducted at our campus. The GATE authorities visit the campus few days prior to examination to find out the facilities available in the campus. It is a matter of great credit for the college that since 2010, the examination that paves the way for IITs is conducted successfully and with a great satisfaction of the Authorities at the campus. The faculty members of the college render their services even on Sundays for the smooth conducting of the examination. The college is also a centre for many other examinations conducted by the State Government for different posts. The entire staff - ranging from the principal of the college to the peon contribute for the proper handling of the examination.

The college allows government authorities to arrange various programmes in the Conference Hall located at the third floor of the college. The Employment Exchange Bureau also conducted a seminar on the Effective use of Employment Bureau in the hall itself.

The campus was also utilized for organizing 'Property Show' by prominent builders of Mehsana and Ahmedabad for three days. Many people were benefitted by it as they could get all the options of residential flats under one roof.

❖ **Evidence of Success**

As the college is located on the highway connecting Ahmedabad and Mehsana, it is very convenient for people to reach the college. The students find it very convenient to appear for their competitive examinations at the college. The success ratio of the college regarding the management of such examinations is extremely high. The authorities concerned express a deep sense of gratitude to the principal for helping them conduct the examination in an excellent manner.

❖ **Problems Encountered and Resources Required**

The biggest problem that the college encountered in the conducting of examination and arrangement of 'Aadhaar card' is the management of such a huge rush of people in the campus. It was extremely challenging to handle a big crowd from security point of view. Even to witness the Property Show, an immensely big crowd of people had visited the campus. The college has been compelled to install several CCTVs in the campus so that the safety of the people is assured. The campus is under surveillance of CCTVs.

Contact Details:

Name of the Principal:	Patel Jagdishbhai Kacharabhai
Name of the Institution:	Shri V. R. Patel College of Commerce
City:	Mehsana
Pin Code:	384002
Accredited Status:	B+
Work Phone:	02762-254361
Website:	www.svtmehsana.org
Mobile:	98246 11004
Fax:	02762-254357
E-mail:	vrpccm@yahoo.co.in

EVALUATIVE REPORT PROGRAMME WISE:

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. and two years of M.Com Programme the principal subject has only 12 papers out of 42. Thus the major teaching work is in compulsory subjects. Moreover the system of departments is also 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.

1. **Name of the Department:**

Sr. No.	Particulars	Departments					
1	Name of Departments	Accountancy & Commerce	Management	Statistics & Computer	Economics	English	Physical Education
2	Year of Establishment	1964	1988	1988	1964	1964	1964
3	No. of Teachers						
	Sanctioned	7	2	3	2	2	1
	Present Position	5	1	2	1	1	1
4	No. of Adm. Staff	--	--	--	--	--	--
5	No. of Technical Staff	--	--	--	--	--	--
6	No. of Students	1800	60	70	1800	1800	1800

2. **Year of the Establishment:** As above.

3. **Name of the programmes/Courses offered:** B.Com and M.Com.

4. **Name of Interdisciplinary courses and Department/Units involved:**

Elective and core inter disciplinary courses:

HEMCHANDRACHARYA NORTH GUJARAT UNIOVERSITY, PATAN

Programme : B. Com.

SEMESTER - I

COURSE NO.	COURSE TYPE	TITLE OF COURSE
CC 101	CORE	Fundamentals of Business Economics - I
CC 102	CORE	Human Resource Management
CC 103	CORE	Accountancy - I
CC 104	CORE	Communication in Business
CE 101 A	Core Elective Accounting	Financial Accounting - I
CE 101 B	Core Elective Statistics	Basic Statistics - I
CE 101 C	Core Elective Advance Business Management	Sales Management
CE 101 D	Core Elective Computer Application	Computer Application – I
CE 101 E	Core Elective Banking	Fundamentals of Banking - I
CE 101 F	Core Elective Banking & Insurance	Fundamentals of Banking – I (Banking & Insurance)
CE 101 G	Core Elective International Business	Fundamentals of International Business
CE 101 H	Core Elective Marketing	Principles of Marketing
SE 101 A	Subject Elective Accounting	Financial Accounting - I
SE 101 B	Subject Elective Statistics	Basic Statistics - I
SE 101 C	Subject Elective Computer Application	Computer Application – I
SE 101 D	Subject Elective Secretarial Practice	Secretarial Practice - I
SE 101 E	Subject Elective Advance Business Management	Sales Management
SE 101 F	Subject Elective Co-operation	Co-operation - I

FC 101 A	Foundation	Time Management
FC 101 B	Foundation	Growth of Indian Industries
FC 101 C	Foundation	Human Right
FC 101 D	Foundation	Tally Accounting
FC 101 E	Foundation	Yoga & Meditation
FC 101 F	Foundation	Life Insurance Services
FC 101 G	Foundation	Fundamentals of Banking - I
SS 101 A	Soft Skill	Personality Development
SS 101 B	Soft Skill	Indian Constitution - I
SS 101 C	Soft Skill	Stress Management
SS 101 D	Soft Skill	National Ethics
SS 101 E	Soft Skill	Indian Culture & Heritage
SS 101 F	Soft Skill	Fundamentals of Entrepreneurship - I
SS 101 G	Soft Skill	General English : Text & Composition

SEMESTER - II

COURSE NO.	COURSE TYPE	TITLE OF COURSE
CC 105	CORE	Fundamentals of Business Economics - II
CC 106	CORE	Fundamentals of Marketing Mgt.
CC 107	CORE	Accountancy - II
CC 108	CORE	Business Correspondence
CE 102 A	Core Elective Accounting	Financial Accounting - II
CE 102 B	Core Elective Statistics	Operations Research
CE 102 C	Core Elective Advance Business Mgt.	Distribution Management
CE 102 D	Core Elective Computer Application	Computer Application - II
CE 102 E	Core Elective Banking	Fundamentals of Banking - II
CE 102 F	Core Elective Banking & Insurance	Fundamentals of Insurance
CE 102 G	Core Elective International Business	Foreign Exchange and Balance of Payments
CE 102 H	Core Elective	Personal Selling

		Marketing	
SE 102 A	Subject Elective Accounting	Financial Accounting - II	
SE 102 B	Subject Elective Statistics	Operations Research	
SE 102 C	Subject Elective Computer Application	Computer Application - II	
SE 102 D	Subject Elective Secretarial Practice	Secretarial Practice - II	
SE 102 E	Subject Elective Advance Business Mgt.	Distribution Management	
SE 102 F	Subject Elective Co-operation	Co-operation - II	
FC 102 A	Foundation	Environmental Studies	
SS 102 A	Soft Skill	Leadership Development	
SS 102 B	Soft Skill	Team Building Training	
SS 102 C	Soft Skill	Analysis of Accounting Statements	
SS 102 D	Soft Skill	Sports & Practice	
SS 102 E	Soft Skill	Indian Constitution - II	
SS 102 F	Soft Skill	Fundamentals of Entrepreneurship - II	
SS 102 G	Soft Skill	General English : Grammar & Composition	

SEMESTER – III (Effective from June 2012)

COURSE NO.	COURSE TYPE	TITLE OF COURSE
CC 201	CORE	Economics of Government Finances
CC 202	CORE	Indian Financial System
CC 203	CORE	Taxation - I
CC 204	CORE	Commercial Communication
	Any ONE Group from the following	
CE 201 A	Core Elective Accounting	Cost Accounting - I
CE 202 A	Core Elective Accounting	Corporate Accounting
	OR	
CE 201 B	Core Elective Statistics	Basic Statistics - III

CE 202 B	Core Elective Statistics	Fundamentals of Statistics - I
	OR	
CE 201 C	Core Elective Advance Business Management	Advanced Personnel Management
CE 202 C	Core Elective Advance Business Management	Advanced Marketing Management
	Any ONE Course from the following other than the opted from Core Elective.	
SE 201 A	Subject Elective	Cost Accounting - I
SE 201 B	Subject Elective	Basic Statistics - III
SE 201 C	Subject Elective	Advanced Personnel Management
SE 201 D	Subject Elective	Secretarial Practice - III
SE 201 E	Subject Elective	Computer Application – III
SE 201 F	Subject Elective	Co-Operation - III
	Any ONE Course from the following	
FC 201 A	Foundation	General Knowledge - I
FC 201 B	Foundation	General Insurance
FC 201 C	Foundation	E-Commerce
FC 201 D	Foundation	Service Management
FC 201 E	Foundation	Tourism Management

SEMESTER - IV (Effective from December 2012)

COURSE NO.	COURSE TYPE	TITLE OF COURSE
CC 205	CORE	Economics of Growth and Development
CC 206	CORE	Production Management
CC 207	CORE	Taxation - II
CC 208	CORE	Organizational Communication
	Any ONE Group from the following	
CE 203A	Core Elective Accounting	Cost Accounting - II
CE 204 A	Core Elective Accounting	Auditing - I
	OR	
CE 203 B	Core Elective	Basic Statistics - IV

	Statistics	
CE 204 B	Core Elective Statistics	Fundamentals of Statistics - II
	OR	
CE 203 C	Core Elective Advance Business Management	Management of Organized Market
CE 204 C	Core Elective Advance Business Management	Advanced Financial Management
	Any ONE Course from the following other than the opted from Core Elective.	
SE 202 A	Subject Elective	Cost Accounting - II
SE 202 B	Subject Elective	Basic Statistics - IV
SE 202 C	Subject Elective	Management of Organized Market
SE 202 D	Subject Elective	Secretarial Practice - IV
SE 202 E	Subject Elective	Computer Application – IV
SE 202 F	Subject Elective	Co-Operation – IV
	Any ONE Course from the following	
FC 202 A	Foundation	General Knowledge - II
FC 202 B	Foundation	SCOPE
FC 202 C	Foundation	Right to Information
FC 202 D	Foundation	World Trade Organization
FC 202 E	Foundation	Pollution Control & Its Impact

SEMESTER –V : (Effective from June 2013)

COURSE NO.	COURSE TYPE	TITLE OF COURSE
CC 301	CORE	Economics of International Trade
CC 302	CORE	Marketing Management Practices
CC 303	CORE	Corporate Communication
CC 304	CORE	Business Statistics - I
CC 305	CORE	Business Laws – I
	Any ONE Group from the following	
CE 301 A	Core Elective Accounting	Cost & Financial Accounting
CE 302 A	Core Elective Accounting	Management Accounting - I

	OR	
CE 301 B	Core Elective Statistics	Fundamentals of Statistics - III
CE 302 B	Core Elective Statistics	Fundamentals of Statistics - IV
	OR	
CE 301 C	Core Elective Advance Business Management	Industrial Psychology & Management
CE 302 C	Core Elective Advance Business Management	Export Marketing
	Any ONE Course from the following	
FC 301 A	Foundation	General Knowledge - III
FC 301 B	Foundation	Disaster Management

SEMESTER – VI : (Effective from December 2013)

COURSE NO.	COURSE TYPE	TITLE OF COURSE
CC 306	CORE	Indian Business and Economic Environment
CC 307	CORE	Fundamentals of Financial Management
CC 308	CORE	Media and Public Relation Communication
CC 309	CORE	Business Statistics - II
CC 310	CORE	Business Laws - II
	Any ONE Group from the following	
CE 303 A	Core Elective Accounting	Management Accounting - II
CE 304 A	Core Elective Accounting	Auditing - II
	OR	
CE 303 B	Core Elective Statistics	Fundamentals of Statistics - V
CE 304 B	Core Elective Statistics	Fundamentals of Statistics - VI
	OR	
CE 303 C	Core Elective	International Marketing

		Advance Business Management	
CE 304 C		Core Elective Advance Business Management	Stress Management
		Any ONE Course from the following	
FC 302 A		Foundation	General Knowledge - IV
FC 302 B		Foundation	Recent Trends in Management

Programme : M. Com.

M. Com. Sem.	Paper No.	Courses
I		**Core Courses**
	1.1	Management Concepts & Organizational Behaviour
	1.2	Managerial Economics
		Elective Courses (Any one Group of the following)
	1.31	Financial Management
	1.41	Corporate Financial Accounting
		OR
	1.32	Mathematical Statistics (Paper – 1)
	1.42	Mathematical Statistics (Paper – 2)
		OR
	1.33	Sales and Logistic Management (Paper – 1)
	1.43	Advertising and Retail Management (Paper – 2)
		Soft Skill Course (Any one of the following)
	1.51	Computer Applications In Business and E-Commerce
	1.52	Human Resource Management
	1.53	Major Environmental Issues
	1.55	Theory and Practice of Co-operation
II		**Core Courses**
	2.1	Security Analysis and Portfolio Management
	2.2	Marketing Management
		Elective Courses (Any one Group of the following)
	2.31	Elements of Banking and Insurance
	2.41	Cost Accounting
		OR
	2.32	Econometrics (Paper – 1)
	2.42	Econometrics (Paper – 2)
		OR

	2.33	Consumer Behaviour and Sales Promotion (Paper – 3)
	2.43	Marketing Concept and Strategy (Paper – 4)
		Soft Skill Course (Any one of the following)
	2.51	Computerized Accounting : Tally
	2.52	Indian Banking and currency System
	2.53	Growth and Structure of Industries
	2.54	Financial Services
III		**Core Courses**
	3.1	Direct and Indirect Taxes
	3.2	Project Planning and Control
		Elective Courses (Any one Group of the following)
	3.31	Accounting for Managerial Decision
	3.41	Accounting for Service Organization
		OR
	3.32	Demography (Paper -1)
	3.42	Demography (Paper -2)
		OR
	3.33	Marketing Research (Paper – 5)
	3.43	Service Marketing (Paper – 6)
		Soft Skill Course (Any one of the following)
	3.51	Company law Administration
	3.52	Industrial Relation and Labour Legislation
	3.53	Operation Research
	3.54	Risk Management
	3.55	Indirect Taxes
IV		**Core Courses**
	4.1	Strategic Management
	4.2	Quantitative Techniques and Research Methodology
		Elective Courses (Any one Group of the following)
	4.31	Advanced Financial Accounting
	4.41	Financial Markets
		OR
	4.32	Operation Research (Paper – 1)
	4.42	Operation Research (Paper – 2)
		OR
	4.33	Foreign Trade, Policy, Procedure and Documentation (Paper – 7)
	4.43	International Marketing (Paper – 8)
	4.5	Dissertation / Project Report

		OR
		Business Ethics (Theory Paper)

5. **Semester/Choice based credit system:** Choice based credit system and semester wise

6. **Participation of the Department in the courses offered by other Departments:**

   The faculty members take lectures in the foundation, core and elective courses offered by other departments. The students are given a choice in selecting the electives of the other departments.

7. **Courses in collaboration with other universities, industries and foreign institutions, etc.:** Nil

8. **Detail of the courses/programmes discontinued (If any) with reasons:**

   No, we have not discontinued any courses so far. But we have made certain changes in either the titles of the courses or the content of the courses as per the global needs.

9. **Number of teaching posts:**

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	20	13

10. **Faculty profile with Name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil. etc.) :**

Name	Qualification	Designation	Specialization	Experience(yrs.)	No. of Ph.D. Student guided
Prin. Dr. J. K. Patel.	Ph.D., M.Com, M.Ed.	Principal	Accountancy	20	5
Prof. U. G. Panchotiya	M.Com, B.Ed.	Asst. Professor	Accountancy	32	-
Prof. R. M. Patel.	M.Com, P.G.D.C. A	Asst. Professor	Accountancy	32	-
Prof. S. J. Patel	M.Sc.	Asst. Professor	Statistics	32	-
Dr. K. C. Modi	Ph.D., M.PhilM. Com,	Asst. Professor	Management	29	-

Dr. G. U. Rajput	Ph.D., M.P.E N.I.S.	Asst. Professor	Sports		3
Prof. M. B. Pandiya.	M.Sc.	Asst. Professor	Statistics	24	-
Prof. A. D. Parmar.	M.Com,	Asst. Professor	Accountancy	20	-
Prof. V. B. Patel	M.A. B.Ed.	Asst. Professor	English	22	-
Dr. H. S. Viramgami	Ph.D., M.Phil. B.B.A	Asst. Professor	Management	29	-
Dr. R. N. Desai	Ph.D., M.A	Asst. Professor	Economics	19	-
Prof. S. O. Gandhi.	F.C.A	Asst. Professor	Accountancy	27	-

11. List of senior visiting faculty:

    1. Mr. D. J. Shah.

    2. Mr. R. M. Parmar.

12. Percentage of Lectures delivered and practical handle programme wise by temporary faculty: 40 %

13. Student Teacher ratio Programme wise:

        B.Com: 98:1

        M.Com:10:1

14. No. of academic support staff (technical) and administrative staff : sanctioned and filled:

	Sanctioned	Filled
No. of academic support staff	-	-
Administrative staff	21	12

15. Qualification of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG:

Qualification of teaching faculty	No.
Ph.D.	**6**
M.Phil.	**2**
PG	**13**

16. **No. of faculty with ongoing project from A. National B. International funding agencies and grants received:**

    None

17. **Departmental project funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:**

    1. Dr. H. S. Viramgami.

       Title of Minor Research Project: A Study of Tourists' Perception about Tourist Resources and Tourist Resources in Gujarat

       UGC Sanctioning Letter No: 23-1636/10(WRO) dated 22-09-2010

       Total Amount Sanctioned: Rs. 80,000

18. **Research Centre/Facility recognized by the University:**

    Post graduate department of Accountancy, Management, Statistics.

19. **Publications: Publications per faculty :**

- Number of papers published in peer reviewed journals (national/international)

Number of papers published in peer reviewed journals	National	International
Prin. Dr. J. K. Patel	3	4
Prof. U. G. Panchotiya	-	-
Prof. R. M. Patel.	-	-
Prof. A. D. Parmar.	1	
Prof. S. O. Gandhi.		

- Number of publication listed in International Database : Nil

  (For e. g. : Web of Science, Scopus, Humanities, International compete, Dare database-International Social Sciences Directory, EBSCO host, etc.)

- Monographs : Nil

  Chapter in Books:

- Books with ISBN/ISSN numbers with detail of publishers :

Name of Author	Title of Book	ISBN/ISSN No.
Dr. H.S. Viramgami	Indian Financial System – 2013	ISBN No. 978-93-313-1859-6
Dr. H.S. Viramgami	"Principles of Marketing and Human Resource Management" - 2011	ISBN No. 978-81-313-1082-3

Dr. H.S. Viramgami	"Entrepreneurship Development"	ISBN No. 978-81-313-0431-0
Dr. H.S. Viramgami	. "Management" – 2009,	ISBN No. 978-81-313-0683-3
Dr. H.S. Viramgami	"Changing Paradigm of Accountancy and Finance in Global Perspective"-2011	ISBN No. 978-93-5051-378-1
Dr. H.S. Viramgami	"Managing Global Competition : A Holistic Approach"	ISBN No. 023-063-646-2
Dr. R. N. Desai	"E-social Research Methods"-2010	ISBN No. 978-93-5032-0037
Dr. R. N. Desai	"Co-operative Management and Development"-2010	ISBN No. 978-93-5032-0006
Dr. R. N. Desai	"Environmental Economics"-2010	ISBN No. 978-93-5032-8
Dr. R. N. Desai	"Industrial Economics"-2010	ISBN No. 978-93-5032-011-2

- Citation Indes : Nil
- SNIP : Nil
- SJR : Nil
- Impact Factor : Nil
- h-Index : Nil

20. Areas of Consultancy and income generated: Nil

21. Faculty as members in

a) National Committees b) International Committees c) Editorial Boards

1. Prin. Dr. J. K. Patel.

- Member of Board of studies, Hemchandracharya North Gujarat University.
- Senate member of Hemchandracharya North Gujarat University
- Vice chancellors nominee for Library committee of Hemchandracharya North Gujarat University
- Coordinator M.Phil. of Accountancy Department
- Member of L.I.C. Committee of Hemchandracharya North Gujarat University
- Member of All India Principal Association.

- Member of Accountancy Teachers Association
- Member of Gujarat State Principal Association.
- Member of Editorial Board in Golden Research Thoughts, Solapur.
- Member of Planning Board of Hemchandracharya North Gujarat University

2. Prof. U. G. Panchotiya.

- Life Member of Gujarat University Area Teachers' Association.

3. Prof. R. M. Patel.

- Chairman : Board of Studies – Commerce
- Member   : Academic Council
- Member   : Subject Expert Team : Accountancy

Also Life Time Member of:

- All India Accounting Association
- Gujarat University Accountancy Teachers Association
- Gujarat Commerce Teachers Association
- HNGU : Vanijya Adhyapak Vaartul

4. Prof. S. J. Patel

- Chairman of Board of Statistics Studies in H.N.G.U., Patan.
- Member of Gujarat University Statistics Teachers' Association.

5. Prof. Dr. K. C. Modi

- Chairman of Board of Management Studies in H.N.G.U., Patan
- Life Member of All India Commerce Association
- Life member of Gujarat and North Gujarat University Commerce & Management Teachers' Association
- Life Member of North Gujarat University Vanijya Adhyapak Vartul

6. Prof. Dr. G. U. Rajput

- Member, HNGU Sports Handbook
- Member, Expert Panel, Physical Education Department, HNGU.
- Member, Selection Committee, PED, HNGU.
- Secretary, Mehsana District Judo Association
- Technical Officer, Gujarat State Judo Association
- AAFI Qualified Officer

7. Prof. M. B. Pandya.

- Life member of Gujarat University Statistics Teachers' Association.

- Member of L. I. C. Committee, H.N.G.U., Patan.

8. Prof. A. D. Parmar.

- Member, NSS Advisory Committee, HNGU
- Member, State NSS Core Committee, Govt. of Gujarat
- Member, Expert Committee, HNGU
- Member of Accountancy Teachers Association
- Member of All India Accountancy Teachers Association
- Member of Commerce and Management Teachers Association

9. Prof. V. B. Patel.

- Member, English Teachers' Association, HNGU, Patan.
- Former Member of Board of English Studies, HNGU, Patan.

10. Prof. Dr. H.S. Viramgami

- Life Member of All India Commerce Association
- Life Member of Gujarat and North Gujarat University Commerce & Management Teachers' Association
- Life Member of North Gujarat University Vanijya Adhyapak Vartul
- Life Member of All India Accountancy Association

11. Prof. Dr. R. N. Desai

- Life Member of Gujarat University Economic Association
- Senate member of Hemchandracharya North Gujarat University

12. Prof. S. O. Gandhi

- Member of Institute of Chartered Accountant

13. Prof. Dr. A. B. Kshatiya

- Member of Rajyasabha (Upper House) since 10th April 2008.

22. Student project:

- **Percentage of students who have done in-house projects including inter departmental/programme:** None
- **Percentage of students placed for projects in organizations outside the institution i.e. in Research Laboratories/Industry/other agencies:** None

23. Awards/Recognitions received by faculty and students: Nil

24. List of eminent academicians and scientists/visitors to the department: National International: Nil

25. Seminars/Conferences/Workshops organized & the source of funding:

   a) **National:** None

b) **International:** None

26. **Student profile programme/Course wise: Mentioned in the prospectus.**

27. **Diversity of Student: None**

28. **How many students/Faculty have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?**

   Faculty members: 1. Mr. Dharmesh Patel (NET)

29. **Student progression:** Most of the student are Engage in Professional course or in reputed job.

30. **Details of Infrastructural facilities:**

a) Library: College library is having subject matter related to texts and journals

b) Internet facilities for Staff & Students: The college has a full-fledged computer lab. having internet facilities and department has internet facility for the staff.

c) Class rooms with ICT facility: All English medium class rooms have OHP

d) DELL: 1 digital English laboratory equipped with all facilities.

31. **Number of Students receiving financial assistance from college, university, government or other agencies:** Most of the reserve categories students get free scholarship by government of Gujarat as mention earlier.

32. **Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts:**

33. **Teaching methods adopted to improve student learning:**
   - Group discussions
   - Lecture and discussion
   - Practical
   - Demonstration
   - Audio visual aids
   - Seminars
   - BISAG SANDHAN lectures
   - Role plays
   - Case studies
   - Study tours and excursions

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities**

- In college celebrates consumer week (24th -30th Dec.) every year, and the celebration includes lectures on consumer awareness, laws, problems, their rights and responsibilities along with demonstration, role plays, competitions film shows, presentations, exhibitions etc. where by all faculty members and students actively participate.

35. SWOC analysis of the department and Future plans:

Strengths:

- Well-furnished and well equipped labs.
- Twelve full time permanent staff, one part time and 20 visiting Lecturer.
- Support from experienced faculties.
- Skill oriented courses.
- Faculty has pooled resources to support the students financially.
- Personal and Career counseling is provided to the students regularly.
- Parent Teacher meetings are organized in the regular event as the academic year.

Weaknesses:

- Limitation in the use of English language as majority of the students comes from rural background.
- Lack of sufficient permanent staff.

Opportunities:

- Faculties are invited as resource persons to various workshops/seminar/lectures/Judge in various competitions.
- Faculty is given ample opportunities to attend various workshops, seminars, conferences and present their research papers at State/National/International level.
- Three faculty is given opportunity to guide Ph.D. students.
- Two faculty members are given opportunity to carry out their doctorate research.
- Faculty members are given opportunity to apply for major and minor research projects.
- Faculty and students are provided ample opportunities to work with the community.
- Students of the college get opportunity to identify their hidden potentials through various courses.

Challenges:

- To motivate the students for further studies
- Such majority of the students are from rural/low socio economic group, it's a challenge for the faculty to involve them in NSS camp
- Computer enhancing skills.

Future Plan:

College plans to have

- Short terms courses for students.
- Short terms courses for community enrichment.
- To organize capacity building workshops.
- To write some reference books on relevant subjects.
- To apply for more research projects.

POST - ACCREDITATION INITIATIVES

Recommendations /Suggestions/ Implementations:

- ➢ **There is a need to develop and start self-financing courses to improve the overall functioning of the college. The operational separation of the college teaching programmes may be reorganized. The working hours may be increased.**

  As per the recommendation made by the NAAC Peer Team, we have started self-financed courses like Practical Accounting, SCOPE and Tally.

- ➢ **The college may think of introducing job-oriented and professional courses.**

  The college has already introduced job-oriented and professional courses like ICAI, CPT and Practical Accounting.

- ➢ **It is required to introduce programmes of teaching to impart computer and communication skills in English language.**

  As per the recommendation made by the NAAC Peer Team, we put more emphasis on computer literacy by motivating the students to opt for Computer as their Subject Elective from many subject electives introduced by the university from Sem. I to IV. We encourage our students to appear at SCOPE examination especially Only Assessment Scheme every year to enrich their communication skills in English Language.

- ➢ **There is an urgent need for the college to establish linkages with industry, trade, Chamber of Commerce, tax professionals and NGO's, etc.**

  We have made an MOU with the prominent companies/G.I.D.C./Tax Professionals/Financial Advisors of Mehsana for creating job opportunities.

- ➢ **The college may undertake appropriate measures to attract funds from UGC under various schemes / programmes including minor and major research projects.**

  One of our faculties named Dr. H. S. Viramgami applied for a Minor Research Project under UGC Scheme and the UGC has approved his project.

- ➢ **Special lectures may be organized to make the students aware about the state and society in India.**

  To promote the awareness regarding the state and society in India, we make the students opt for the paper of General Knowledge as a part of soft skills introduced by the university. We arrange lectures to be engaged by our faculties and guests as well to make them get acquainted with the state and society in India.

- **To promote articulation amongst students, steps may be initiated.**

  We have an interactive session at the end of the lecture. We provide our students with an opportunity to express their views in a creative manner. If we find any error in their articulation, we get it rectified on the spot.

- **Efforts may be made for maximum utilization of facilities like library and computer centre.**

  Our students can have an access to our library and computer/DELL labs. on an average 9 hours per day. Moreover, computer and DELL labs. are used for conducting various exams viz. ICAI: Inter and Foundation as well as SCOPE.

- **The college may establish the Internal Quality Assurance Cell for planning and its implementation.**

  Internal Quality Assurance Cell has been established on the basis of the recommendation made by the NAAC Peer Team in 2008 for planning and its implementation.

- **Computer training and personality development and other such management training programmes may be conducted for both teaching and non-teaching staff.**

  In collaboration with various national and international clubs like Rotary Club, Jaycee Club etc., we conduct various programmes like personality development, leadership skills, effective public speaking, body language, management skills, computer training etc. for both teaching and non-teaching staff.

- **Mentor system may be introduced in college. In this system each teacher should act as a mentor to a group of students to take care of their academic, career-related and other problems.**

  We have already introduced the mentor system in our college to take care of their academic, career-related and other problems.

- **As the college comprises of a good number of female students, more women may be appointed as teachers.**

  The vacant posts of colleges are sanctioned by the Education Department of the State Government. The Government has not made any recruitment since 1998 for one reason or another. We have got seven vacant posts in different subjects. Keeping in view the academic interests of the students, we have appointed 15 visiting faculties and out of them, we have appointed eleven women as teachers. As per the recommendation, we have given priority to women teachers.

- **The college may get itself recognized as a center for Ph.D. research work.**

The university does not allow the colleges to get recognized as a special centre for Ph.D. research work, but the teachers are appointed as guides to provide the guidelines for research work. Dr. J. K. Patel, Dr. H. S. Viramgami and Dr. R. N. Desai have been appointed as Ph.D. guides in Accountancy, Commerce and Economics respectively.

➢ **The college may collect data about old students, their placements, their further studies, and academic progression. In this process, the alumni association may take initiatives.**

We maintain the data about old students i.e. Alumni Association, their placements, their further studies, and academic progression every year.

➢ **English language teachers teach English by making use of Gujarati and sometimes Hindi. This has to be checked. It is not helping students.**

As per the suggestion offered by the NAAC Peer Team, English language teachers teach English laying much emphasis on English.

➢ **A provision for practical in accounts may be made for benefit of students.**

We arrange self-financing course in practical in accounts for benefit of students.

Declaration by the Head of the Institution

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and not part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution
with seal:

Place:
Date:

Certificate of 2(f)

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110002.

No.F.8-44/86(CPP-I)   Dated:- May 1989.

To,

　　　The Registrar,
　　　North Gujarat University,
　　　Rajmahel Road,
　　　Post-Box-No.21,
　　　Patan-304265,
　　　(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)
　　　　　　　　　　　　　　　　　　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)
　　　　　　　　　　　　　　　　SECTION OFFICER

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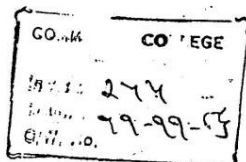# Certificate of 12(B)

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110002.

No.F.8-44/86(CPP-I)   Dated: 5-11-86

To

The Registrar,
Gujarat University,
Post Box No.4010,
Ahmedabad - 380009.

Sub:- List of colleges prepared 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 unto
Bachelor's Degree:-

Name of the College	Year of Establishment
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,

sd/-
(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

TRUE COPY
Verified by

Shri V. R. .... Commerce
Mehsana

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NAAC Accreditation Certificate

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the

National Assessment and Accreditation Council

on the recommendation of the duly appointed

Peer Team is pleased to declare the

Sardar Vidyabhavan Trust, Mahesana Sanchalit

Shri V. R. Patel College of Commerce

Mahesana

affiliated to Hemchandracharya North Gujarat University

Gujarat as
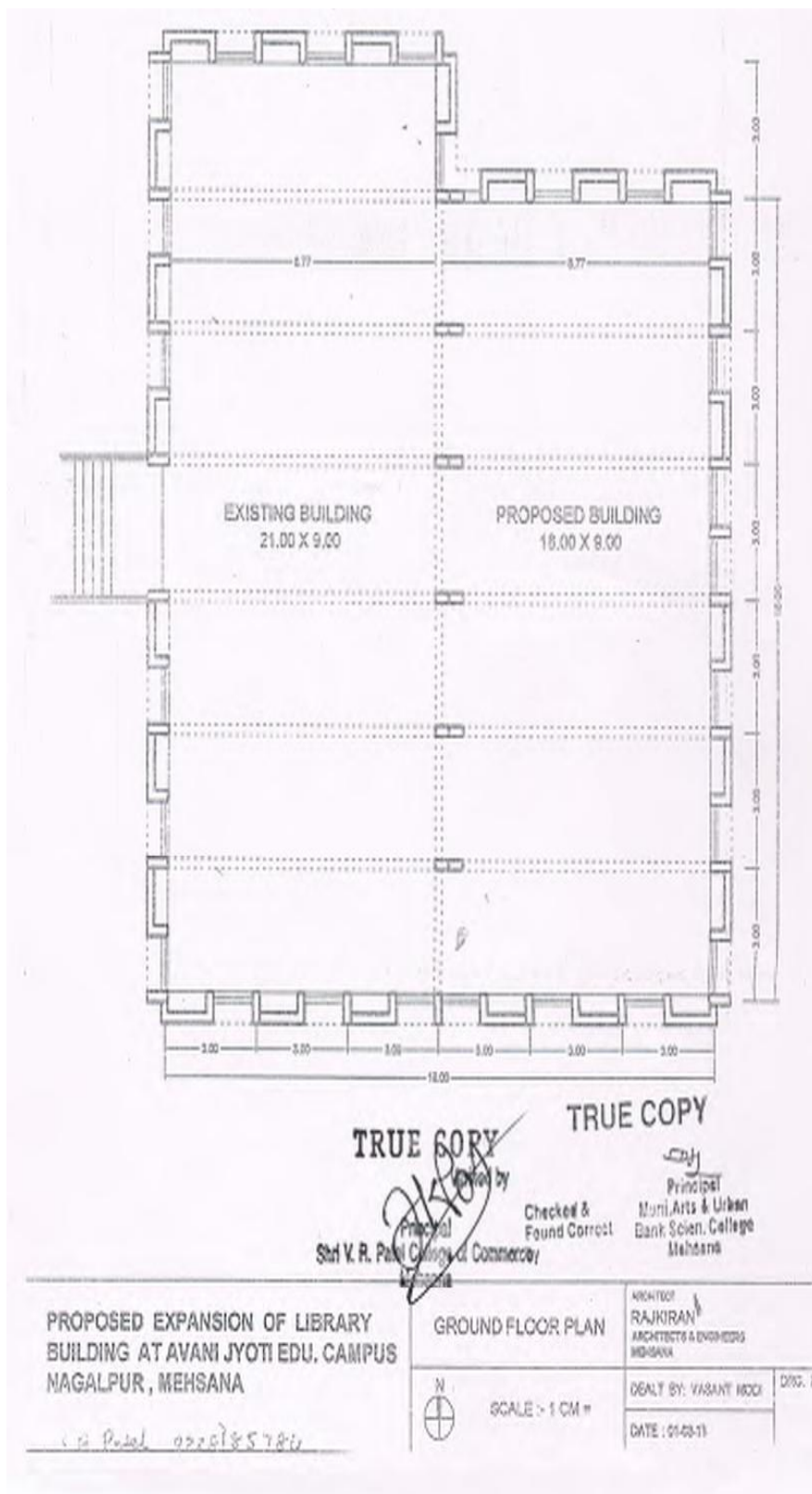
Accredited

at the B^{+} level.

Date : March 31, 2007

Director

- This certification is valid for a period of *Five* years with effect from March 31, 2007
- An institutional score (%) in the range of 55-60 denotes C grade, 60-65-C˚ grade, 65-70-C˚˚ grade, 70-75- B grade, 75-80- B˚ grade, 80- ˚ grade, 85-90- A grade, 90-95-A˚ grade, 95-100-A˚˚ grade (upper limits exclusive)

March 31, 2007/115

Layout of Library

Master Plan of the Campus